

# **Emergency Action** **Plan**



**California State University, Chico**

**Department of Environmental Health and Safety**

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## **Emergency Action Plan Record of Revisions**

<b>Revision</b>	<b>By</b>	<b>Date</b>	<b>Description of Revision</b>
1	YS	05-18-18	Added 18.0 Shelter-In-Place; updated phone numbers and department information, etc.
2	YS	04-19-19	Updated Title 8 - renamed Emergency Action Plan
3	YS	10-16-19	Expanded 18.0 Shelter-In-Place Procedures
4	MP	01-27-21	Deleted Campus Emergency Response Team (CERT); and deleted second paragraph under Essential Personnel.
5	HL/MP	02-27-21	Minor text updates for clarity. Removal of ARC language referencing laminated cards with shelter areas for people with special evacuation needs.
6	KH	8-4-22	Page 9 – 'special needs' changed to 'a disability'

**Legend:**

- YS: Yvette Streeter, Emergency Preparedness Manager
- MP: Marvin Pratt, Director
- HL: Heather Long, Interim Occupational Health and Safety Manager
- KH: Karen Heuton, Administrative Coordinator

**1.0****PURPOSE**

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The purpose of the California State University, Chico Emergency Action Plan 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 Plan 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.

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 Emergency Action Plan meets the requirements of the California Code of Regulations, Title 8, §3220 Emergency Action Plan and is supplemental to California State University Chico's Injury and Illness Prevention Program (IIPP).

## 2.0

## CONCEPTS

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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 and become familiar with prior to any emergency. There are general principles that apply in any emergency situation:

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. Responding appropriately may prevent injury to yourself and others.

Report:

You may have the one piece of information that will prevent an incident or help to resolve one. Call 911 from any CSU, Chico building phone to report an emergency. You may also use campus Blue Light Phones to report emergencies. In other situations, even if the information seems trivial, report it to CSU, Chico Police Department at (530) 898-5555.

Follow Instructions from Emergency Personnel:

During an incident, there is no 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 Personal Accountability:

Knowing that everyone is safe is critical in an emergency. Make sure you know the whereabouts of everyone for whom you are responsible.

Department Emergency Plan (DEP):

The Department Emergency Plan (DEP) can be used in conjunction with this document to create an emergency plan for your department or specific area. This plan must be developed and approved in cooperation with the Supervisor or Manager of the department or area. The DEP template can be found on the [Emergency Preparedness](#) website. To assist with the initial planning meeting, you are encouraged to use the [Department Emergency Plan template](#).

The information contained in the plan should be site specific to your working environment. When 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 is required to be provided to the campus Emergency Preparedness Manager, Department of Environmental Health and Safety.

### 3.0

## EMERGENCY NOTIFICATION

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California State University, Chico's Campus Emergency Notification System, [Chico State Alerts](#), is a multi-faceted network that will inform the campus and community during an emergency situation. As feasible, Chico State Alerts will also be used to warn the campus of impending emergencies. The notification system may be activated in response to natural or human-caused emergencies including, but not limited to: hazardous materials release, wide spread flooding, fire emergencies, severe weather, power outages, criminal acts, and other public safety incidents.

Chico State Alerts enables campus authorities to contact the campus community through email, phone, and text messaging. Chico State Alerts will include the following information: A statement as to what the emergency or dangerous situation is, in specific terms, directions as to what actions the receiver of the message should take to ensure their safety, and information as to where and when additional information may be obtained.

This system is limited to use only during emergency situations, and only brief messages will be sent. In order for you to be contacted through this system, you must register with Chico State Alerts your emergency notification information (phone, email, etc.). Note: All faculty and staff members are encouraged to provide a personal phone number, cell phone number for text messages, and an email address at [Chico State Alerts](#) for the purpose of receiving emergency notifications from the University (students are automatically registered but should update their information as needed).

Other means of emergency communication and information sources include:

Fire Alarm: Activation of the fire alarm system indicates a building-wide evacuation is warranted. When the fire alarm is activated, immediately evacuate the building and proceed to the designated Emergency Assembly Point unless specific instructions to assemble elsewhere have been provided.

Campus-Wide "Announce": A direct email to all persons with a Chico State address will be sent in the event of smaller incidents, incidents of limited duration, or be used to provide information once the threat has passed.

Student "Announce": A direct email to students will be sent in the event of smaller incidents, incidents of limited duration, or be used to provide information once the threat has passed.

Social Media: University Communications will utilize social media, as appropriate, to provide information related to an ongoing emergency situation.

University Web Site Banners: University Communications in cooperation with Computing and Communications Services (CCVS) will place an informational banner across or over the campus web site to provide and link to emergency information. If the University website is compromised, CCVS will launch a cloud based web page to redirect users to an emergency information page.

Emergency Personnel: During a campus emergency, police or other emergency personnel may be dispatched to the incident area to provide specific instructions or information via external public address systems or by use of portable megaphones. Note: *Instructions from emergency personnel at the incident take precedence over instructions received from any other source.*

Campus “24-Hour Emergency Information Hotline”: During an emergency situation, faculty, staff, and students can call 1-530-898-5999 to receive information related to the current status of a campus emergency. The hotline consists of a recorded message that is updated to reflect current conditions.

Sandwich Boards / Portable Signage: The use of sandwich boards or other portable signage may be used to convey information related to evacuations routes, warn of hazards, or provide other emergency information.

Door-to-Door Notification: Door to Door notification may be used in Residence Halls and other buildings. Building Floor Evacuation Coordinators, Deans and Department Chairs, and key administrative staff may be asked to assist in this process.

Couriers: As needed, couriers or “runners” may be used to deliver information or provide instructions to personnel in a specific area.

## 4.0

## GENERAL RESPONSIBILITIES

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### University Police Department

The CSU, Chico Police Department is responsible for responding to and managing the scene of an emergency. University Police will assess the situation, establish safe perimeters, secure the scene, and establish a command post, if needed. Other functions may include traffic control and assisting with the coordination of incoming mutual aid agencies, as applicable.

### Emergency Operations Center (EOC)

The EOC is where campus emergency management staff will be deployed to coordinate the response to an emergency event impacting the campus or the surrounding area.

Functions of the EOC include providing the management, operations, planning, logistics, finance, and recovery needs of the University during and after an emergency. All EOC team members receive specialized training prior to being assigned responsibilities within the EOC.

### Floor Evacuation Coordinators (FEC)

Responsibilities of the Floor Evacuation Coordinators include, but are not limited to, assisting the building occupants during the evacuation of a building. To the best of their ability, FECs ensure that all employees within the floor of their building have evacuated safely.

FECs can serve as a direct contact to emergency personnel. FECs will provide information such as persons requiring assistance or rescue and the location of those persons within the building. They must also become familiar with all employees located within their assigned floor who may need assistance during an emergency. They will also notify the Emergency Preparedness Manager of any safety issues relating to emergency preparedness.

### Information

For further information related to this Plan or an explanation of duties, please contact the Department of Environmental Health and Safety at (530) 898-5126.



## 5.0

## CAMPUS CLOSURE

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

When it becomes necessary to evacuate or close the campus and cease 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.

During campus closures it is important for your safety to follow the directions the University has provided. Campus closures mean that only essential personnel should be on campus. If you feel the need to return to campus contact your supervisor to obtain approval from the administration.

### 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 members who are asked by the President (and/or designee) to work their usual schedule during an emergency.

Departments which have operational needs that require staff to stay on site during a campus closure to ensure critical campus operations, shall develop departmental based procedures to ensure staff are accounted for, know their duties, and how to report concerns or changes in their area which affect their safety.

### Notification

In the event of a partial or full closure of campus, all means of emergency notification available will be used as appropriate to the situation. (See [Section 3.0](#))

## 6.0

## EVACUATION PROCEDURES

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Part of or an entire building, or part of or the entire campus may be evacuated due to a number of emergency situations. Examples include: fire or smoke, gas leak, flooding, an extended power failure, civil disturbance, or an emergency impacting the surrounding area. The detection of smoke and/or fire will result in a fire alarm activation, which requires all occupants evacuate. State law requires *all* building occupants to promptly evacuate when the fire alarm sounds or when ordered to do so by emergency response personnel.

As warranted, evacuations will consist of a coordinated effort between University Police, Environmental Health and Safety, Facilities Management and Services, and designated building Floor Evacuation Coordinators (FEC). University Housing Residence Life Coordinators (RLC), Resident Advisors (RA), and Desk Attendants (DA) will assist during evacuations of Residence Halls.

Building Floor Evacuation Coordinators are volunteers and can be identified by their brightly colored safety vests. FECs have received specialized training and will provide assistance to others during a building evacuation. If you have information related to the emergency, please share this with a FEC as soon as possible, so they can relay the information to First Responders.

### Building Evacuation Procedures

In addition to the fire alarm system, other notification means (telephone, verbal, etc.) may be utilized to evacuate a building or area as determined necessary by authorities. Know the nearest exit(s) from 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 [Evacuation Procedures and FEC Information](#) page to familiarize yourself with the location of the EAPs.

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.

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

Deans, Chairs, department managers, and supervisors need to account for all persons under their direction to the best of their ability using schedules, class rosters, or informal means. Persons that cannot be accounted for shall be reported to University Police or other first responders.

## 7.0 ASSISTING PERSONS WITH DISABILITIES, ACCESS, AND FUNCTIONAL NEEDS

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In cases of emergencies, individuals with disabilities, access and functional needs, including, but not limited to, 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.

### 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, tell the individual of his/her current location and stay with them if necessary. Before leaving, ensure the individual does not need any further assistance.

### 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. point to exits, etc.).

If needed and safe to do so, write on a board or paper the nature of the emergency and any special instructions that may apply.

### Assisting Mobility-Impaired Persons

First ask the individual if they have specific 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 Coordinators, they can be identified by brightly colored safety vests.

If located in a building above the first floor, *enclosed* stairwells are a safe place to take shelter and wait for assistance to exit the building. If possible, notify a building Floor Evacuation Coordinator or call 911 to advise First Responders of the location of the individual and that they cannot evacuate using stairs. The person taking shelter can also call UPD and should be encouraged to do so.

Individuals using canes, crutches, or walkers can evacuate themselves except in the event that rapid evacuation is deemed essential.

Never attempt to transfer a person from a wheelchair without their permission.

### **If you are a person with Disabilities, Access or Functional 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, and buildings that 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 Emergency Plan should include the appropriate location(s) to take shelter at 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, Temporary Rescue Areas where you can take shelter await assistance or rescue, “red” phones, other accessible phones. A list of the location of the [Temporary Rescue Areas](#) for each campus building on the EHS website.

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 a disability.

Please call (530) 898-5959 or go to the [Accessibility Resource Center](#) (ARC.)

All members of the campus community including faculty, staff, and students are strongly encouraged to review “Emergency Planning for People with Disabilities, Access and Functional Needs” which can be found on the campus [Emergency Preparedness](#) web site.

Please contact the Campus Emergency Preparedness Manager at (530) 898-5126 if you need assistance in developing an Emergency Action Plan for *each* building you work in or may frequent.

Know where the Emergency Assembly Point is for all buildings you frequent. This map and other emergency preparedness information can be found on the campus Emergency Preparedness web site.

## 8.0

## EMPLOYEE INJURY

If an employee, including faculty, staff, managers, student assistants, and authorized volunteers, becomes ill or suffers an injury while on campus, use the following guidelines to ensure the safety of the employee and to fulfill your obligations to report the incident.

Regardless of the severity, the supervisor shall ask the employee if they desire immediate medical treatment at the time of the injury, and, if desired, call 911.

### Reporting Responsibilities for Workplace Injuries/Illnesses

Employees: It is the employees' responsibility to report an injury to their supervisor or manager immediately. Any delay in reporting an injury may cause a delay in workers' compensation benefits.

Supervisors / Managers: It is the supervisors' responsibility to report the injury/illness immediately to Human Resources [Employee Leaves and Worker's Compensation](#) at (530) 898-4670. Also, within 8-hours of the injury/illness, the direct supervisor must complete all sections of the OSHA 301 form. Forward the original forms to the Employee Leaves and Worker's Compensation located in Kendall Hall, Room 220 or campus mail Zip 0010.

### Life Threatening Injuries Include

- A non-responsive person, unconscious and/or not breathing.
- Persistent or sudden chest pain.
- Difficulty breathing.
- Uncontrollable bleeding.
- Severe altered level of consciousness.
- Injuries involving trauma (falls, head injuries, severe burns, etc.)

### Emergency Medical Services

Enloe Medical Center – Emergency Services  
 1531 Esplanade Avenue  
 Chico, California 95926  
 Phone: (530) 332-7330  
 Open 24-hours/7-days per week

Important: In the case of a serious accident or any accident involving equipment, a supervisor should secure the scene and not otherwise clean-up or disturb the area until Environmental Health and Safety (EHS) (530-898-5126) and/or UPD (530-898-5555) can document the scene and/or conduct an investigation. EHS will conduct an investigation to meet the Cal-OSHA requirements. This investigation is not a substitute for the supervisor completing the OSHA 301 Form.

### Non-Life Threatening Injuries/First Aid Include

- Bumps and bruises, falls with no head injury.
- Twisted ankle, wrist, and/or other minor injuries.
- Minor cuts or abrasions that might require medical attention.
- Debris, dust, and chemicals in eyes (use eyewash first if available.)

### Non-Life Threatening Medical Services

Immediate Care Medical Center, Inc.  
376 Vallombrosa Avenue  
Chico 95926 (*located next to Wells Fargo Bank*)  
Phone: (530) 891-1676  
Open 7:00 a.m. to 9:00 p.m.

Non-emergency medical transportation to the medical facility is also provided by Merit Medi-Trans. This service is available 24-hours per day, 7-days a week and must be prearranged. For complete details please see the Human Resources Service Center (HRSC) form ["What to Do in Case of an Employee Injury or Illness"](#).

### For All Types of Injuries

- Keep the person calm and as comfortable as possible.
- Do not move the person unless absolutely necessary.
- Never remove objects that are embedded in a person's skin or eye.
- Employees, supervisors, and managers should NOT provide transportation to injured workers under any circumstances.

### Blood or Bodily Fluids

- Do not provide first aid that exceeds your level of training.
- When assisting an injured person before help arrives, wear disposable gloves, if possible.
- Always thoroughly wash your hands with soap and water for at least 30-seconds after exposure to bodily fluids such as blood, vomit, saliva, etc.
- If clean-up of blood or other bodily fluids is required, and the scene has been released by EHS and/or UPD, contact FMS during business hours (530-898-6222) or UPD after business hours (530-898-5555) to ensure proper procedures are followed.

## 9.0

## FIRE EMERGENCIES

### Smoke, Fire or Explosion

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

- Pull the nearest fire alarm station and/or call 911.
- If possible, assist others and remove anyone from immediate danger.
- 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, crouch down or crawl if needed until in an area clear of smoke.
- Once outside, proceed to the designated Emergency Assembly Point or an area at least 100 feet from the building.
- 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 within your classroom, area, or department.
- Do not return to 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 and provide your location.
- Move towards the window. If smoke is present, stay as close to the floor as possible.
- If possible, hang or wave clothing, papers, or other items *at the window* to get attention.
- Do not break windows unless instructed to do so, or if your life is in immediate danger.

### Fire Extinguisher Use

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 if ALL of the following conditions are met:

- The fire alarm has been activated. 911 called and building occupants are evacuating.
- The fire is small and has not spread much from its point of origin.
- You have the correct type of extinguisher.
- Your exit is clear and you can extinguish the fire with your back to the exit door.
- Remember, your safety and that of others is priority over extinguishing the fire.

### IMPORTANT!

PLEASE REPORT ALL FIRES, INCLUDING IF EXTINGUISHED, TO UNIVERSITY POLICE

**10.0****SEVERE WEATHER**

Severe weather incidents include seasonal thunderstorms, heavy rain, localized flooding, high wind events, occasional tornado activity, and periods of extremely high heat known as heat waves. Severe weather incidents can occur with little, if any, warning. Acting quickly and appropriately can prevent or minimize the potential of injury.

When possible, and as warranted, the University will provide a Chico State Alerts emergency notification warning of the impending weather conditions and information related to personal safety. Some forms of severe weather may warrant sheltering in place until conditions improve. (Detailed Shelter-In-Place procedures can be found in [Section 18.0](#))

**Severe Thunderstorms - Lightning**

- Move indoors to the nearest building.
- Remain indoors and move away from windows and glass doors if high winds exist.
- Turn off and unplug electronics, if possible.
- Monitor local weather stations, stay alert for emergency messages from campus officials.

**Heavy Rain – Flash Floods**

- Be aware of wet slippery surfaces, use extra caution while traveling on campus walkways.
- Avoid walking through flooded areas. Never walk through moving water especially if you cannot see the ground below the water.
- Stay away from flooded stream and creek banks as the ground may be unstable.
- Check local weather forecasts. Avoid areas known to be susceptible to flooding.

**High Wind Events**

- Be aware of slippery walking surfaces due to accumulation of vegetative debris.
- Be aware of the potential for flying debris and falling tree branches or limbs.
- Use caution while in the area of large trees, avoid walking in these areas.
- Stay indoors and move away from windows if so advised.

**Extreme High Wind Event -Tornado**

- Move indoors immediately – Shelter-In-Place in the nearest building. (Detailed Shelter-In-Place Procedures in [Section 18.0](#))
- If in a multi-story building, move to lower floors or the first floor if possible.
- Stay away from windows and building openings.
- Move to interior rooms or corridors, away from windows and doors.
- If conditions are severe, crouch down alongside an interior wall and protect your head with your hands.
- Monitor local weather stations, stay alert for emergency messages from campus officials.

**High Heat - Heat Waves**

- Stay hydrated, avoid excessive consumption of alcohol and caffeine.
- Dress in light colored, loose clothing.
- Limit outdoor activities, stay in air conditioned environments.
- Avoid overexertion unless well acclimated to heat and exertion in high temperatures.
- Contact your personal physician to determine if your medications can contribute to dehydration or create an intolerance for high heat.



## 11.0

## UTILITY FAILURE

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

In the event of a small area or isolated utility failure, immediately notify Facilities Management and Services (FMS) at (530) 898-6222.

For emergencies or after hours, call UPD at 911 or (530) 898-5555 from any campus phone.

Note: Calling 911 from a cell phone will put you in contact with CHP or Chico Police and Fire Dispatch. Be sure to give your exact campus location to the Dispatcher.

### Non-Emergency Situation (Limited Area Utility Failure)

- Turn off equipment, machines, and computers.
- Communicate with your co-workers, have one person check the area to see if just your area or if the entire building is affected.
- Contact your supervisor or manager (if possible) to see if the duration of the power failure is known.
- If needed, move to an area with natural light for safety reasons.

### Building Wide Utilities Failure

Depending on the extent and duration of the outage, employees may remain in the building, be re-assigned, or sent to an alternate work area.

For details regarding communication and reassignment of personnel during emergency disruptions, please refer to the [CSU Chico Procedure for Emergency Disruptions](#).

### Elevator Failure

If you are in a malfunctioning elevator car, remain calm and use the elevator phone to contact University Police.

NEVER attempt to leave the elevator if it is stuck between floors or has partially opened doors as this can result in serious injury or death.

### Campus Wide Utility Failure

While highly unlikely, in the event of a campus wide event, the campus Chico State Alerts will be utilized to provide safety information and instructions to the campus community.

### Other Hazardous Situations

- Call University Police at 911 from any campus phone or (530) 898-5555 from a cell phone. (Note: Telephones may not be functional under generator power.)
- If the situation warrants an evacuation, please proceed to the building-specific Emergency Assembly Point.
- Assist others and disabled persons during the evacuation to the best of your ability.
- Do NOT use elevators, even if generators are providing power to the building.
- Stay at the designated Emergency Assembly Point until University Police, Fire Department or Campus Officials have provided the “all clear” to re-enter the building or you have been instructed to leave the area or campus.

## 12.0

## EARTHQUAKE

### During an Earthquake

Remain calm. DROP, COVER, AND HOLD ON!

- DROP! If indoors, immediately seek refuge under a desk or table or other stable item. Face away from windows and other glass objects.
- COVER! Cover the back of your neck and head.
- HOLD ON! 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.

### After the Earthquake Stops

Evaluate the situation. Check for personal injuries. Be prepared for aftershocks.

Notify UPD of any injuries or immediate health hazards - move away from hazardous situations.

Try to locate and account for others in your area, help others if able.

Evacuate the building if necessary (using the safest exit routes).

Move slowly and carefully. Be aware of broken glass and other items on the floor that can cause you to trip or fall.

Proceed to the building's designated Emergency Assembly Point if safe to do so, wait for instructions from campus officials.

Do not leave the campus until you are sure that the surrounding areas are safe (streets, highways, bridges.)

Do not return to 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 [Great Shake Out](#).



## **13.0 HAZARDOUS MATERIALS RELEASE / RAILWAY INCIDENT**

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### Hazardous Materials Release

The University's Science Building and Holt Hall, as well as, various other small laboratories contain varying amounts of chemicals with hazards from minor to extremely toxic. An accident could be the source of a hazardous materials release that causes an emergency situation affecting the building, multiple buildings and/or the surrounding area.

In the event of a large spill, occupants should immediately evacuate the area and activate the building fire alarm on their way out to notify and evacuate other building occupants. University Police should be notified via 911 from the nearest Blue Light Phone or by cell phone (530-898-5555). Qualified responders from the Department of Environmental Health and Safety will liaison with First Responders and building representatives to determine what the material is and its hazards.

Chico State Alerts will be utilized, as warranted, to warn and protect the campus community and the surrounding areas.

The following page contain instructions for hazardous materials spills and emergencies.

### Railway Incident

Because of the University's close proximity to rail lines, a railway incident resulting in the release of a hazardous material into the environment could cause a multitude of problems. The significance of the impact to the environment, property, or human health is dependent on the type, location and quantity of the material released. It is expected that Chico Fire and the Butte County Interagency Hazardous Materials Team will respond to the incident and provide information to the University as to the hazard.

In the event of a railway incident involving a hazardous materials release it is expected that shelter in place and/or subsequent evacuation orders will occur. (Detailed Shelter-In-Place procedures can be found in [Section 18.0](#))

Chico State Alerts will be utilized, as warranted, to warn and protect the campus community and the surrounding areas.

If properly trained, clean-up the spill using the following procedures, and in accordance with any specialized training, you may have received. (Example: Bloodborne Pathogens, Hazard Communication, Hazardous Waste, etc.).

### HAZARDOUS MATERIALS EMERGENCY INFORMATION

**FIRE: 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 Material Safety Data Sheet (MSDS) 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 Material Safety Data Sheet (MSDS) 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 Number

Emergencies . . . . . 911	Poison Control Center . . . . . 1-800-222-1222
University Police . . . . . 898-5555	Environmental Health and Safety. . . . . 898-5126

Minimum evacuation distance is at least 100-feet from the affected building.

When cleaning up a spill, (if properly trained to do so:

- Contain the waste in an appropriate container, fill in the yellow hazardous materials disposal label fully.
- Notify your supervisor of the incident.
- Contact the Department of Environmental Health and Safety for a pick-up at 898-5126.
- EHS will contact the appropriate hazardous waste disposal contractor.

**14.0****CIVIL UNREST / RIOT**

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Civil disorders can include picketing, marches, parades, sit-ins, rallies, trespassing, and riots. Most campus demonstrations will be peaceful. Avoid provoking or obstructing the demonstrators.

In some cases, civil unrest can become of the scope that normal on-duty Police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

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 from any campus phone or (530) 898-5555 (UPD) if using a cell phone.

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 they refuse, call 911 from any campus phone or (530) 898-5555 (UPD) if using a cell phone.

In extreme situations, a shelter in place order may be warranted. (*Detailed* Shelter-In-Place procedures can be found in [Section 18.0](#))

In the event the safety of the campus community is threatened, the University will utilize Chico State Alerts to provide information regarding what the emergency is, what to do to remain safe, and where and when further information will be provided.

## 15.0

## BOMB THREAT / EXPLOSION

### 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 (530) 898-5555 (UPD).

Any person receiving a phone call that a bomb or other explosive device has been placed on campus, the person 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. You may want to consider gaining the attention of someone while you are on the phone to have them notify University Police. Ensure that the caller is unable to hear the person speaking with the police.

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 (530) 898-5555 (UPD) if using a cell phone.

Based on the information, 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.

### Explosion

An explosion on or impacting campus could be caused by a gas leak on or in the areas surrounding campus. There is also potential for an unexpected and uncontrolled release of detonable chemicals or compounds, or the result of an uncontrolled chemical reaction. The University has numerous areas where hazardous materials including flammable and combustible liquids are used and stored. A fire situation in hazardous materials area may also result in an explosion.

Explosions may also be the result of an act of terrorism or be related to civil unrest, improvised explosive devices (IED) (bomb) may be the cause of an explosion.

Actions for responding to an explosion include:

- Evacuate the building, assist others if possible.
- Take note of areas where others may be trapped or injured and unable to evacuate.
- Call 911 if you not see or hear first responders (use the nearest blue light phone if possible)
- Assemble with others at the designated emergency assembly point or another area at least 100 feet away from the building. Move upwind if there is smoke or chemical vapors present.

Chico State Alerts and other means of notification will be utilized to provide information regarding what the emergency is, what to do to remain safe, and where and when further information will be provided.

## 16.0 VIOLENT, CRIMINAL OR THREATENING BEHAVIOR

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Violence in the workplace can originate from 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 University is committed to creating and maintaining an environment of civility and one that is free of violence. For details, please see the [Policy on Campus Behavior and Violence Prevention, Executive Memorandum 12-025](#).

Everyone is asked to assist to make the campus a safe place by being alert to suspicious situations and reporting as appropriate. We request the campus community to “See Something, Say Something”.

### Emergency Procedures

**Immediate Threat:** Call 911 from any campus phone or (530) 898-5555 (UPD.) Get out of the area and away from the immediate threat.

**Violence Committed:** Call 911 from any campus phone or (530) 898-5555 (UPD) immediately if a person commits an act of violence against you or another person.

**Intimidating Situation:** Call 911 or (530) 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.

Campus Blue Light Phones may also be used to report this type of incident, as well as, any other emergency. These phones directly contact University Police Dispatch and will automatically provide your location to UPD.

**17.0****ACTIVE SHOOTER**

Each 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.

You are encouraged to watch the campus active shooter training video on the campus Emergency Preparedness web site, attend active shooter training sessions, and form a plan appropriate to your location and needs.

If able to do so safely, REPORT THE INCIDENT to University Police. Calling 911 on any campus phone will put you in contact with UPD.

Provide as much information as possible, including:

- Location of the incident and if the subject is still shooting.
- Condition and number of victims.
- Brief description of suspect(s). Include a physical description, clothing, vehicle description, direction of shots fired, etc.
- Type of weapon used (hand gun, rifle, etc.)
- Location or direction of travel of suspect(s).

**RUN, HIDE, FIGHT!**

**RUN:** Evacuate if this is a safe option. Evaluate whether or not you can **safely** evacuate the building or area. If the decision is made to evacuate:

- Walk or run to the nearest exit. Get away from the danger.
- Be prepared to run with your hands up in the air. Police need to know you are unarmed.
- Take shelter. Consider hiding behind buildings, large rocks, trees or other natural features to conceal your location. Call 911 once in a safe location.
- Do not return to the area until you are sure it is safe or if directed to do so by UPD or other authorized emergency personnel.

**HIDE:** If it is not safe to evacuate, HIDE. Follow the Shelter-in Place guidelines in [Section 18.0](#). While you are hiding, be very quiet! Turn off cell phones. Remain in place until you are sure the danger has passed or if instructed to do so by Police. A complete sweep of the building will occur once the threat has been eliminated.

**FIGHT!** If you are confronted and have the ability FIGHT!  
Throw items on your desk at the assailant, use fire extinguishers, and/or other office supplies. The distraction may buy time and save lives.

Please try to remain calm, always follow instructions from Police or other  
Emergency Responders.



**18.0****SHELTER-IN-PLACE PROCEDURES**

Shelter-In-Place includes specific actions that should be taken to mitigate dangers created by environmental hazards such as severe weather or when a portion of or all of campus is threatened by a hostile and/or armed intruder(s).

**Severe Weather / Environmental Hazard Actions**

- If outside, go inside the nearest building. (Note: Residence Halls are locked 24/7, only students and authorized staff have card access.)
- If instructed to do so, move to an interior room with no windows or small windows.
- If instructed to do so, turn off air conditioning and/or heating systems under your control.
- Close and secure all doors and windows to prevent inadvertent opening (gust of wind, etc.).
- Remain calm, locate flashlights and other emergency supplies.
- Stay where you are unless conditions become unsafe, remain alert and follow instructions provided by Chico State Alerts.

**Armed Assailant / Threat of Violence Actions**

If outside, take cover immediately. If safe to do so, go into the nearest building.  
(Note: Residence Halls are locked 24/7, only students and authorized staff have card access).

In all emergency situations, follow the instructions provided by campus officials and Chico State Alerts.

**Classrooms:**

- Evaluate whether or not you can safely evacuate the building.
- Quickly check the hallway, bring students and others inside the classroom.
- Shut, lock and/or barricade classroom door(s).
- Turn off lights, computers, overhead projectors, etc.
- Close curtains or blinds.
- Cover windows in doors, if possible.
- Crouch down out-of-sight of doors and windows, especially if on the ground floor. Conceal yourself as much as possible
- Silence cell phones, be very quiet.
- Remain sheltered in place until receiving the “all clear” from emergency personnel - monitor Chico State Alerts for instructions and information.
- If evacuated, once at the Emergency Assembly Point, attempt to keep class together.

**Offices:**

- Evaluate whether or not you can safely evacuate the building.
- Quickly check the hallway, bring students and others inside your office.
- Shut, lock and/or barricade door(s).
- Turn off lights and computers.
- Crouch down out-of-sight of doors and windows, especially if on the ground floor. Conceal yourself as much as possible.
- Silence cell phones, be very quiet.
- Remain sheltered in place until receiving the “all clear” from emergency personnel - monitor Chico State Alerts for instructions and information.

### Sporting Events and Large Public Gatherings

- Upon arrival, become familiar with all emergency exit locations.
- If an emergency situation occurs, do not attempt to find out what is happening, instead remain calm and leave the area immediately.
- Help others if possible.
- Move to a safe location well away from the incident.
- If you cannot leave, attempt to conceal yourself as much as possible.
- If hiding, silence cell phones and be very quiet.
- Follow instructions from first responders, including where to evacuate to.

If you have just arrived at campus, stay in your vehicle and consider leaving campus or driving to a safer location.

During all emergency situations, please stay alert for Chico State Alerts messages and subsequent updates. To help ensure your safety, please follow the instructions of campus officials. Make sure your contact information is current.

Please go to [Chico State Alerts](#) to verify and update your information.