

Emergency Action Plan



California State University Chico

Department of Environmental Health and Safety

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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 event of an emergency and to ensure their own safety and the safety of others.

California Code of Regulations, Title 8, Section 3220

2.0

INTRODUCTION

Emergencies, disasters, accidents and injuries can occur at any time usually without warning. Being prepared physically and mentally to handle emergencies 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. Your safety is of primary importance.

The purpose of these procedures is to acquaint you with an effective plan for handling possible emergencies and disasters. 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 to minimize your exposure to danger. If you have questions or need further information, please contact your immediate supervisor or Environmental Health and Safety at extension 5126.

The last page of this action plan is an Emergency Action Plan Form that must be filled out by the Supervisor of the area. This information is very important and is site specific to your working environment. Use this form as a tool to be better prepared in the event of an emergency in your area.

3.0

EMPLOYEE INJURY

3.1 Life Threatening Injuries:

Dial 9-911 (on campus)
Dial 911 (off campus)

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, 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 E.R.
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:

CSUC Student Health Services (x5241)
If possible, call the Student Health Services 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 during the weekend or when the Student Health Center is closed, seek medical assistance as appropriate:

Enloe Prompt Care
888 Lakeside Village Commons
Chico, CA 95928
Phone: (530) 332-6850
Hours: 8am to 8pm, 7 days per week
(Located at the intersection of Lakeside Village Commons & Bruce Road)

Enloe Hospital – Emergency Care
1531 Esplanade Ave
Chico, CA 95926
Phone: (530) 332-7330
Open 24 hours/7days 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 Disability Program Office (DPO) at x5436. Within 8 hours of the injury/illness, the direct supervisor must complete all sections of the OSHA 301. Forward the originals of these forms to the Disability Program Office (Kendall Hall 118 or campus mail Zip 022).

3.4 Blood or Bodily Fluids:

If assisting an injured person before help arrives, always wear disposable gloves if possible. Always thoroughly wash your hands with soap and water for at least thirty seconds after exposure to such liquids. Do not exceed your level of training. If clean up of blood or bodily fluids is needed, contact FMS during business hours or UPD after business hours to ensure proper procedures are followed. (For additional information, refer to the Exposure Control Plan (also known as Bloodborne Pathogen Program) located in EH&S Office as a part of the Universities Injury and Illness Prevention Program, supplement number seven (7).

4.0

FIRE EMERGENCIES

If there is a fire, explosions, or smoke in a building, take the following steps:

- Remove anyone from immediate danger;
- Pull the nearest alarm station and/or call 9-911;
- Proceed to the nearest exit in an orderly fashion;
- Close all doors (do not lock the doors);
- If smoke is present, stay close to the floor;
- Once outside, proceed to a designated meeting area or similar area at least 100ft from the building;
- Meeting areas are flexible and might have to be adjusted depending on wind direction or the magnitude of the hazard;
- Remain at the meeting place;
- Attempt to account for all persons;
- Stay at the designated evacuation area until the fire department or designated representative has given the "all clear" to re-enter the building.

If you are trapped in a room:

- Put a wet towel at the base of the door;
- Call 9-911 and tell them your location;
- If possible, open the window for fresh air. Stay as close to the floor as possible since smoke rises;
- If possible, hang or wave a towel or other clothing outside the window to get attention.

If your clothing is on fire, STOP, DROP and ROLL.

In the event of a fire the University does not require employees to use a fire extinguisher.

However, if you have received 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 has been activated and all occupants have been evacuated;
- If the fire is small (waste basket size) and has not spread from its originating point;
- You have the correct type of extinguisher;
- Your exit is clear and you can extinguish the fire with your back to the exit door.

Report all fires to UPD

5.0

BOMB THREAT

Take a bomb threat very seriously, and report it immediately to UPD at extension 9-911. The University Police will determine what immediate actions are appropriate to take (up to and including evacuation).

5.1 A written bomb threat or package:

- Do not handle the object any more than necessary;
- Do not disturb any powder or liquid coming from a suspicious package.

5.2 A telephone bomb threat:

- Note the exact time of the call;
- Attempt to write down the exact words of the caller;
- Try to ask clear and exact questions (type, time, place, etc.);
- Try to note the caller's voice (lisp, gender, jargon, etc.).

Get as much information as possible by asking:

- Where it is located?
- What kind of bomb is it?
- What does it look like?
- When is the bomb set to explode?
- How do you deactivate it?
- As soon as you get off the phone, call UPD at 9-911 and give all the information you obtained.

6.0

EARTHQUAKE

6.1 During the earthquake:

- Stay Calm;
- Cover and hold: Get under a table, desk, or in the door frame;
- Face away from the windows (or other glass);
- Cover your head;
- If outside, get to the nearest open space away from buildings or overhangs.

6.2 After the earthquake stops:

- Check for personal injuries;
- Evacuate the building if necessary (using the predetermined routes);
- Notify UPD of any injuries or immediate health hazards;
- Do not leave the campus until you are sure that the surrounding areas are safe (e.g. streets, highways, bridges);
- If there is damage to the building, make sure the building has been checked by the fire department and/or a designated representative and deemed safe before re-entering the building after an earthquake.

7.0 BIOLOGICAL/MEDICAL WASTE RELEASE

If there is a Biological/Medical Waste Release in your area, you should take the following steps:

- Evacuate the area if necessary;
- Call UPD at 9-911 if necessary;
- If properly trained, clean up the spill according to the procedures in the Medical Waste Manual and according to guidelines listed in the Exposure Control Plan;
- Properly contain the waste and apply a hazardous waste label;
- Notify your supervisor of the incident;
- Contact EHS for proper disposal;
- EHS will contact the medical waste contractor to dispose of any waste that cannot be held due to regulatory requirements.

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

8.1 Emergency Procedures:

Immediate Threat

- Call UPD (9-911);
- Get out of the area and away from the immediate threat.

Violence Committed:

- Call UPD (9-911) immediately if a person commits an act of violence against you or another person.

Intimidating Situation:

- Call UPD (9-911) if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written, gestures, expressions).

8.2 Non-emergency Procedures:

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

The Workplace Violence Program is supplement number 17 of the Universities Injury and Illness Prevention Program. This program can be reviewed by any employee at the Office of Environmental Health and Safety located in AJH 130.

9.0

UTILITIES FAILURE

Examples of utility failure that may occur are electrical outage, plumbing failure/flooding, natural gas leak, steam line break, ventilation problems and/or elevator failure.

In the event of a failure, immediately notify Facilities Management and Services (FMS) at extension 6222. For emergencies or after hours call UPD at 9-911.

If there is potential danger to you or other occupants:

- Call UPD (9-911);
- In a situation where a building needs to be evacuated, please proceed to the building specific evacuation area;
- Turn off equipment, machines and computers;
- Assist disabled persons as needed;
- Do not use elevators;
- Stay at the designated evacuation area until the fire department or designated representative has given the “all clear” to re-enter the building.

Note: Contact your supervisor for specific evacuation procedures for your department/area and designated meeting location.

10.0

EVACUATION PROCEDURES

Evacuation of the building is REQUIRED when the building's alarm system sounds or when instructed to do so.

10.1 Building Evacuation:

- Determine in advance the nearest exit to your work area and the route you will follow. Establish an alternate route in the event your first route is blocked or unsafe to use;
- Assist those needing assistance;
- In case of fire, do not use the elevator;
- Once outside, proceed to a designated meeting area or similar area at least 100ft from the building;
- Meeting areas are flexible and might have to be adjusted depending on wind direction or the magnitude of the hazard;
- Remain at the meeting place;
- Attempt to account for all persons;
- Stay at the designated evacuation area until the fire department or designated representative has given the "all clear" to re-enter the building.

10.2 Campus Evacuation:

- If a situation requires a section or the entire campus to be evacuated, personnel, students and visitors will be directed to a safe place to go by UPD, fire department, or designated representative.

Note: Contact your supervisor for specific evacuation procedures for your department/area and designated meeting location.

11.0 EVACUATION OF PERSONS WITH DISABILITIES

Assisting Persons with Disabilities

In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. Do not use elevators if there is a fire or situation that could affect electricity/power.

To Assist Visually-Impaired Persons:

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what needs to be done in order to evacuate;
- Guide the person with you. Allow the person to take your arm below the elbow and instruct them to follow you. Remember to move slowly and communicate clearly with the individual;
- Advise the individual of any hazards or obstacles in the path;
- When you have reached safety, advise the individual of their location and stay with them if necessary. Before leaving, make sure the individual does not need any further help.

To assist Deaf/Hard of Hearing Persons:

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

To Assist Mobility-Impaired Persons:

- First ask the individual if they have 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;
- If located in a building where stairs are to be used as the emergency exit for mobility-impaired persons, take that person to a safe area (i.e. stairwell landings, offices, or balconies), explain to them that you will go get help ASAP to evacuate them 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 UPD at 9-911. Do not attempt to transfer a person from a wheelchair unless absolutely necessary.



12.0

EMERGENCY ACTION PLAN FORM

Department/Area _____ Ext. _____

Supervisor _____

Building and Floor _____

Meeting Location _____

Other _____ Ext. _____

Other _____ Ext. _____

Other _____ Ext. _____

Building Specific Information _____

In the event of an emergency dial: 9-911 (on campus)
911 (off campus)