



SACRAMENTO  
STATE

## Amador Building Emergency Action Plan

*Public View*

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*Maintaining an effective building coordinator program helps to ensure the safety of employees, students, and visitors in the event of an emergency.*

### Revision Type

☒ Annual Review ☐ Update BEAP Information ☐ Update Building Coordinator/Floor Marshal(s) ☐ Other

### DESCRIPTION OF REVISIONS

List of floor marshals has been updated. No other changes to report.

Marsha Robinson

marobins@csus.edu

10/28/2022

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**Reviewed/Updated by**

**Email**

**Date**

Dianne Hyson

(916) 278-7320

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**Building Coordinator**

**Phone**

Meysee Vang

10/28/2022

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**Approved by Risk Management**

**Date**

## Amador Building Emergency Action Plan

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### Introduction

*In compliance with California State University Executive Order (EO) 1056 which guides campuses on developing and maintaining an emergency management program (Building Emergency Action Plan) that will be activated in an event of an emergency.*

A Building Emergency Action Plan (BEAP) is a safety plan in which faculty, staff, students, and guests need to follow in an event of an emergency. This plan is a supplement to the comprehensive **Sacramento State Emergency Operations Plan**. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance in the **Sacramento State Emergency Operations Plan**, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants to provide the most effective Emergency Preparedness.
- This Building Emergency Action Plan (BEAP) is intended for use by all Departments that occupy University facilities and should be completed as an overall building plan, including all Departments and areas of the building.

### Additional Resources

- **The Sacramento State Emergency Notification System (ENS)** [ENS](#) is a mass notification system that automatically sends emergency messages to Sacramento State e-mail addresses and telephone numbers during an urgent situation that has the potential to affect your health and safety.
  - Opting in is voluntary, but you are strongly urged to opt-in and provide your personal contact information, as it may prove to be the most direct way to reach you in a campus emergency.
  - Students, faculty and staff may choose to be contacted by the ENS system by cell phone, text messaging, personal email and/or home telephone.
- **Risk Management Services Safety Hotline 82020** is for reporting potential health and safety hazards which may put the campus community at risk to injuries.

*If you have any questions or suggestions regarding this document, please direct them to:*

*Todd Dangott, Emergency Management Coordinator, (916) 278-7233, [dangott@csus.edu](mailto:dangott@csus.edu).*

## Amador Building Emergency Action Plan

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### General Instructions for all Emergency Situations

#### CALLING 9-1-1 (916) 278-6000 from cell phone

- Get out of immediate danger and stay calm.
- In the event of a fire, or if you feel the building's occupants are in danger:
  1. Activate the building's fire alarm system BEFORE calling 9-1-1.
  2. Evacuate the building immediately!
  3. Refer to the **Evacuation Procedure / Building Maps** section within this document for additional evacuation information.
- **To report any police, fire, or medical emergency, call 9-1-1 from any campus phone ((916) 278-6000 from cell phone).**

#### When calling 9-1-1:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- **Building Name: Amador**
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet).

***Do not hang up until the dispatcher directs you to.***

## Amador Building Emergency Action Plan

- **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:** Amador, 2nd floor, elevator lobby  
[View AED Location Map](#)

### IMPORTANT PHONE NUMBERS

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

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

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

Sacramento State Police Department	(916) 278-6000 / 8-6000 from campus phone
Risk Management Services	(916) 278-6119
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
Dianne Hyson	(916) 278-6504
Marya Endriga	(916) 278-6504
Boatamo Mosupyoe	(916) 278-6504

*\* 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.*

# Amador Building Emergency Action Plan

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## BUILDING EVACUATION PROCEDURES

**Building:** Amador

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**Primary Assembly Area:** Between the AIRC Bldg and the bike pound.

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**Secondary Assembly Area:** Outdoor Stage Theatre

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**Tertiary (3rd) Assembly Area:** N/A

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

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## Evacuation

Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.

## Prior to Exiting

After being notified to evacuate, **STOP** all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the Sacramento State Police Department has keys to campus buildings and rooms if access is necessary). Remember that you may not be allowed back into the building for an extended time.

## Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.

## Assembly Area

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

# Amador Building Emergency Action Plan

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## 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](#))
- 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.

## PRE-IDENTIFIED DARK AREAS:

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

5 <sup>th</sup> Floor:	Restrooms – Lactation Room within the women's restroom (Key – AMD 550 – Women's and Gender Studies (WGS) and Gerontology)
4 <sup>th</sup> Floor:	Restrooms AMD – 450B – Office Workroom
3 <sup>rd</sup> Floor:	Restrooms AMD 314, 313, 309 and 308
2 <sup>nd</sup> Floor:	Restrooms AMD 241, 240, 220, 219, 218 and 217
1 <sup>st</sup> Floor:	Restrooms AMD 153, 152, 151, 150, 123, 121, 109

## SHELTER-IN-PLACE GUIDELINES

**Building:** Amador

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**Primary Relocation Site:** Office and classroom

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**Secondary Relocation Site:**

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### Shelter-in-Place

Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest, violent demonstrations or active shooter.

### Notification of Building Occupants

The University notifies its community of an emergency using the **ENS system**. However, due to the fast moving nature of the event, it may not be possible to notify building occupants in a timely manner. Therefore, shelter-in-place may be prompted by the signaling of sirens, loud speakers, or notification from building managers, Building Coordinator, Floor Marshals or other building occupants that are aware of an immediate danger.

If you feel your safety is jeopardized and sheltering in place is an appropriate strategy given your circumstances, you do not have to wait for an official notification.

### Strategies for effective Sheltering-in-Place

- If possible, identify room(s) for sheltering in place. Rooms should have limited number of windows and vents, and may contain essential disaster supplies such as non-perishable foods, bottled water, battery powered radios, first aid supplies, flashlights, extra batteries, duct tape, plastic sheeting, and plastic garbage bags. Choose rooms above the ground floor with adequate space for everyone to sit and a hard wired telephone available.
- Once notified, seek immediate shelter. If it is safe to do so, head to the designated shelter in place room(s). In some situations, you may be asked to remain at your workstation, and in others, to relocate to a pre-determined location.
- **DO NOT** use elevators as a shelter.
- Close all doors and windows. Lock them if available. If there is a danger of explosions from outside, close all curtains, shades, and blinds.
- Write down names of everyone in the room, and call Sacramento State Police Dispatch to report who is in the room with you, and their affiliation with your business (employee, visitor, client, or customer).
- Remain in sheltered area until emergency personnel notify you that it's safe to leave.
- When given the all clear, open windows and doors, turn on HVAC and ventilation systems. Go to designated assembly area to discuss the next plan of action based on information received from emergency response personnel.

## Amador Building Emergency Action Plan

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### 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 Assembly Area. 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 Assembly Area...).*

In the event that requires Shelter-in-Place, show occupants where and how to shelter in place. Follow the SHELTER-IN-PLACE GUIDELINES, starting on page 7.



## Amador Building Emergency Action Plan

### QUICK INCIDENT RESPONSE GUIDE

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

# Amador Building Emergency Action Plan

## BUILDING EMERGENCY CONTACT INFORMATION

NOTE: Performing first aid or CPR are voluntary (unless it is part of your job duty) and will be covered under the Good Samaritan Law.

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

CHANNEL 6

<b>Building Coordinator</b> <i>Team Member</i>	<b>Dianne Hyson</b> <i>First &amp; Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Building Coordinator (ALT)</b> <i>Team Member</i>	<b>Marya Endriga</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Building Coordinator (ALT)</b> <i>Team Member</i>	<b>Boatamo Mosupyoe</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Marsha Robinson</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Heather Mummaw</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Anne Montgomery</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Rodrigo da Silva</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Aaron Eichenberger</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 1st Floor - Animal Colony</b> <i>Team Member</i>	<b>Jeff Calton</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 1st Floor - Animal Colony</b> <i>Team Member</i>	<b>Sharon Furtak</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 2nd Floor</b> <i>Team Member</i>	<b>Dean's Office Staff</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Patricia Hughes</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Saba Kbrom</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Grecia Soto</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor - Sociology</b>	<b>Millicent Ballesteros</b>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR

<i>Team Member</i>	<i>First &amp; Last Name</i>	<i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor - Ethnic</b> <i>Team Member</i>	<b>Palesa Mosupyoe</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor (ALT) - Ethnic</b> <i>Team Member</i>	<b>Palesa Mosupyoe</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor - Cooper</b> <del>Woodson</del> <i>Team Member</i>	<b>Rebekah Williams</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor (ALT) - Cooper</b> <del>Woodson</del> <i>Team Member</i>	<b>Gitego Shema</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 5th Floor - Women's</b> <del>Studies</del> <i>Team Member</i>	<b>Lora Bowler</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 5th Floor (ALT) -</b> <del>Women's Studies</del> <i>Team Member</i>	<b>Sujatha Moni</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 5th Floor - Gerontology</b> <i>Team Member</i>	<b>Donna Jensen</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Ryan Arndt</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor (ALT)</b> <i>Team Member</i>	<b>Jordan Etter</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>

### **NEAREST PUBLIC TELEPHONE and Campus EMERGENCY PHONE**

4<sup>th</sup> Floor – N/A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **LOCATION OF AED**

2<sup>nd</sup> Floor – by restrooms



### **POSSIBLE EVACUATION ROUTES**

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

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

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

**\*STOP HERE\***

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

- 3. JONATHAN BOWMAN.....x8-6312  
(VICE PRESIDENT AND CHIEF FINANCIAL OFFICER)**

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

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

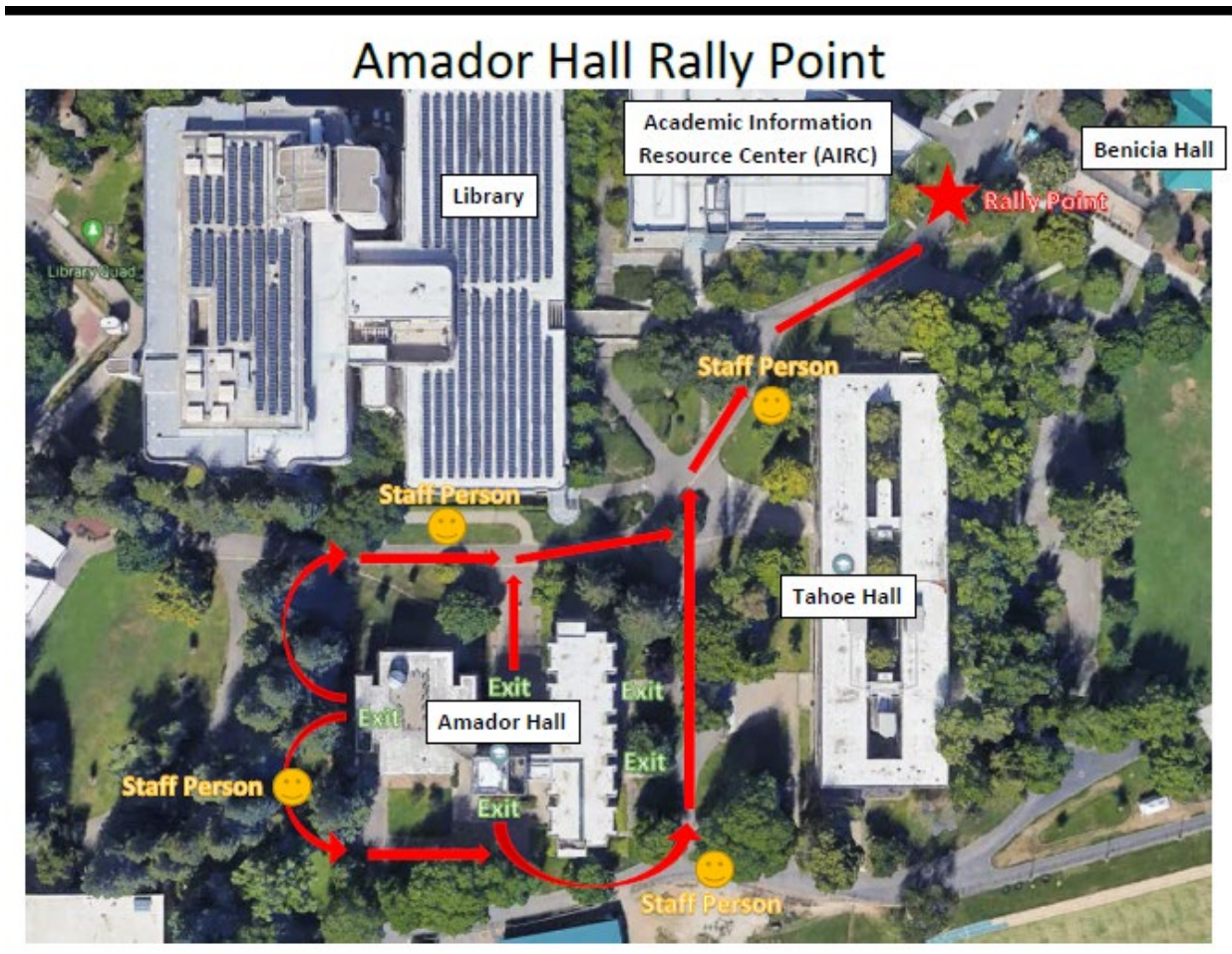
## WHERE TO MEET DURING EVACUATIONS

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

- MEETING PLACE - Between the AIRC building and Benicia Hall

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

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



## ADDENDUM

Evacuation Procedure:  
Psychology Animal Colony

## COLLEGE OF SOCIAL SCIENCES AND INTERDISCIPLINARY STUDIES

### PSYCHOLOGY ANIMAL COLONY

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

## Emergency Disaster Plan

Reviewed by: Sharon Furtak and Jeff Calton Date: 11/15/21

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

### Amador 124 (Neuroscience Teaching Lab)

#### Description of Room Contents

AMD 109A-F. This area houses laboratory rats used for research and Psychology courses. Rats are typically housed in rooms 109B and 109F. These rooms are accessible via combination locks, so building/emergency personnel must have these codes to access the room. There are no key alternatives available.

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

#### Potential Exposure Hazards to Emergency Personnel

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

#### Procedures to Follow in Case of Emergency

##### Type of Emergency

1. Catastrophic emergency requiring immediate evacuation (e.g., fire in Amador Hall).
  - a. DO NOT PUT HUMAN LIVES IN DANGER TO SAVE LABORATORY ANIMALS.
  - b. When time permits, contact animal care personnel listed below.
  - c. If safe to do so, animals may be transported in their cages to a safe area inside or outside of the building.
  - d. If there are several cages, then all animals should be placed on one rack and rolled out together.
  - e. Identifying information should remain attached to these cages.



2. Emergency limited to animal rooms (e.g. water leak, room specific problem with HVAC or electric service).

- a. Contact animal care personnel listed below.
- b. Verify with facilities/central plant that they are aware of the problem.  
Facilities: 278-6242 (regular hours),  
278-6851 or 278-6900 (after hours via campus police).
- c. If the problem is serious enough to affect the health of the animals (temperatures above 82 degrees or below 65 degrees, then the animals should be moved to another room. The first choice is to move the affected animals to the other colony room (between AMD 109B and AMD 109F). The second option is to move them to any room within the AMD 109 complex. The third option is to move the animals to any available room within the first floor of AMD Hall because these rooms share the same ventilation system. Animals should be moved within their individual cages or on a rack. Identifying information should remain attached to these cages.

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

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

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

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

Personnel to Contact in the Event of an Emergency

Dr. Jeffrey Calton (Colony Coordinator and Principal Investigator)

Phone: (916) 278-5607 (office), (916) 990-5294 (cell) Email: [calton@csus.edu](mailto:calton@csus.edu)

Dr. Sharon Furtak-Nguyen (Principal Investigator)

Phone: (916) 278-6666 (office), (203) 314-8263 (cell)

Email: [furtak@csus.edu](mailto:furtak@csus.edu)

Dr. Caio Miguel (Principal Investigator)

Phone: (916) 278-6813 (office), (916) 715-0981 (cell)

Email: [miguelc@csus.edu](mailto:miguelc@csus.edu)

Dr. Angela Schouten (Campus Veterinarian)

Phone: (530) 867-2373 (cell)

Email: [angiecs@yahoo.com](mailto:angiecs@yahoo.com)