



SACRAMENTO
STATE

University Union 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

Annual Review 2024

Norma Sanchez

nsanchez@csus.edu

8/20/2024

Reviewed/Updated by

Email

Date

Norma Sanchez

(916) 278-6952

Building Coordinator

Phone

Janie Mutchler

10/1/2024

Approved by Risk Management

Date



SACRAMENTO
STATE

University Union
Building Emergency Action Plan

Introduction

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

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

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

Additional Resources

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

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

Todd Dangott, Emergency Management Coordinator, (916) 278-7233, dangott@csus.edu.

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 Union
- 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 Union 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: University Union, 2 per floor/ 6 total
[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
Norma Sanchez	(916) 278-6952
Bill Olmsted	(916) 278-7911
Andrew Singletary	(916) 278-3347
Kizzy Whitfield	(916) 278-7913
Zenia LaPorte	(916) 278-2868

** 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.*

University Union

Building Emergency Action Plan

BUILDING EVACUATION PROCEDURES

Building: University Union

Primary Rally Point: Toward Serna Plaza beyond the bollard lights in front of Parking Structure II

Secondary Rally Point: Walkway towards Library Quad near the 3 palm trees/ Bench across from Starbucks at the TSC

Tertiary (3rd) Rally Point: Under bridge between Library and AIRC building

Area of Refuge: Enclosed stairwells

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 Union

Primary Relocation Site: Offices

Secondary Relocation Site: Conference Rooms/ Stairwells

Shelter-in-Place

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

Notification of Building Occupants

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

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

Strategies for effective Sheltering-in-Place

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

Shelter-in-Place for Persons with Disabilities

Individuals with mobility impairments have the option of sheltering within an Area of Refuge.

NOTE: An area of refuge is a location in the building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued. If the designated Area of Refuge is unsafe, report alternate location to the Command Center via two-way radio or cell phone to receive instructions to the nearest safe location.

Safety Assessment

After an all clear has been given, building occupants should contact supervisors or other appropriate individuals to inform them of their safety and location.

Event or Meeting Announcement

Prior to the start of any event, an announcement should be made to inform attendees of the emergency exits and the primary Rally Point. Suggested announcement wording is:

Please note that emergency exits are located (...point out specific location for this venue...). In the event of an emergency or fire alarm, please proceed quickly and calmly out the nearest emergency exit and meet at the (...point out Rally Point...).

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

University Union Building Emergency Action Plan

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

University Union

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 <i>Team Member</i>	Norma Sanchez <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) <i>Team Member</i>	Bill Olmstead <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) 2 <i>Team Member</i>	Kizzy Whitfield <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) 3 <i>Team Member</i>	Zenia LaPorte <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) 4 <i>Team Member</i>	Scott Palmer <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) 5 <i>Team Member</i>	Andrew Singletary <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (after hours) <i>Team Member</i>	Austin Bird <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (after hours) <i>Team Member</i>	Building Supervisor on Duty <i>First & Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>

2ND FLOOR

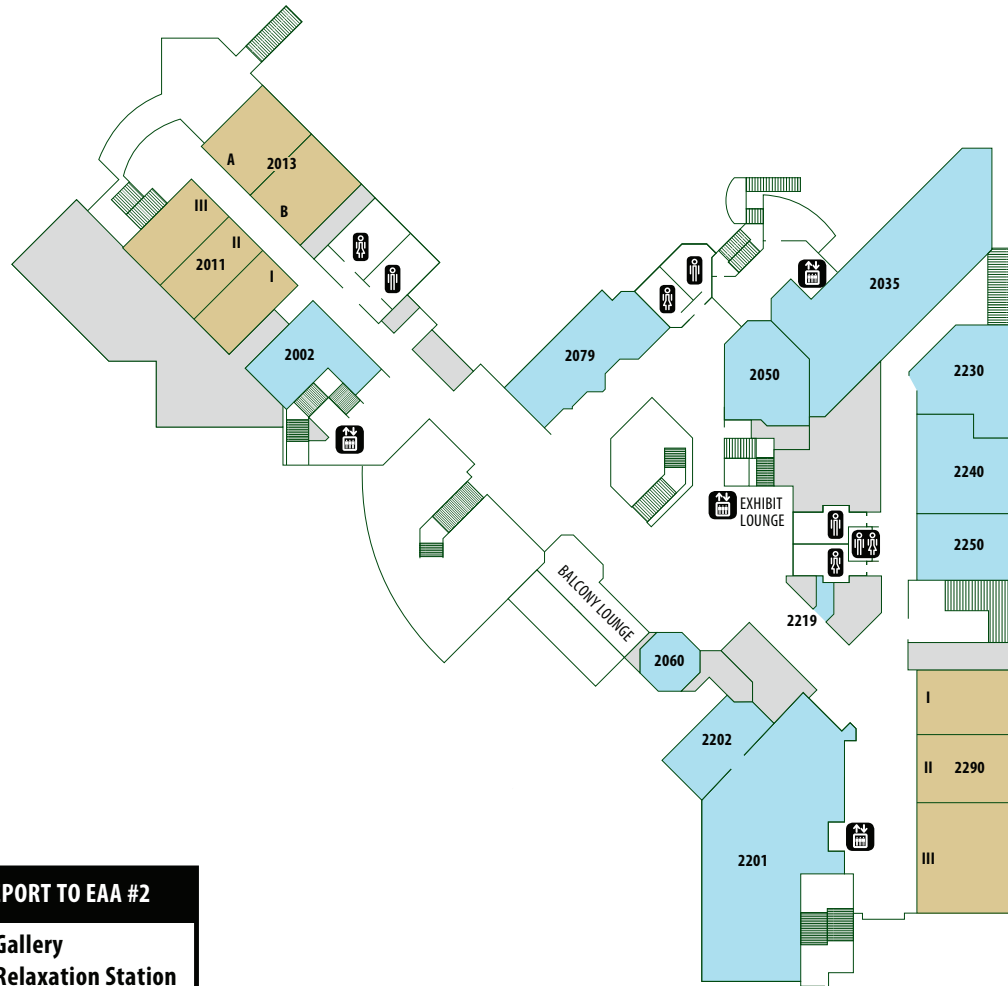
EVENT SPACES

- COTTONWOOD SUITE: 2290
 - COTTONWOOD I: 2290-1
 - COTTONWOOD II: 2290-2
 - COTTONWOOD III: 2290-3
- FOREST SUITE: 2013
 - WALNUT ROOM: 2013 A
 - OAK ROOM: 2013 B
- ORCHARD SUITE: 2011
 - ORCHARD I: 2011-1
 - ORCHARD II: 2011-2
 - ORCHARD III: 2011-3

PROGRAMS & SERVICES

- COMPUTER LOUNGE: 2060
- EVENT SERVICES: 2240
- FIREPLACE LOUNGE: 2050
- FOOTWASHING STATION: 2219
- MEDITATION ROOM: 2202
- NEW STUDENT ORIENTATION: 2230
- NORTH LOUNGE: 2201
- RELAXATION STATION: 2079
- STUDENT ORGS & LEADERSHIP: 2035
- UNION GALLERY: 2002
- WOMENS RESOURCE CENTER: 2250

EAA #3



REPORT TO EAA #2

1. Gallery
2. Relaxation Station

EAA #2

EAA #1

REPORT TO EAA #1

1. WRC
2. Event Services
3. New Student Orientation
4. SOAL

EAA #4

LOCATED ON THE FIRST FLOOR
INFORMATION DESK



ALL GENDER



WOMENS RESTROOM



MENS RESTROOM



ELEVATOR

THE UNIVERSITY
UNION

3RD FLOOR

EVENT SPACES

- CALIFORNIA SUITE: 3032
 - COASTAL ROOM: 3032 A
 - MOUNTAIN ROOM: 3032 B
- CAPITAL ROOM: 3015
- CANYON ROOM: 3270
- DELTA ROOM: 3271
- FOOTHILL SUITE: 3011
 - AUBURN ROOM: 3011 A
 - FOLSOM ROOM: 3011 B
- GREEN AND GOLD ROOM: 3201
- PACIFIC SUITE: 3290
 - PACIFIC I: 3290-1
 - PACIFIC II: 3290-2
 - PACIFIC III: 3290-3
- SUMMIT ROOM: 3031
- VALLEY SUITE: 3017
 - MAIDU ROOM: 3017 A
 - MIWOK ROOM: 3017 B

PROGRAMS & SERVICES

- ASI BUSINESS: 3230
- ASI GOVERNMENT: 3250
- ASI HUMAN RESOURCES: 3245
- ASI STUDENT SHOP: 3231
- MOTHER'S ROOM: 3218
- THE LAB: 3210
- UNION ADMINISTRATION: 3090
- UNION WELL FACILITIES & IT: 3072
- UNIQUE PROGRAMS: 3216

EAA #3



REPORT TO EAA #2

1. Admin
2. IT & Facilities
3. Public Info. & Leisure Services

EAA #2

EAA #1

REPORT TO EAA #1

1. ASI Govt.
2. ASI Shop
3. ASI Business
4. ASI HR

REPORT TO EAA #4

1. Programs & Marketing
2. The LAB
3. UNIQUE

EAA #4

LOCATED ON THE FIRST FLOOR
INFORMATION DESK



MOTHER'S ROOM



ALL GENDER



WOMENS RESTROOM



MENS RESTROOM



ELEVATOR

THE UNIVERSITY
UNION

1ST FLOOR

EVENT SPACES

- BALLROOM: 1146**
 - BALLROOM I: 1146-1
 - BALLROOM II: 1146-2
 - BALLROOM III: 1146-3
- HINDE AUDITORIUM: 1134**
- LOBBY SUITE: 1001**
 - SEQUOIA ROOM: 1001-A
 - CYPRESS ROOM: 1001-B
- REDWOOD ROOM: 1030**
- SERNA PLAZA**

DINING

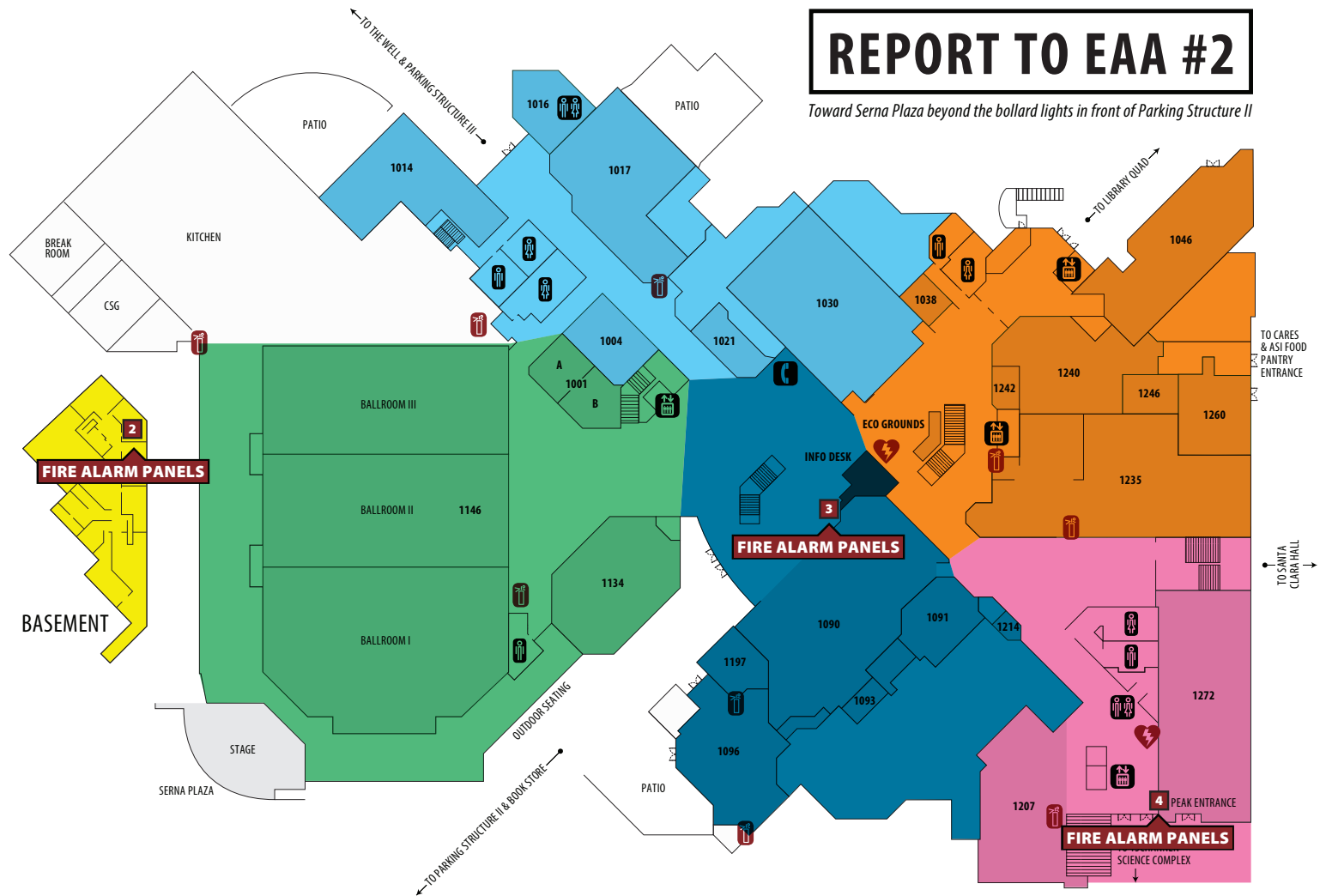
- BROWN BAG: 1096**
- ACE SUSHI**
- ENGRAINED: 1014**
- GOOD EATS!: 1197**
- HORNET'S NEST FOOD COURT: 1090**
- JAMBA JUICE: 1021**
- THE ROOST: 1091**
- PANDA EXPRESS: 1093**
- ROUND TABLE PIZZA: 1017**
- STARBUCKS: 1207**
- THE STORE: 1046**

PROGRAMS & SERVICES

- ASI FOOD PANTRY: 1246**
- ASI KSSU: 1242**
- ASI PEAK ADVENTURES & BIKE SHOP: 1272**
- ASI STUDENT ENGAGEMENT & OUTREACH: 1240**
- CARES: 1260**
- EPICURE CATERING: 1004**
- GAMES ROOM: 1235**
- MOTHER'S ROOM: 1214**
- POLICE SERVICE CENTER: 1038**
- PRIDE CENTER: 1016**

REPORT TO EAA #2

Toward Serna Plaza beyond the bollard lights in front of Parking Structure II



ADMINISTRATIVE
DESIGNEE

DUTY #1

- 1 ADMIN**
- 2 BASEMENT**
- 3 INFO DESK**
- 4 PEAK ADVENTURES WINDOW**

3RD FLOOR

REPORT TO EAA #2

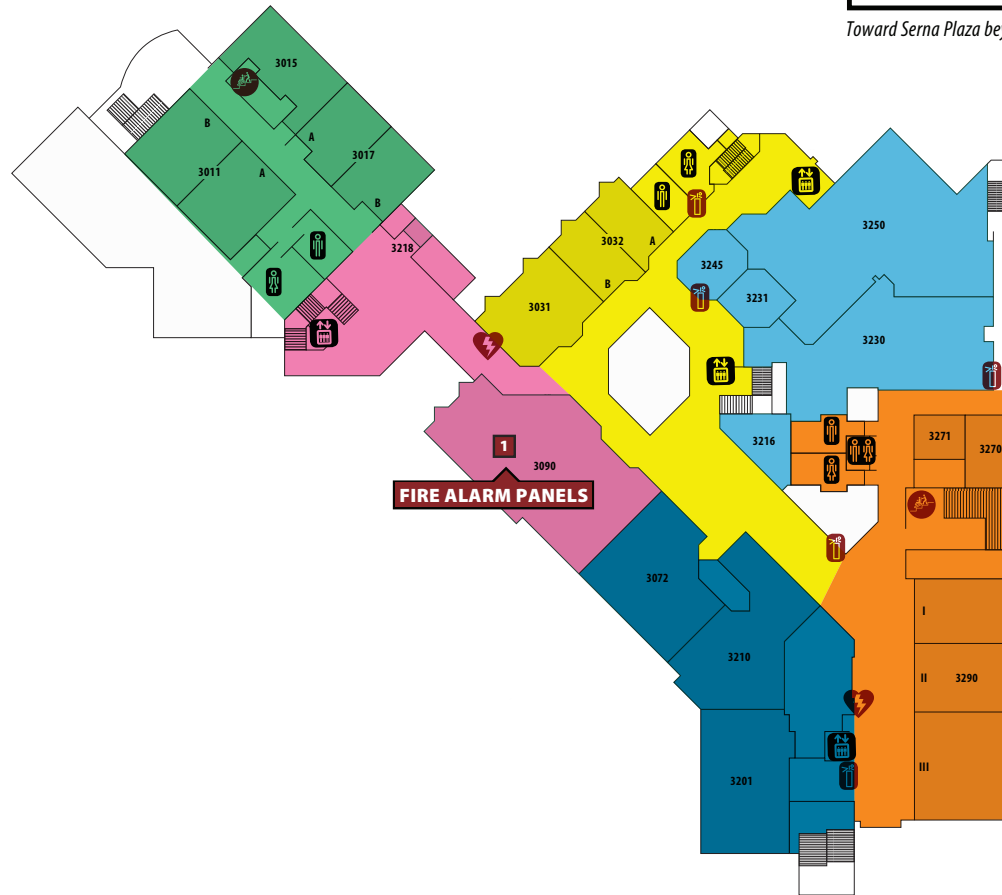
Toward Serna Plaza beyond the bollard lights in front of Parking Structure II

EVENT SPACES

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- UNIQUE PROGRAMS: 3216**



ADMINISTRATIVE
DESIGNEE

DUTY #1

- 1 ADMIN**
- 2 BASEMENT**
- 3 INFO DESK**
- 4 PEAK ADVENTURE WINDOW**

FIRE ALARM PANELS



ALL GENDER



WOMENS RESTROOM



MENS RESTROOM



FIRE EXTINGUISHER



AED



EVAC CHAIR



ELEVATOR



CAMPUS PHONE

1ST FLOOR

EVENT SPACES

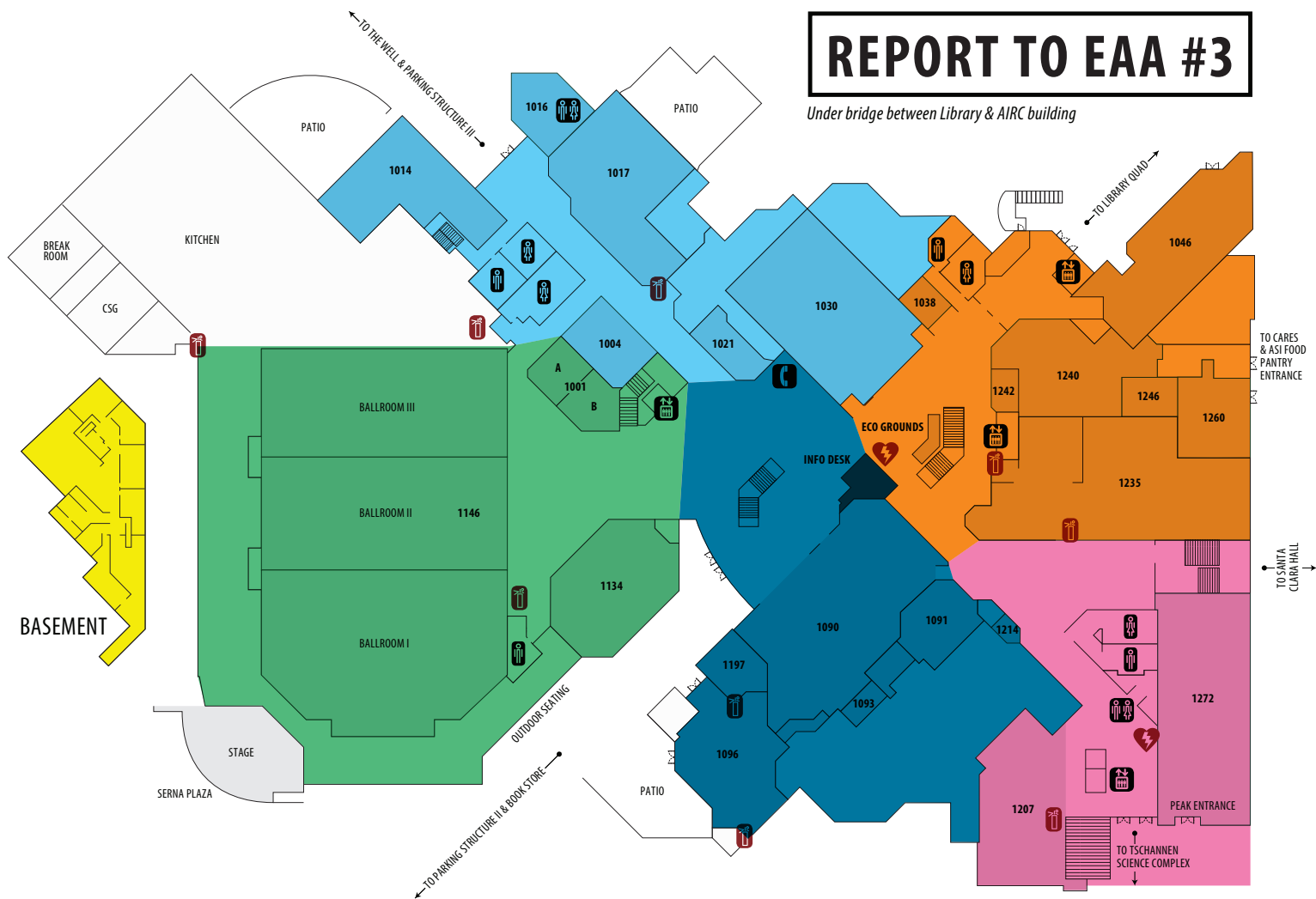
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DINING

- BROWN BAG: 1096**
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- PRIDE CENTER: 1016**



REPORT TO EAA #3

Under bridge between Library & AIRC building

ES MANAGER
ES SUPS #1
ES SUPS #2

DUTY #4

Andy **Rebecca**
Richard **Event Sup**
Spencer **AV Tech**

2ND FLOOR

EVENT SPACES

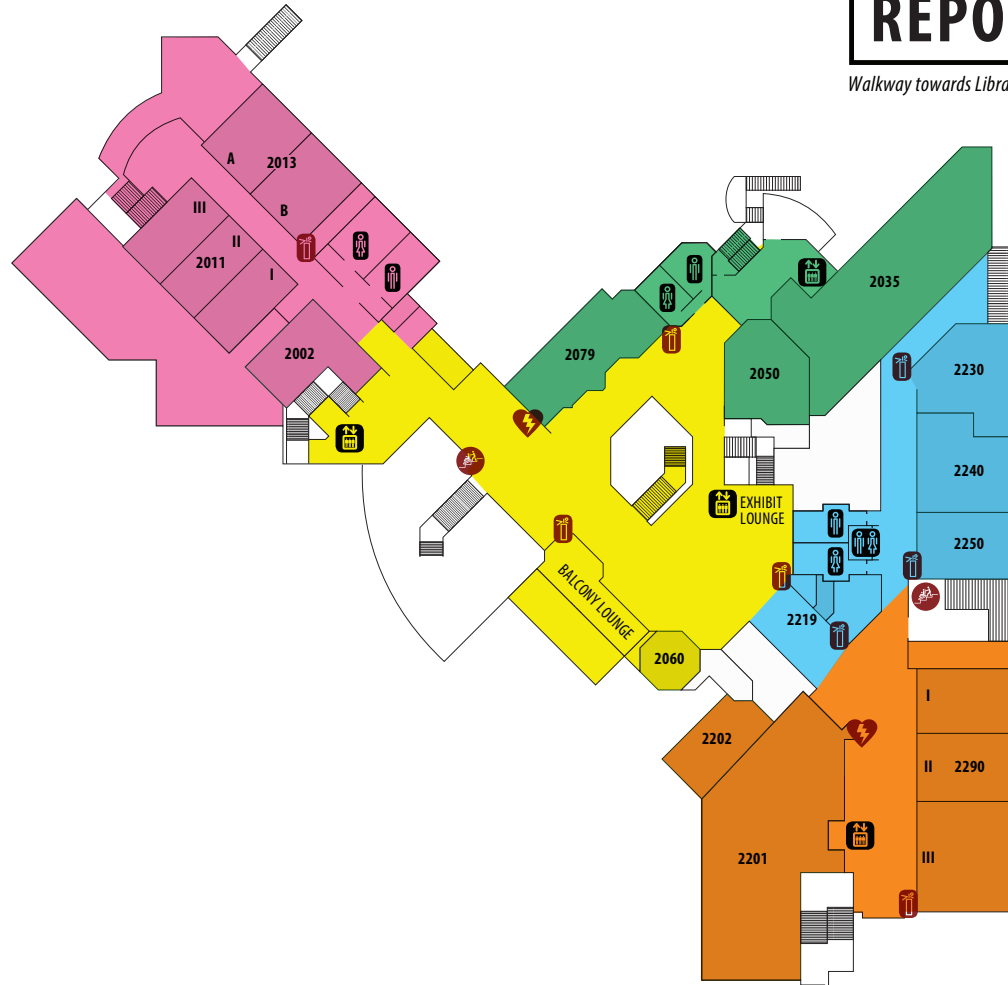
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 - ORCHARD III: 2011-3

PROGRAMS & SERVICES

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- **EVENT SERVICES: 2240**
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- **MEDITATION ROOM: 2202**
- **NEW STUDENT ORIENTATION: 2230**
- **NORTH LOUNGE: 2201**
- **RELAXATION STATION: 2079**
- **STUDENT ORGS & LEADERSHIP: 2035**
- **UNION GALLERY: 2002**
- **WOMENS RESOURCE CENTER: 2250**

REPORT TO EAA #1

Walkway towards Library Quad near the 3 palm trees



EVENT
SERVICES
RES.

DUTY #5

■ Scott ■ Megan
■ Lely ■ Erin
■ Debrah



3RD FLOOR

REPORT TO EAA #4

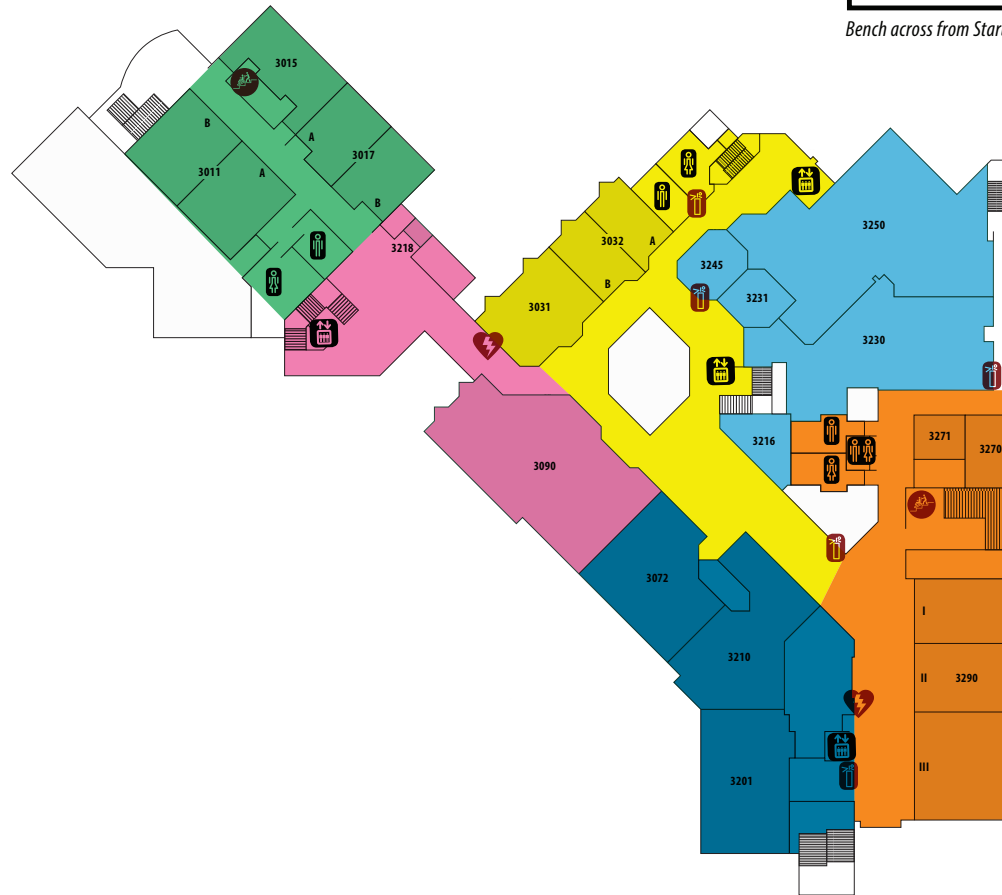
Bench across from Starbucks at the Tschannen Science Complex

EVENT SPACES

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- UNIQUE PROGRAMS: 3216**



PROGRAMS
MARKETING
UNIQUE

DUTY #6

Zenia Diana
Ajamu Erin
Rebecca V. Kenji

APPENDIX I

Duties and Responsibilities

EVACUATION PLAN: FIRE

All fire alarm occurrences are to be considered genuine. Emergency evacuation responses will begin immediately:

- Elevators are not be used
 - All doors will be closed but **NOT LOCKED** (interior and exterior doors)
 - Cash registers will be locked and secured
 - Union employees must visually check their assigned areas for persons with visual or hearing impairments and ensure that they evacuate the building, providing assistance as needed
 - University Union employees will begin evacuating the building according to the duties they have been assigned
 - Communication will be conducted in the following order:
 1. Radio – **Channel #1**
 2. Cell Phone/Text
 3. Fire Department Communication
-

DUTY ASSIGNMENTS

- ▶ **Duty 1:** Administrative Coordinator / Designee Building Supervisor
- ▶ **Duty 2:** Union Operations Full Time Employees / Building Supervisor
- ▶ **Duty 3:** Information Desk Attendant and / or Manager/Building Supervisor
- ▶ **Duty 4:** Event Services Operations Manager, Senior Set-Up Supervisors AV Technicians
- ▶ **Duty 5:** Event Services Office
- ▶ **Duty 6:** Union Programs and Marketing, UNIQUE & The LAB
- ▶ **Duty 7:** Remote access to power down/up boilers & chillers to building contact
Matt Drennon 916-289-4648 and/or Andrew Singletary 916-417-5203

Notes: Evenings & Weekends- Building Supervisors are to assume ALL duties/responsibilities and designate assignments accordingly to University Union employees on duty.

- University Union Director/Supervisor or Manager in charge of evacuation will conduct a full account for all four EAA locations and inform campus police of any missing or unaccounted employees

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

► **Duty 1:**

Administrative Coordinator or designee (during normal business hours) & **Building Supervisor** (after business hours & weekends)

- Go to nearest alarm panel:
 - Administration Office
 - Information Desk
 - Peak Adventures window
 - Basement Fire Alarm Room
- Advise Operations staff on duty, via radio three times in succession as to the nature of the alarm and exact location of the alarm
- Report to **EAA#2** to act as liaison between Supervisor/Manager in charge and evacuees

► **Duty 2:**

Union Operations Full-time employees and/or Building Supervisor

- Go to the location of the alarm, visually inspect it, and report to managers/supervisors on duty and Information Desk attendant
- Communicate via radio with Union staff regarding the nature of the alarm
- Order evacuation to continue or verify false alarm via radio
- Communicate with all Union employees to ensure evacuation is enforced or false alarm is communicated to all tenants and customers
- Act as liaison with Fire Department
- Report to **EAA#2** to act as liaison between Supervisor/Manager in charge and evacuees

► **Duty 3:**

Information Desk Attendant and/or Manager/Building Supervisor

- Call IES immediately
Phone#: 1-877-206-9141
Account#: I2081
Password: UUFIRE
Inform them as to the status of the alarm.
- Place yellow caution tape across all six entrances after building has been evacuated
- Report updates to Public Safety and act as liaison with Fire Department. (*Supervisor/Manager in charge or designee*)
- Report to **EAA#2** to act as liaison between Supervisor/Manager in charge and evacuees

► **Duty 4:**

Event Services Operations Manager, Senior Set-Up Supervisor AV Technician

Evacuate:

- | | | |
|---|---|-----------------------------------|
| • Basement | • Peak Adventure | • Main Kitchen |
| • 1st floor public spaces | • CARES Office | • CSG Office |
| • The Store | • Mother's Room | • Staff Locker Rooms |
| • Police Service Center | • Games Room | • Staff Break Room |
| • Ace Sushi | • ASI Student Engagement & Outreach (KSSU & Pantry) | • Meeting Rooms |
| • Horner's Nest Food Court & Brown Bag Area | • Jamba Juice | • Ballroom (I, II, III) |
| • Good EATS! | • Round Table Pizza | • Green & Dressing Rooms |
| • Panda Express | • Epicure Catering Office | • Lobby Suite (Cypress & Sequoia) |
| • The Roost | • Engrained | • Hinde Auditorium |
| • Starbucks | • PRIDE Center | • Redwood Room |
- Report any people in Rescue Assistance Area in basement to Supervisor/Manager in charge of evacuation
 - Report to **EAA#3** to act as liaison between Supervisor/Manager in charge and evacuees

► **Duty 5:**

Event Services Office

Evacuate 2nd floor: OFFICES

- New Student Orientation Office
- Women's Resource Center
- Event Services
- Student Orgs. & Leadership

PUBLIC LOUNGES & SPACE

- North Lounge
- Computer Room
- Foot washing station
- Meditation Room
- Relaxation Station
- Gallery
- Service Corridor (*back of house*)

MEETING ROOMS

- Cottonwood Ste. (*I, II, III*)
- Forest Suite (*Oak and Walnut Rooms*)
- Orchard Suite (*Orchard I,II, III*)
- Check all public restrooms on the floor (*7 total*)

- Report any people in Rescue Assistance Areas to Manager in charge of evacuation
- Report to **EAA#1** to act as liaison between Supervisor/Manager in charge and evacuees

► **Duty 6:**

Union Programs and Marketing, UNIQUE & The Lab

Evacuate 3rd floor:

PUBLIC LOUNGES & SPACE

- Mother's Room
- Check all public restrooms on the floor (*7 total*)

OFFICES

- The Lab
- UNIQUE
- Union WELL Facilities & IT Services
- Administration
- ASI Student Shop & Business
- ASI Human Resources
- ASI Government

MEETING ROOMS

- California Suite (*Mountain Room & Coastal Room*)
- Summit Room
- Foothill Suite (*Auburn Room & Folsom Room*)
- Valley Suite (*Miwok Room & Maidu Room*)
- Capital Room
- Canyon Room
- Delta Room
- Pacific Suite (*I,II,III*)
- Green & Gold

- Report any people in Rescue Assistance Areas to Supervisor/Manager in charge of evacuation
- Report to **EAA #4** to act as liaison between Supervisor/Manager in charge and evacuees

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

EVACUATION PROCEDURES

Basement

MAINTENANCE & PARTS SHOPS

- Evacuate the space
- Shut but do not lock the doors
- Shut down machinery and disable/turn off equipment actively using
- Report to **EAA#3** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

1st Floor

ACE SUSHI

- Close and lock all cash registers
- Assist University Union staff to evacuate customers
- Evacuate:
- Turn OFF all appliances
- Report to **EAA #1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

ASI PEAK ADVENTURES

- Evacuate the space
- Close and lock all cash registers
- Shut but do not lock the doors
- Report to **EAA#4** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

1st Floor

ASI STUDENT ENGAGEMENT & OUTREACH

FOOD PANTRY
KSSU

- Evacuate the space
- Shut but do not lock the doors
- Report **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

BREAK ROOM & LOCKER ROOM

- Evacuate the space
- Shut but do not lock doors
- Report **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

CARES

- Evacuate the space
- Shut but do not lock the doors
- Report **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

CSG (Custodial Services)

- Evacuate the space
- Shut but do not lock doors
- Report **EAA#3** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

1st Floor

DINING SERVICES

EPICURE CATERING OFFICE

MAIN KITCHEN

ENGRAINED RESTAURANT

- Turn OFF all appliances (stoves, ovens, warmers, dishwashers, coffee pots, fryers, grills, microwaves, etc.)
- Close and lock all cash registers
- Assist University Union staff with the evacuation of all customers & employees
- Check and evacuate all walk-in refrigerators and freezers
- Shut but do not lock doors
- Report to **EAA #3** and check in with the assigned University Union representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

GAMES ROOM

- Evacuate the space
- Close and lock all cash registers
- Shut but do not lock the doors
- Report to **EAA#2** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

HORNETS' NEST FOOD COURT

GOOD EATS

PANDA EXPRESS

THE ROOST

- Turn OFF all appliances
- Shut but do not lock the doors
- Close and lock all cash registers
- Assist University Union staff to evacuate the Hornets' Nest customers
- Back Corridors: Kitchen, Storage Rooms
- Report to **EAA #2** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

INFORMATION DESK

- Complete Duty 3 (see page 3)
- Evacuate the Information Desk and surrounding area
- Assist University Union staff with the evacuation of the Lobby
- Report to **EAA #2** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

JAMBA JUICE

- Turn OFF all appliances (stoves, ovens, warmers, dishwashers, coffee pots, fryers, grills, microwaves, etc.)
- Close and lock all cash registers
- Evacuate the space
- Shut but do not lock doors
- Report to **EAA#3** and check in with the assigned University Union representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

POLICE SERVICE CENTER

- Evacuate the space
- Close and lock all cash registers
- Shut but do not lock the doors
- Report **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

1st Floor

PRIDE CENTER

- Evacuate the space
- Shut but do not lock the doors
- Report **EAA#3** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

ROUND TABLE PIZZA

- Turn OFF all appliances (stoves, ovens, warmers, dishwashers, coffee pots, fryers, grills, microwaves, etc.)
- Close and lock all cash registers
- Evacuate the space
- Shut but do not lock doors
- Report to **EAA#3** and check in with the assigned University Union representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

STARBUCKS

- Turn OFF all appliances
- Close and lock all cash registers
- Shut but do not lock doors
- Assist University Union staff to evacuate customers
- Evacuate: Back Corridors and Storage Rooms
- Report to **EAA #4** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

1st Floor

THE STORE

- Evacuate the space
- Close and lock all cash registers
- Shut but do not lock the doors
- Report to **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

2nd Floor

NEW STUDENT ORIENTATION OFFICE

- Evacuate space
- Shut but do not lock doors
- Report to **EAA #1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EVENT SERVICES OFFICE

- Evacuate space
- Shut but do not lock doors
- Assist University Union staff with the evacuation of the 2nd floor (Duty #5)
- Report to **EAA #1**
- Manager(s) or designee(s) to act as liaison between Manager in charge of evacuation and evacuees
- University Union Supervisor/Manager(s) or designee(s) wearing a safety vest(s) to act as liaison between Director/Supervisor/Manager in charge of evacuation and evacuees
- Supervisor(s) on duty from each area will account for all employees and report any missing employees to designated EAA representative wearing the safety vest and they will update the University Union Director or Supervisor/Manager in charge
- Re-enter the building when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

2nd Floor

STUDENT ORGS. & LEADERSHIP

- Evacuate space
- Shut but do not lock doors
- Report to **EAA #1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

RELAXATION STATION

- Evacuate: Relaxation Station open lounge All six napping rooms (1, 2, 3, 4, 5, 6)
- Shut but do not lock doors
- Assist University Union staff with the evacuation of the 2nd floor lounges
- Exit via the main stairway – East lobby
- Report to **EAA #2** and check in with the assigned University Union representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

UNION GALLERY

- Evacuate space
- Shut but do not lock doors
- Assist University Union staff with the evacuation of the 2nd floor lounges
- Exit via the main stairway-East lobby
- Report to **EAA #2** and check in with the assigned University Union representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

2nd Floor

WOMEN'S RESOURCE CENTER

- Evacuate space
- Shut but do not lock doors
- Report to **EAA #1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

3rd Floor

ASI SERVICES

*ASI BUSINESS OFFICE
ASI GOVERNMENT OFFICE
ASI HUMAN RESOURCES
ASI STUDENT SHOP*

- Evacuate the space
- Close and lock all cash registers and safes (*ASI Student Shop & Business Office*)
- Shut doors but do not lock
- Report to **EAA#1** and check in with the assigned University Union EAA representative wearing the safety vest
- Supervisor(s) on duty for each area/department will account for all employees and report any missing employees to the University Union EAA representative wearing the safety vest. They will then update the University Union Director or Supervisor/Manager in charge
- Re-enter the building only when instructed to do so by the University Union Director or Supervisor/Manager in charge

EVENT SERVICES

OPERATIONS MANAGER

*SENIOR EVENT SET-UP
SUPERVISORS
AV TECHNICIANS*

- Evacuate the space
- Shut doors but do not lock
- Assist University Union staff with the evacuation of the basement and 1st floor (Duty #4)
- Report to **EAA #3**
- University Union Supervisor/Manager(s) or designee(s) wearing a safety vest to act as liaison between Director/Supervisor/Manager in charge of evacuation and evacuees
- Supervisor(s) on duty from each area will account for all employees and report any missing employees to designated EAA representative wearing the safety vest and they will update the University Union Director or Supervisor/Manager in charge
- Re-enter the building when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex

3rd Floor

THE LAB

- Evacuate the space
- Close and lock all cash registers
- Shut doors but do not lock
- Assist University Union staff with the evacuation of the 3rd floor (Duty #6)
- Report to **EAA #4**
- University Union Supervisor/Manager(s) or designee(s) wearing a safety vest to act as liaison between Director/Supervisor/Manager in charge of evacuation and evacuees
- Supervisor(s) on duty from each area will account for all employees and report any missing employees to designated EAA representative wearing the safety vest and they will update the University Union Director or Supervisor/Manager in charge Re-enter the building when instructed to do so by the University Union Director or Supervisor/Manager in charge

UNION ADMINISTRATION

BUILDING OPERATIONS

PROGRAMS & MARKETING

*PUBLIC INFORMATION & LEISURE
SERVICES*

*UNION WELL FACILITIES & IT
SERVICES*

- Evacuate
- Shut but do not lock doors
- Full-time employees must complete duties as assigned
- Report to **EAA #2**
- University Union Supervisor/Manager(s) or designee(s) wearing a safety vest(s) to act as liaison between Director/Supervisor/Manager in charge of evacuation and evacuees
- Supervisor(s) on duty from each area will account for all employees and report any missing employees to designated EAA representative wearing the safety vest and they will update the University Union Director or Supervisor/Manager in charge
- Re-enter the building when instructed to do so by the University Union Director or Supervisor/Manager in charge

UNIQUE PROGRAMS

- Evacuate the space
- Close and lock all cash registers
- Shut doors but do not lock
- Assist University Union staff with the evacuation of the 3rd floor (Duty #6)
- Report to **EAA #4**
- University Union Supervisor/Manager(s) or designee(s) wearing a safety vest to act as liaison between Director/Supervisor/Manager in charge of evacuation and evacuees
- Supervisor(s) on duty from each area will account for all employees and report any missing employees to designated EAA representative wearing the safety vest and they will update the University Union Director or Supervisor/Manager in charge Re-enter the building when instructed to do so by the University Union Director or Supervisor/Manager in charge

EMERGENCY ASSEMBLY AREAS (EAA)

EAA #1	Walkway towards Library Quad near the 3 palm trees
EAA #2	Toward Serna Plaza beyond the bollard lights in front of Parking Structure II
EAA #3	Under bridge between Library & AIRC building
EAA #4	Bench across from Starbucks at the Tschannen Science Complex