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Appendix:

- Department Emergency Plan (DEP)
1.0 Purpose

The purpose of the Emergency Action Plan is to serve as a supplement to California State University, Chico’s Injury and Illness Prevention Program (IIPP) and must be used in conjunction with the IIPP.

The Emergency Action Plan establishes procedures and provides information which is necessary to ensure that members of the University community are knowledgeable in the appropriate actions to take in the event of an emergency. These procedures have been provided to ensure the safety of each individual and the safety of others.

Reference: California Code of Regulations, Title 8, Section 3220
The purpose of the California State University, Chico Emergency Response Guide is to provide guidance to the campus community on how to appropriately respond to a variety of emergencies that may occur on campus.

Once you are familiar with this information, you will be able to better protect yourself and others. You are encouraged to read this guide in its entirety to gain the knowledge to be able to act quickly in an emergency situation and to minimize your exposure to danger. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. If you have questions regarding your safety, please contact your Supervisor or Manager immediately, or contact the Department of Environmental Health and Safety at 898-5126 during campus business hours.

Emergencies, disasters, accidents, and injuries can occur at any time without warning. Being prepared physically and mentally to respond appropriately to emergency situations is an individual, as well as, an organizational responsibility. California State University, Chico, has established emergency procedures for you to follow so that the effects of these emergencies can be minimized. The safety of the campus faculty, staff, students, and visitors is a priority.

The appendix of this plan contains a Department Emergency Plan (DEP), which can be used in conjunction with this document to create an emergency response plan for your department or specific area. This plan must be approved by the Supervisor or Manager of the area. This information can be very important and should be site specific to your working environment. We recommend that you use this plan as a tool to be prepared in the event of an emergency in your area. If implemented, the Department Emergency Plan should be reviewed and updated annually or as needed due to staffing or other operational changes. All employees in the area should receive a copy of the DEP and be familiar with its contents. A copy of your Department Emergency Plan should also be sent to the Department of Environmental Health and Safety.
3.0 EMPLOYEE INJURY

3.1 Life Threatening Injuries

- Dial 911 from any building phone
- If using a cell phone dial 898-5555 to reach University Police.

Use the following list of examples and your own experience to determine if a life threatening emergency exists and when to call for help:
- Persistent or sudden chest pain
- Difficulty breathing
- Uncontrollable bleeding
- Severe altered level of consciousness
- Injuries involving trauma (falls, head injuries, severe burns, etc.).

For all types of injuries:
- Keep person calm and comfortable as possible
- Do not move the person unless absolutely necessary
- Never give liquids to an unconscious person
- Do not remove objects that are embedded in a person’s skin.

For life-threatening injuries/illnesses:
- Enloe Medical Center Emergency Room
  1531 Esplanade Ave
  Chico, CA  95926
  Phone: (530) 332-7300
  (Located at the intersection of West 5th Avenue & Esplanade Ave)

Non-Life Threatening Injuries/First Aid

Types of these injuries may include:
- Twisted ankle, wrist and/or back pain (e.g. musculoskeletal disorders);
- Minor cuts or abrasions that might require medical attention;
- Debris, dust and chemicals in eye (use eyewash first if available).

Employees should be escorted to:
- Immediate Care Medical Center, Inc.
  376 Vallombrosa Avenue, Chico, California
  Phone:  (530) 891-1676
  Hours:   Daily 7:00 a.m. to 9:00 p.m.

As needed, call Immediate Care in advance of your arrival to ensure that personnel are able to assist with the injury.
3.2 **Serious Injuries/Illnesses:**

For serious injuries/illnesses or any injury that has occurred outside regular business hours, seek medical assistance as appropriate:

- Enloe Hospital – Emergency Care  
  1531 Esplanade Ave  
  Chico, California 95926  
  Phone: (530) 332-7330  
  Open 24 hours/7 days week

3.3 **Reporting Responsibilities for Workplace Injuries/Illnesses:**

3.3.1 **Employees:** It is the employees’ responsibility to report an injury to your supervisor immediately. Any delay in reporting an injury may cause delay in workers’ compensation benefits.

3.3.2 **Supervisors:** It is the supervisors’ responsibility to report the injury/illness immediately to Benefits & Workers Compensation Office (BENE) at 898-5436 (ext. 5436). The office is located at Kendall Hall, Room 220. Within 8-hours of the injury/illness, the direct supervisor must complete all sections of the OSHA 301 form.

  Forward the originals of these forms to the Benefits and Workers Compensation Office as soon as possible (8-hour maximum).

3.4 **Blood or Bodily Fluids:**

If assisting an injured person before help arrives, wear disposable or other protective gloves if possible. Always thoroughly wash your hands with soap and water for at least thirty seconds after exposure to blood or other bodily fluids. Do not perform actions that exceed your level of training.

If a clean-up of blood or other bodily fluids is needed, contact Facilities Management and Services (FMS) during business hours at 898-6222 or contact UPD at 898-5555 if after business hours to ensure proper procedures are followed.

For additional information, refer to the Exposure Control Plan (Bloodborne Pathogen Manual) which can be found on the EHS web site under Programs / Health & Safety / Injury Illness Prevention Program Supplemental Materials. The written version of this Plan is in the Injury and Illness Prevention Program binder located at the Department of Environmental Health and Safety.
4.0  FIRE EMERGENCIES

If there is smoke, fire, or an explosion in a building; follow these guidelines:

- If possible, remove anyone from immediate danger.
- Pull the nearest fire alarm station and/or call 911.
- Proceed to the nearest safe exit in an orderly fashion.
- Close all doors including interior offices (do not lock the doors).
- If smoke is present, stay below the smoke. If smoke is heavy, get down and crawl until in a clear area or inside the stairwell.
- Once outside, proceed to the designated Emergency Assembly Point or an area at least 100 feet from the building. The Campus Emergency Assembly Point Map can be found at the end of this document.
- Emergency Assembly Points may be adjusted depending on wind direction or the magnitude of the hazard.
- Remain at the Emergency Assembly Point, if possible.
- Attempt to account for all persons known to be in your area.
- Do not return into the building until the Fire Department or designated representative has given the “all clear” to re-enter the building.

If you are trapped in a building or room:

- Call 911 from any campus phone or 898-5555 from a cell phone and provide your location.
- Move towards the window and if needed, stay as close to the floor as possible.
- If possible, hang or wave clothing or other item at the window to get attention.
- Do not break windows unless instructed to do so, or if your life is in immediate danger.

  If your clothing catches on fire: STOP, DROP and ROLL.

**Note:** University employees are not required or obligated to use a fire extinguisher.

However, if you have received “hands-on” fire extinguisher training and are comfortable in extinguishing an incipient stage fire, you may attempt to extinguish the fire with a fire extinguisher if **ALL** of the following conditions are met:

- The fire alarm system has been activated / 911 called and building occupants are evacuating.
- If the fire is small and has not spread from its originating point.
- You have the correct type of extinguisher compatible with the fire.
- Your exit is clear and you can extinguish the fire with your back to the exit door.

**IMPORTANT!**

PLEASE REPORT ALL FIRES, INCLUDING EXTINGUISHED, TO UNIVERSITY POLICE
5.0 BOMB THREAT

If you see a suspicious object or potential bomb on the campus, DO NOT HANDLE THE OBJECT. Clear the area immediately and call 911 or 898-5555 (UPD).

Any person receiving a phone call that a bomb or other explosive device has been placed on the campus should attempt to keep the caller on the line as long as possible and ask the questions listed below:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- How can it be deactivated?
- Note the exact time of the call.
- Try to note the caller’s voice (gender, jargon, etc.).
- Immediately notify the University Police Department and supply the information outlined above.
- If the bomb threat is received through the mail, do not further handle the envelope, letter, or package. Call 911 from any campus phone or 898-5555 (UPD) if using a cell phone.
- University officials will make a decision on whether to evacuate the building. The decision to evacuate will be based on the reported location of the bomb and the time of detonation.
- The University Police Department and emergency personnel will conduct a detailed bomb search.
6.0 EARTHQUAKE

6.1 During an Earthquake:

- Remain calm.
- If indoors, immediately seek refuge under a desk or table or other stable item. Face away from windows and other glass objects.
- DROP, COVER, AND HOLD ON! Cover the back of your neck and head; hold onto the desk or table, or other object so you can remain under protective cover if it moves.
- If outside, get to the nearest open space, away from buildings, overhangs, utility poles, and power lines.

6.2 After the Earthquake Stops:

- Evaluate the situation. Check for personal injuries. Protect yourself at all times and be prepared for aftershocks.
- Notify UPD (911) of any injuries or immediate health hazards.
- Evacuate the building if necessary (using the safest and closest exit routes).
- Proceed to the building’s designated Emergency Assembly Point* if safe to do so.
- Be aware of broken glass and other items on the floor that can cause you to trip or fall. Move slowly and carefully.
- Do not leave the campus until you are sure that the surrounding areas are safe (streets, highways, bridges.)
- Do not return into the building until directed to do so by UPD or other emergency personnel (Fire Department) or designated representatives.

For more information on earthquake preparedness go to:
http://www.totallyunprepared.com/

* The Campus Emergency Assembly Point map can be found at the end of this document.
HAZARDOUS MATERIALS EMERGENCY PROCEDURES

FIRES: In the event of a fire, leave the area immediately and call 911. Pull a fire alarm on your way out of the area. Fire extinguisher use is not required or expected by any employee. However, if a fire extinguisher is available and if you have been trained on how to use one, they can be used on a small fire in its incipient stage.

CHEMICAL SPLASHES: If chemicals get splashed into your eyes or on your body, immediately rinse and/or flush the affected area with water using the emergency eyewash or emergency shower as applicable. Continue to flush the affected area for 15 minutes while someone else calls 911 and retrieves the Safety Data Sheet (SDS) for the material involved.

INGESTION OF CHEMICALS: If chemicals are accidentally ingested, call 911 immediately and stay in communication with the operator. Be able to identify the materials which were ingested. Retrieve the Safety Data Sheet (SDS) for the material involved.

CHEMICAL SPILLS AND RELEASES

LARGE SPILLS AND/OR HIGH HAZARD SPILLS: For large spills or spills of highly hazardous materials, leave the area immediately and call 911. Pull a fire alarm on your way out if evacuation of the building is necessary to prevent injury to others.*

NOTE: The EHS department is not a hazmat spill cleanup team, but does have a contract in place with a vendor who will respond to hazmat spills on campus. The EHS department will coordinate with this contractor as necessary.

SMALL SPILLS AND/OR LOW HAZARD SPILLS: Only attempt to clean up spills for which you have the appropriate equipment, training, and level of comfort. For advice and/or help with non-emergency spills, call Environmental Health and Safety (EHS) at 898-5126. Hazardous wastes resulting from spills or spill cleanup activities need to be packaged in sealed containers and labeled promptly with hazardous waste labels.

COMPRESSED GAS CYLINDERS: Gas cylinders all pose a hazard of sudden release of pressure. Following such a release, the cylinders can be cold enough to freeze skin. More importantly, depending on their contents, fire or toxic inhalation hazards can exist. Leave the area immediately and call 911. Pull a fire alarm on your way out if evacuation of the building is necessary to prevent injury to others.*

PHONE NUMBERS

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<tbody>
<tr>
<td>Emergencies</td>
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<tr>
<td>University Police</td>
<td>------------------------- 898-5555</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>----------- 1(800)222-1222</td>
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<tr>
<td>Environmental Health and Safety</td>
<td>--- 898-5126</td>
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* Minimum evacuation distance from buildings or affected areas is 100 feet upwind.
8.0 WORKPLACE VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or student. It may be an angry spouse or relative of an employee or student. It also may be someone without any relationship to the victim. The violence may be a random act or something planned to gain public attention. Everyone is asked to assist to make the campus a safe place by being alert to suspicious situations.

The following guidelines and information is designed to provide information for all employees to use as methods of prevention and intervention of workplace violence.

8.1 Emergency Procedures

Immediate Threat:

- Call 911 from any campus phone or 898-5555 (UPD).
- Get out of the area and away from the immediate threat.

Violence Committed:

- Call 911 from any campus phone or 898-5555 (UPD) immediately if a person commits an act of violence against you or another person.

Intimidating Situation:

- Call 911 or 898-5555 (UPD) if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e. oral or written, gestures, expressions).

Non-Emergency Procedures:

- If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor.

8.2 Campus Blue Light Phones may also be used to report these types of incidents as well as any other emergency. The blue light phones directly contact University Police dispatch and will provide your location to UPD.

Additional Information: The University has a Policy on Campus Behavior and Violence Prevention. This program is in accordance with Executive Memorandum 12-025. A copy of this policy can be found at: http://www.csuchico.edu/prs/EMs/2012/12-025.shtml.

You may also contact the Human Resources Service Center at (530) 898-6771. The Human Resources Service Center is located in Kendall Hall, Room 220.
9.0  UTILITIES FAILURE

Examples of utility failures may include electrical outages, plumbing failure/flooding, natural gas leaks, steam line breaks, ventilation problems, and/or elevator failures.

In the event of a failure, immediately notify FMS at 898-6222. For emergencies or after hours, call UPD at 898-5555 or 911 from a campus phone.

Note: Calling 911 on any campus phone will put you in contact with UPD. Calling 911 on your cell phone will put you in contact with CHP or Chico Police Department. Be sure to give your campus location to the dispatcher.

If there is potential danger to you or other occupants:

- Call University Police at 911 from any campus phone or (530) 898-5555 from a cell phone. Note: Telephones may not be functional even under generator power.

- In a situation where a building needs to be evacuated, please proceed to the building-specific Emergency Assembly Point* and wait for further instruction from a Floor Evacuation Coordinator, identified by an orange vest or if provided by other officials.

- Turn off equipment, machines, and computers.

- Assist disabled persons to the best of your ability.

- Do not use elevators.

- If evacuated, remain at the Emergency Assembly Point until the Fire Department or designated representative has given the "all clear" to re-enter the building.

Note: Contact your supervisor to determine if there are specific evacuation procedures for your department.

* The Campus Emergency Assembly Point map can be found at the end of this document.
State law requires all building occupants to promptly evacuate when the fire alarm sounds or when ordered to do so by emergency response personnel.

Each campus building has designated Floor Evacuation Coordinators who can be identified during emergencies by their orange safety vests. These employees have received specialized training and will provide assistance to others during a building evacuation. If you have information regarding the emergency, advise them as soon as possible, so they can relay the information to First Responders.

10.1 Building Evacuation:

- Other notification means (telephone, verbal, etc.) may be utilized as determined necessary by authorities. Know the nearest exit(s) to your work area and the route(s) you will follow. In advance, establish an alternate route in the event your primary route is blocked or unsafe to use.

- Assist those needing assistance ONLY if you are able to do so without jeopardizing your own safety. Notify the Floor Evacuation Coordinators of any people who are unable to evacuate without assistance or if you believe other people may still be in the building.

- In case of fire do not use the elevator.

- Once outside, proceed to the building’s designated Emergency Assembly Points (EAP) or similar area at least 100-feet from the building. Please refer to the EAP/campus map page at the end of this document for reference.

- Emergency Assembly Points are considered flexible and may need to be adjusted depending on wind direction or the magnitude of the hazard.

- Remain at the Emergency Assembly Point so you can be accounted for. If you must leave, please let your supervisor or co-workers know that you are leaving.

- Assist the Floor Evacuation Coordinators for your building in attempting to account for all persons.

- Do not re-enter the building until you receive the “all clear” from emergency personnel or other official designee.

10.2 Campus Evacuation:

- If a situation requires a section of or the entire campus to be evacuated, personnel, students, and visitors will be directed to a safe place by UPD, Fire Department personnel, or designated representatives.
11.0 ASSISTING PERSONS WITH SPECIAL NEEDS

During emergency evacuations, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance in evacuating the building. Do not use elevators if there is a fire or other situation that could affect electricity/power.

- If the person will not be able to evacuate with assistance, call 911 from a building phone immediately. Fire alarms and large numbers of people moving as they evacuate may disorient a person, even when normally familiar with the area.

11.1 Assisting Visually Impaired Persons:

- Guide the person by allowing them to take your arm below the elbow and instruct him/her to come with you. Stay calm, move slowly and communicate clearly with the individual. Also, evacuate service animal with the person – do not attempt to control or give directions to the service animal.
- Advise the individual, well in advance, of any hazards or obstacles in their path.
- When you have reached safety, advise the individual of his/her location and stay with him/her if necessary. Before leaving, make sure the individual does not need any further help.

11.2 Assisting Hearing Impaired Persons:

- To get a person’s attention, you can flash room lights on and off, wave your arms, or tap on the person’s shoulder.
- Gesture about what is happening and what to do (i.e. follow me, get down).
- Write on a board or paper the nature of the emergency or the evacuation route.

11.3 Assisting Mobility-Impaired Persons:

- First ask the individual if he/she has medical/health needs, advice, or requirements.
- Individuals using wheelchairs can be pushed or accompanied to safety. Do not use elevators. If needed, seek help to safely assist the person. Look for Floor Evacuation Coordinator identified by orange safety vests.
- If located in a building where stairs are to be used as the emergency exit for mobility-impaired persons, take that person to the enclosed stairwell or pre-designated area to await assistance or rescue and explain to him/her that you will go get help ASAP to evacuate him/her from the building. Do not put yourself in extra danger.
- Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.
- If in need of assistance, call 911 or 898-5555 (UPD). Do not attempt to transfer a person from a wheelchair unless absolutely necessary and you have their permission to do so.

11.4 If You Are a Person with Special Needs:
It is critical that you have a plan prior to an emergency, and that the plan is appropriate for your needs and the building. Most campus buildings (over one story) have protective stairwell enclosures, those building who do not have enclosed stairwells have pre-designated rooms or areas that can be used as a safe area in which to take shelter while awaiting assistance or rescue.

Floor Evacuation Coordinators, University Police, and Chico Fire personnel are aware of these locations should a rescue be needed. Your plan should include the appropriate location(s) to go within each building you work in or frequent.

The following general guidelines will help you begin to form your plan:

- Become familiar with the locations of all exits, stairway access, areas to take shelter, await assistance or rescue, building “red” emergency phones, other accessible phones, and elevators.
- If unable to speak or speak loudly, carry a whistle or have other means of attracting attention of others in the case of an emergency.

The Accessibility Resource Center (ARC) is available to provide guidance to persons with special needs:

The ARC will provide you with a laminated guide containing a list of all campus buildings and the areas in which you can safely shelter while waiting assistance. This guide lists all buildings on campus that are over one story in height.

Please call (530) 898-5959 or go to the ARC website at http://www.csuchico.edu/arc/

- All members of the campus community including; faculty, staff, and students are strongly encouraged to review the “Evacuation Procedures for People with Mobility Impairments” which can be found on the Emergency Preparedness web page.
- Please contact the Campus Emergency Preparedness Coordinator at (530) 898-5126 if you need assistance in developing an emergency response plan for each building you work in or may frequent.
- Be aware of the Emergency Assembly Point Locations for all buildings you frequent. Emergency Assembly Point Map- Main Campus
APPENDIX

Department Emergency Plan (DEP)
Department of Environmental Health and Safety
Emergency Preparedness Program

Department Emergency Plan (DEP)

1) Department

2) Building

3) Floor

4) Room(s)

5) Key Emergency Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position (Title)</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
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6) Emergency Assembly Point and Alternate Assembly Locations

7) Floor Evacuation Coordinators/Alternates

<table>
<thead>
<tr>
<th>Floor Evacuation Coordinator</th>
<th>Alternate</th>
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<tbody>
<tr>
<td>Rm #</td>
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<td></td>
<td>Rm #</td>
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<tr>
<td></td>
<td>Phone</td>
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8) *Evacuation Plan & Emergency Procedures*
9) Emergency Supplies and First Aid Location

Important: Any treatment beyond basic first aid requires the individual go to Student Health Center.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Location</th>
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First Aid Kit contents may be obtained at the Student Health Center

10) Special needs/additional information (if applicable)

11) Date of Plan

12) By

13) Title

Submit completed Department Emergency Plan/Annual Updates for review electronically to:
Department of Environmental Health & Safety
ystreeter@csuchico.edu

(Please review and update your plan annually or as needed to reflect changes in personnel, etc.)
# Emergency Action Plan

## CSU, Chico Department of Emergency Plan

### NAME OF DEPARTMENT

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## CAMPUS EMERGENCY CONTACT INFORMATION

(Do not post if not needed)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>911</td>
<td>Police, Fire, Medical Emergency, Haz Mat Incident</td>
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<tr>
<td>898-5555</td>
<td>CSU Chico Police Non-Emergency (Dispatch Center – Operational 24/7)</td>
</tr>
<tr>
<td>898-5126</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>898-6222</td>
<td>FMS for building damage, utilities (gas, water, electricity)</td>
</tr>
<tr>
<td>898-5126</td>
<td>Emergency Preparedness Coordinator</td>
</tr>
<tr>
<td><a href="http://www.csuchico.edu/up">www.csuchico.edu/up</a></td>
<td>CSU Chico Police Department website: emergency bulletins and updates</td>
</tr>
<tr>
<td><a href="http://www.csuchico.edu/ehs">www.csuchico.edu/ehs</a></td>
<td>CSU Chico Environmental Health &amp; Safety website</td>
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</tbody>
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### Department Emergency Coordinator

<table>
<thead>
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<th>NAME:</th>
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### Primary Building Contact (FEC) Manager and/or Building Manager (if applicable)

<table>
<thead>
<tr>
<th>NAME:</th>
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### Floor Evacuation Coordinator(s)

(include name, room # and contact number)

**Note:** This document is an example of how emergency contact information can be structured. It's important to consult with local emergency management officials and emergency preparedness coordinators to determine the appropriate contact information for your specific location and situation.