

# ***EMERGENCY PREPAREDNESS AND MANAGEMENT PLAN***



California State University Chico

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## **I. INTRODUCTION**

### **Purpose**

The purpose of the California State University, Chico Emergency Preparedness and Management Plan (EPMP) is to serve as a guide for personal preparedness and response, and establish policies, procedures and an organizational hierarchy for response to emergencies occurring on campus. It describes the role and operation of the units and personnel of CSUC during an emergency. 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.

The EPMP sets forth standard operating procedures using the Standardized Emergency Management System (SEMS) adopted by CSUC for handling man-made or natural events which disrupt normal campus operations such as, but not limited to: floods, storms, earthquakes, hazardous materials incidents, terrorist threats and other potential disasters.

The EPMP fulfills the University's responsibilities to comply with the Standardized Emergency Management System (SEMS) as specified under Title 19, Division 2, Chapter 1 of the California Code of Regulations. It additionally complies with U.S. Department of Homeland Security Presidential Directive 5 (HSPD-5) mandating the adoption of the National Incident Management System (NIMS). More information regarding SEMS/NIMS may be found at the California Office of Emergency Services website at <http://www.oes.ca.gov>.

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.

## **II. PERSONAL PREPAREDNESS**

### **A. Concept**

In any emergency situation the initial response is the most important factor in saving lives and safeguarding property. This document is designed to be a guide that you can easily reference before or during an emergency. There are general principles that apply in any emergency situation:

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- **STAY ALERT:** Know what is going on so you can react appropriately.
- **REACT BASED ON THE SITUATION:** Every incident is different and no “checklist” will apply to every situation. Always do the right thing to prevent yourself and others from getting hurt.
- **REPORT:** You may have the one piece of information that will prevent an incident or help resolve one. Even if the information seems trivial report it to CSU, Chico Police Department at 898-5555.
- **FOLLOW INSTRUCTIONS FROM EMERGENCY PERSONNEL:** During an incident there isn't time for a debate. In these situations an action that is approximately right and executed well is preferable to a perfect action executed too late. Instructions from police, fire, or other emergency personnel on the scene always take precedence over any other instructions you receive.
- **MAINTAIN PERSONNEL ACCOUNTABILITY:** Knowing that everyone is safe is critical in an emergency. Make sure you know the whereabouts for everyone to whom you are responsible.

### **B. Utility 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 Facilities Management and Services (FMS) at 898-6222. For emergencies or after hours call UPD at 898-5555 or 911 from a campus phone. NOTE: Calling 911 from any campus phone will put you in contact with UPD. Calling 911 from 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 911 or 898-5555 (UPD).
- In a situation where a building needs to be evacuated, please proceed to the building-specific Evacuation Rally Point (ERP).
- Turn off equipment, machines and computers.
- Assist disabled persons as needed.
- Do not use elevators.
- Stay at the designated ERP 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 and designated Evacuation Rally Point (ERP).

### **C. Employee Injury**

#### Life Threatening Injuries:

- Dial 911 or 898-5555 (UPD)

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 the 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) 332-7330  
(Located at the intersection of West 5<sup>th</sup> Ave. & Esplanade Ave.)

#### Non-Life Threatening Injuries/First Aid (examples include):

- Twisted ankle, wrist and/or back pain (e.g. musculoskeletal disorders)
- Minor cuts or abrasions that might require medical attention

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- Debris, dust and chemicals in eyes (use eyewash first if available)

### Employees should be escorted to:

- CSU, Chico Student Health Services (If possible, call the Student Health Services in advance of your arrival at 898-5241 to ensure that personnel are able to assist with the injury.)

### Serious Injuries/Illnesses:

For serious injuries/illnesses or any injury that has occurred during the weekend or when the Student Health Center is closed, call 911 or 898-5555 (UPD).

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 Medical Center Emergency Room  
1531 Esplanade Ave.  
Chico, CA 95926  
Phone: (530) 332-7330  
Open 24 hours/7days per week  
(Located at the intersection of West 5<sup>th</sup> Ave. & Esplanade Ave.)

### Reporting Responsibilities for Workplace Injuries/Illnesses:

- Employees: It is the employee's responsibility to report an injury to his/her supervisor immediately. Any delay in reporting an injury may cause delay in workers' compensation benefits.
- Supervisors: It is the supervisor's responsibility to report the injury/illness immediately to the Employee Disability Programs Office at 898-5436. Within eight (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 Employee Disability Programs Office (Kendall Hall 222 or campus mail Zip 022).

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 the EH&S Office as a part of the University's Injury and Illness Prevention Program.

**D. Evacuation Procedures**

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel.

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 temporary Evacuation Rally Point (ERP) or similar area at least 100 feet from the building and wait for further direction from the Fire Department, Police Department or your Building Manager.
- Attempt to account for all persons.
- Do not re-enter the building until receiving the "all clear" from emergency personnel or other official designee.
- Be prepared to move to one of the pre-designated Emergency Assembly Point (EAP) if the hazard persists.

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, or designated representatives.

Note: Contact your supervisor for specific evacuation procedures for your department/ area and designated Emergency Assembly Point.

**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.

- 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 him/her 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 his/her location and stay with him/her if necessary. Before leaving, make sure the individual does not need any further help.

**Assisting Deaf/Hard of Hearing Persons:**

- To get a person's attention, you can flash room lights, 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.

**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.
- 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 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.

## **E. Violent, Criminal or Threatening Behavior**

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 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.

Emergency Procedures:

Immediate Threat:

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

Violence Committed:

- Call 911 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.

## **F. Shooting Situation**

Each shooting incident is different and the overriding consideration is the safety of the campus community. These procedures are only a guide and your response must be based on your assessment of the specific situation. Please remember, calling 911 from any campus phone will put you in contact with UPD. Calling 911 from your cell phone will put you in contact with CHP or Chico Police Department. Be sure to give your campus location to the dispatcher.

- Report the emergency to the University Police Department (UPD) immediately.

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- Remain on the phone and report as much information as possible.
  - Location of the incident and if the subject is still shooting
  - Condition of victim(s) and number of victims
  - Brief description of suspect(s) to include a physical description, clothing, vehicle description, direction of shots fired, etc.
  - Type of weapons used (hand gun, rifle, etc.)
  - Direction of travel or location of suspect(s)
- If safe to do so, evacuate the area.
- Follow instructions provided by emergency personnel.
- Evacuate if instructed to do so or if this is clearly the safest option. If the decision is made to evacuate, use the following procedures:
  - Walk quickly to the nearest exit. Proceed to your assigned Emergency Assembly Point (EAP) if it is outside of the perimeter established by emergency personnel and the potential line of fire. If possible, emergency personnel will direct you to an alternate location.
  - Do not return to a building until directed to do so by UPD or other designated personnel.
- If you are unable to leave the area, lock the door to prevent the suspect(s) from entering the classroom or office. If you cannot lock the door and you have time, try to prevent entry using furniture. Turn off the lights, remain low and take cover.
- Remain in place until instructed to do otherwise by emergency personnel.

**G. Fire Emergencies (REPORT ALL FIRES TO UPD)**

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 911.
- Proceed to the nearest exit in an orderly fashion.
- Close all doors (do not lock the doors).

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- If smoke is present, stay close to the floor.
- Once outside, proceed to your designated Evacuation Rally Point (ERP) or similar area at least 100 feet from the building.
- Evacuation Rally Points 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 Rally Point until the fire department or designated representative has given the “all clear” to re-enter the building or you are directed to one of the Emergency Assembly Points.

If you are trapped in a room:

- Put a wet towel at the base of the door.
- Call 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 follow conditions are met:

- The fire alarm has been activated and all occupants have been evacuated.
- If the fire is small 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.

## **H. 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 or 898-5555 (UPD).
- 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.

## **I. 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 911 or 898-5555 (UPD), 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 EH&S at 898-5126 for proper disposal.
- EH&S will contact the medical waste contractor to dispose of any waste that cannot be held due to regulatory requirements.

## **J. Earthquake**

During an earthquake:

- Remain calm.
- If indoors, seek refuge in a doorway or under a desk or table. Face away from windows and other glass objects.
- Cover your head.
- If outside, get to the nearest open space away from buildings, overhangs, and utility poles.

After the earthquake stops:

- Evaluate the situation. Check for personal injuries. Protect yourself at all times and be prepared for aftershocks.
- Evacuate the building if necessary (using 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 (streets, highways, bridges).
- Do not return to a building until directed to do so by UPD or other emergency personnel (Fire Department) or designated representative (FMS).

## **K. Civil Disorder or Demonstration**

Civil disorders can include picketing, marches, parades, sit-ins, rallies, trespassing, and riots. Most campus demonstrations will be peaceful and everyone should attempt to carry on with business as normally as possible. Avoid provoking or obstructing the demonstrators.

- In most cases since prior warning of demonstrations can be expected, adequate precautions can be taken prior to the event.
- A threatening disturbance should be reported immediately by calling 911 or 898-5555 (UPD).
- University Administration and the University Police Department will assess the situation. Participants who refuse to disperse may be arrested for violation of Penal Code Section 409, failure to disperse.

If a class or lecture is disrupted, the offending person should be asked to leave. If he/she refuses, call 911 or 898-5555.

## **III. EMERGENCY RESPONSE AND MANAGEMENT**

### **Scope**

This Emergency Preparedness Plan is a campus-wide plan that guides the emergency response of CSU, Chico personnel and resources during a major disaster. It is the official Emergency Preparedness Plan for CSU, Chico and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or emergency organization created by it. 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 or any appendices hereto.

### **Authority**

This Plan is promulgated under the authority of the California State University, Chico President. Executive Order 1013 delegates each CSU campus president the authority and responsibility for the implementation of a Campus Emergency Plan.

The CSU, Chico Police Department is responsible for managing overall incident activities at the scene of an emergency. These include coordinating the initial campus response to the incident to include securing the emergency site, assessment of the scene, establishing command posts, traffic control, and coordinating with mutual aid agencies. The Incident Commander will be the Chief of Police or his/her designee, depending on the type of emergency.

## **Mission**

It shall be the mission of CSU, Chico to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I:** Protection of Life Safety
- Priority II:** Protection of Campus Infrastructure and State Assets
- Priority III:** Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the University will move from the Incident Command System organization back to the normal CSUC organizational structure.

### **A. Incident Command System**

The Emergency Response and Preparedness Plan uses a management system widely known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates in severity.

The purpose of ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of the emergency;
- Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Activate only those positions needed to manage a particular incident or level of incident; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may be temporarily reassigned to other duties outside their normal assignments. Furthermore, as the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS may change during the course of a single incident. (For additional information see Appendix 2),

## **B. Emergency Operations Center (EOC)**

The EOC is where campus emergency management staff are deployed to coordinate the response to an emergency event impacting the Campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed. Functions of the EOC include management, operations, planning, logistics and finance of an ongoing emergency. The EOC is currently located in Yuba Hall, Police Administration Wing (Rooms 117, 118, 119, and 120). The EOC is designed to be staffed in a Level II and Level III activation.

During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the University Police Communications Center at 898-5555 to determine when and where to report.

The decision to activate the EOC will be authorized according to the outline in the EOC guidebook. (See Appendix 2).

**Alternate EOC (Emergency Operations Center):** In the event the primary EOC in Yuba Hall cannot be used, personnel should report to the alternate EOC located at Merriam Library, Room 440.

**Demobilization and Termination of the EOC:** The EOC Executive, advised by the EOC Director, will contact the President and Policy Management Group to determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations

## **C. Disaster Service Workers**

All public employees are hereby declared to be disaster service workers, subject to such activities as may be assigned to them by their supervisor or by law (Government Code, Chapter 8, Division 4 of Title 1, Sections 3100-3102).

## **D. Proclamation of Campus State of Emergency (Appendix 3)**

The President or Acting President will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including closure of campus.
- Facilitate participation in mutual aid from State agencies, CSU campuses, or local jurisdictions.
- Activate campus personnel, logistical resources, and campus facilities for response to an emergency.

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- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties.
- Provide an appropriate procedure for rostering emergency workers.
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and State and Federal disaster relief funds, where applicable.
- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses and to seek federal disaster relief where appropriate.
- Impose penalties for violation of lawful orders under Education Code Section 89031.
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act).

**E. Continuity of Operations**

It is the intent of CSU, Chico to respond quickly and effectively to emergencies and disasters, seeking to continue/preserve instruction to students and maintain essential services to the extent feasible, and return to normal operations as quickly as possible. Decisions related to this goal will focus on the restoration/maintenance of essential/core services and systems and are reflected in the CSU, Chico Business Continuity Plan.

**Essential/Core Services and Systems:** Essential/core services and systems are defined as those necessary to

- (1) Preserve lives (human and animal),
- (2) Maintain the physical plant/infrastructure,
- (3) Provide for campus safety and security, and
- (4) Continue essential business services until an emergency has abated.

Additionally, essential/core services are those which must be carried out on a regular basis and where an interruption of such services should not exceed twenty-eight (28) days. Examples of essential/core services include, but are not limited to the following:

- Potable water supplies for drinking and sanitation;
- Food/dining services on or near campus;
- Sewer/wastewater systems for human health and sanitation;

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- Energy sources including electricity, natural gas, fuel for vehicles;
- Availability of emergency medical care on/near campus;
- Police patrol, emergency response, and dispatch services;
- Emergency fire/rescue services;
- Safe classroom/lecture/lab spaces for instruction;
- Safe office/meeting spaces for administrative functions;
- Faculty, lectures, and administrative support for academic instruction;
- Academic information technology support, academic computing;
- Disposal of waste, hazardous materials, and custodial cleaning of restrooms;
- Engineering and maintenance functions for buildings, heating/ventilation, maintenance for failures of electrical, mechanical and structural assets;
- Workable communication systems within campus community;
- Payroll services, revenue collection, accounts payable, financial reporting;
- Financial aid services.

**F. Campus Closure**

The general concept is that the campus will remain open if there is no immediate danger to the campus community (faculty-staff-students).

When it becomes necessary to close the campus to normal operations, a number of factors will influence whether all or part of the campus will be affected. These factors include, but are not limited to, the risk of injury or death to people, property damage, and disruption to essential utilities.

In accordance with Title 5, California Code of Regulations, Sections 41302 and 42402, the University President (or designee) is the only person(s) who may direct a campus closure.

It is the policy of CSU, Chico that whenever there is an immediate or potential danger to life (including health and/or safety) and property, the University will take every possible action necessary to protect life and property. Those actions may include partial or complete campus closure and evacuation of all or some persons or any other actions in

accordance with THIS POLICY and the Campus Emergency Preparedness & Management Plan.

**Unplanned Event:** An unplanned event is an event that has occurred, and which affects all or a portion of normal campus operations, without notice. (“Notice” refers to documented approval by an authorized University representative.) An unplanned event may or may not necessarily pose an apparent threat to life or property.

**Planned Event:** A planned event is an event that will occur, and which affects all or a portion of normal campus operations, with notice. A planned event may not necessarily pose an apparent threat to life or property.

**Emergency:** An emergency is a sudden, generally unexpected occurrence that requires immediate attention and affects all or a portion of normal campus operations. An emergency generally involves an apparent threat to life or property.

**Essential Personnel:** Essential personnel are employees designated by the University President or designee(s), who, by virtue of their employment responsibilities, provide services essential to the protection of life and property when an unplanned event, planned event, or emergency occurs that affects all or a portion of the persons at the University or any University property. This category is exclusive of staff who are asked by the President and/or designee to work their usual schedule during an emergency.

## **G. Procedures for Unplanned Events and Emergencies**

**Initial Response:** If an emergency or unplanned event occurs that threatens the safety of persons or property, the University Police Department (UPD) should be notified immediately. The University Police Department will ensure the most rapid response of necessary resources. University Police personnel will conduct or coordinate with other personnel a rapid needs assessment and communicate the findings to the appropriate designated authority to further close all or a portion of campus. It should be noted that some unplanned events or emergencies may dictate the need for University Police Officers to exercise their police officer powers to direct persons to evacuate buildings or areas directly affected by a criminal or non-criminal incident for safety and evidence preservation purposes.

**Notification:** When an unplanned event or emergency occurs, the University Police Watch Commander on duty will notify the following university officials as soon as possible in the following order:

- Police Lieutenant (Operations Commander)
- Chief of Police
- University President or designee

**Campus Closure:** The decision to close the entire campus or any portion of the campus when an emergency or unplanned event occurs shall be made by the University President or designee. In most cases this decision will be made on the basis of information and recommendations received through consultation with the University Police Department and/or other Emergency Management personnel.

When campus closure is authorized and/or a campus emergency is declared, the Emergency Operations Center Director (Chief of Police) will implement campus closure procedures.

## **H. Campus Emergency Notification**

CSU, Chico's campus emergency notification system is a multi-faceted network of various mediums that will inform the campus and community about emergency conditions. This system will be activated in response to natural or human-caused hazards such as chemical spills, flooding, fires, storms, power outages, criminal acts, and other public safety incidents.

- *Campus Emergency Notification System:* During an emergency this system will allow campus authorities to contact the campus community through email, phone and text messaging. NOTE: Every student, staff member and faculty member is encouraged to provide a personal phone number, cell phone number for text messages and email address via the on-line registration at <http://www.csuchico.edu/alerts/> for the purpose of receiving emergency notification from the University. This system is limited to only bona-fide emergency situations, and only very brief messages will be sent. For you to be contacted through this system, you must register your emergency notification information (phone, email, etc).
- *Telephone:* During an emergency the campus phone system is one means that may be utilized as an emergency notification system.
- *Campus- Wide E-mail:* The "subject" line on these messages will be "Emergency Notification."
- *Emergency Personnel:* During a campus emergency, police or other emergency personnel may be dispatched to the area to provide specific instructions to personnel. INSTRUCTIONS FROM EMERGENCY PERSONNEL AT THE SCENE TAKE PRECEDENCE OVER INSTRUCTIONS RECEIVED OVER ANY OTHER MEDIA.
- *Courier:* At times, a runner or courier may be used to provide instructions to personnel in a specific area.
- *Fire Alarm:* This is used to signal an evacuation. When the fire alarm is activated, proceed to the assigned staging area UNLESS INSTRUCTIONS TO THE CONTRARY ARE PROVIDED USING ANOTHER COMMUNICATIONS MEANS.

- **Emergency Signage:** When an emergency condition occurs, prominent signs may be displayed around the campus perimeter. The color-coded signs will state the campus status and where to turn for more information. Paper flyers may also be posted inside campus buildings.
  - RED: Campus (or area) CLOSED to all but essential/emergency personnel.
  - YELLOW: Campus classes & activities CANCELLED by President, but campus is open.
  - GREEN: Campus OPEN and situation back to normal (posted only after Red or Yellow).
  - ORANGE: Safety ADVISORY to community (e.g., weather, etc).

### **I. Emergency Level Classifications**

Three levels of operation have been identified, relative to the magnitude of the emergency:

- **Level I (“Standby/Alert” Decentralized):** The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.
- **Level II (“Partial Activation” EOC Open Small):** The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. EOC staffing decisions are made by the EOC Director, and depend on the circumstances surrounding the event.
- **Level III (“Full Activation” EOC Open Big):** A major emergency, such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a **Level III** emergency.

Upon declaration of the **Level II** or **Level III** emergency, the EOC Director will determine which positions to activate and direct their activities.

### **J. Campus Emergency Response Team (CERT)**

The CSU, Chico Campus Emergency Response Team (CERT) is a self-contained, multi-purpose team of trained volunteer staff and faculty from many different departments. CERT members will be activated at the discretion of the Incident Commander or automatically in the response to an emergency notification. Once

assembled, CERT will be given a mission that coordinates with CSU, Chico's Emergency Plan. CERT tasks include, but are not limited to:

- Executing light searches;
- Providing medical first aid and triage of the injured;
- Preventing and suppressing incipient fires;
- Supporting other emergency field operations.

### **K. Department Emergency Plan (DEP)**

DEPs or Department Emergency Plans are an integral part of the overall Emergency Plan. Departments and Colleges throughout the University need to develop their own Department Emergency Plan for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facilities, and special needs specific to their department, (e.g., people with disabilities, research, patients, and animals, etc). A template for the Department Emergency Plan is available for each Department and College to use to develop a work site plan. (See appendix 4).

The DEP should address preparedness measures and emergency response. The DEP is a way for the Department to plan for potential emergencies, small accidents, citywide disasters, power outages, hazardous chemical spills, fires, a civil disturbance, or an earthquake. Advanced planning and a Department Emergency Plan will help reduce risk and loss of life. It is important that all faculty, staff and students read and understand their work site emergency plan. Components of the Department/College Emergency Plan include, but are not limited to:

- Emergency numbers;
- Emergency planning implementation checklist;
- Staff assignments;
- Department emergency notification & communication plan;
- Emergency supplies & equipment;
- Department essential functions;
- Special needs of the department;
- Chain of command;
- Personnel roster;
- Evacuation plan.

APPENDIX 1 – [Emergency Assembly Points Map - Main Campus](#)  
[Emergency Assembly Points Map – University Farm](#)

APPENDIX 2 – [Emergency Operations Guidebook](#)

APPENDIX 3 – [Proclamation of Campus State of Emergency](#)

APPENDIX 4 – [CSUC Department Emergency Plan Instruction Guide](#)  
[CSUC Department Emergency Plan Form](#)  
[CSUC Personnel Roster Additional Page\(s\)](#)