SUMMER CONFERENCES @
CALIFORNIA STATE UNIVERSITY SAN MARCOS

Summer Conferences
Emergency Action Plan

Information to Assist You in Emergency Response Procedures

Summer Conferences
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What you do during and within the first 30 minutes following an emergency will have the greatest impact on the outcome!

INTRODUCTION

Higher education institutions across the United States have recognized the importance of comprehensive all-hazard planning. Emergency management is an evolving field that now recognizes the unique vulnerabilities present on college campuses.

The Summer Conferences at California State University, San Marcos Emergency Action Plan (EAP) addresses preparedness measures and emergency response. The EAP is a way to plan for potential emergencies; large and small. Advanced planning will help reduce confusion during an emergency situation. It is important that all Chaperones and Person in Charge read and understand campus emergency procedures.

GROUP INFORMATION

Supervisor/Person in Charge Name:_____

Name of Organization:_____

Address:_____

City: _____ **State:** _____ **Zip Code:** _____

Telephone#: _____ **Email**: _____

Counselor(s)/Person(s) in Charge

Name_____**Phone:**_____**Email:**_____

Name_____**Phone:**_____**Email:**_____

Name_____**Phone:**_____**Email:**_____

BUILDING/BLOCK ROOM ASSIGNMENTS

Building Assignment_____

Room(s) Block_____

LOCKDOWN / SHELTER IN PLACE / EVACUATION INFORMATION

Identified Safe Room(s) _____

On Campus Evacuation Zone_____

Off Campus Evacuation Reunification Site Designation
(In Case Of Campus Evacuation)_____

IMPORTANT LOCATION(S) OF:

Nearest Stairwell_____

Alternate Stairwell_____

Nearest Elevator_____

Nearest AED_____

Nearest Fire Extinguisher_____

Nearest Fire Alarm Pull Station_____

EMERGENCY PLANNING IMPLEMENTATION

It is recommended that each organization identify and designate an emergency coordinator.

Emergency Coordinators should:

- Function as the primary emergency contact for the organization
- Coordinate the organizations emergency planning efforts
- Establish an Emergency Contact List and/or Recall list that will provide information updates and emergency instructions to parents if needed.
- Maintain up-to-date attendee (campers) list at all times, this is to ensure that all attendees (campers) can be accounted for in case of emergency.
- Inform attendees and parents of the evacuation procedures, zones and reunification sites.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. Assign a "buddy" to provide assistance during an emergency situation.
- Develop emergency notification, reporting, and call-back procedures for attendees and parents.
- Copies of the Emergency Contact List and Attendees list should be made available to University Police or emergency personnel upon request.

NOTE: During an emergency it may be easier to sent text messages or email as cell phone towers could become congested during emergency situations.

Emergency Coordinators and Alternates (include cell phone number)

1._____

2._____

3._____

4._____

Key Assignments

Evaluate your personnel resources. Assign personnel specific duties, during and immediately following a disaster or emergency. Identify staff with special expertise or training, who could offer assistance when necessary, e.g., First Aid, CPR. Assign "buddies" to assist disabled during an emergency evacuation.

1._____

2._____

3._____

4._____

Emergency Numbers

911 (if from a Campus phone) or (760) 750-4567 from your cell	Police, Fire, Medical Emergency, Haz Mat Incident
(760) 750-4567	CSUSM Police Non-Emergency
(760) 750-4502	Risk Management & Safety
(760) 750-4600	Building Damage, Utilities (gas, water, electricity)
o. (760) 750-4503 c. (760) 213-2321	Campus Emergency Manager
http:// http://www.csusm.edu/em/	CSUSM Police Emergency Preparedness Recommendations
http://www.csusm.edu/	CSUSM Home Page – Check here to read emergency bulletins/status updates
(760) 750-4599	On campus number to call for emergency announcements

Emergencies On Campus

In the event of a major emergency or natural disaster that threatens the well being of participants (e.g., fire, flood, terrorist act, etc.) the following should be followed:

Emergency Notification System

The California State University San Marcos's emergency notification system consists of (7) components working together to provide communication to the campus community during an emergency. This system is intended to provide critical communication to the greatest number of individuals on and off campus during an emergency.

- The campus utilizes a mass emergency alert system which is capable of communicating with the campus community using text messages, cell and landline phone calls, email, computer desktop alerts, digital signage, external public address system and internal intercom via our campus telephone system.
- If needed, the campus is also capable of locking down the campus with our emergency door lock system.

As soon as possible, pre-recorded emergency information will be placed on the University information line at (760) 750-4599.

Lockdown/Shelter In Place

If the event of an Active Shooter on campus, University Police will activate lockdown/shelter in place procedures until the situation is secure. It is important to identify Safe Rooms in advance for attendees and chaperones, if you are in the apartment's lockdown and barricade in your room. If you or your group are on campus majority of the classrooms are capable of locking, so lockdown and barricade.

Active Shooter

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation.

If you are near an area where a shooting/shooter is identified, take whatever actions necessary to protect yourself and seek shelter. In the event of a campus shooting you may be notified by University Police to "lockdown/shelter in place" for your own protection. This means you should stay indoors and locked down until authorities tell you it is safe.

- Lockdown/Shelter in Place – Move quickly to your identified safe room or a room that is easily lockable. Stay in that location until University Police informs you that it is safe to exit your location.
- Lock all entrances to your location.
- Barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Silence cell phones.
- Stay low to the ground and hide until the situation has ended.
- Work in groups, develop a plan, just in case the shooter is able to make it into your area.

Medical Emergencies – Parental Consent To Treat

While on campus attendees could sustain an injury or suffer an illness that requires prompt action to be taken at the site of occurrence. All parents and legal guardians should sign a statement/form providing in the event of the emergency and the group is unable to contact or locate promptly a person designated to be notified in case of emergency, group authorities may take such emergency measures as they deem appropriate and shall notify the parent or legal guardian as soon as possible.

Medical Emergencies

Injury and illness are the most common of all campus-related emergencies. If a serious injury or illness occurs, remain calm and proceed as follows:

Immediately contact University Police for all medical emergencies or injury - 911 from any campus phone or 760-750-4567 from your cell phone. University Police will evaluate and initiate emergency services as appropriate.

- Give your name.
- Describe the nature and severity of the medical problem.
- Give the campus location of the victim.
- Provide an estimated age and gender of the victim.
- Describe whether or not the victim is conscious and breathing.
- Look for emergency medical ID and give all information to the Police.
- Administer first aid to the extent possible based on your level of training.

NOTE: All University Police Officers are trained in basic first aid, CPR and AED use.

All injuries on campus MUST be reported to the Risk Management and Safety Office. Typically this is done in conjunction with any UPD call out for service. (Phone 760-750-4502)

Evacuation

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

Building evacuation will occur via one of the following mechanisms:

- When a building fire alarm is sounded
- When a building or campus evacuation order is given via the campus emergency notification system
- Upon notification by University Police, emergency personnel or a building marshal.

When an alarm or notice to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same. Use stairs and stay to the right to leave a clear path for emergency personnel.

- Direct attendees to the closest stairwell for prompt evacuation to the nearest evacuation zone. Chaperones will assist with the evacuation, complete accountability report or role call and report any missing persons to University Police or emergency responders. If you know of anyone that may have remained in the building due to disability, injury or just refuses to leave pass that information to emergency personnel immediately.
- If possible, assist persons with disabilities in exiting the building.
- Once outside the building, move to your designated evacuation zone. Stay at least 100 feet away from any affected buildings or structures. (Do not gather at the building entrance)
- Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless directed to do so by University Police, Fire Official or emergency personnel.

Under no circumstances should persons unilaterally decide to ignore a fire alarm, fire drill or a request for evacuation in order to continue activities.

Evacuation Procedures For Individuals With Disabilities

Evacuation of person with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that you are familiar with the needs of our disabled community during the evacuation process. Disabled persons are encouraged to self identify and convey any special needs to your counselor at the beginning of camp. Become familiar with the building and its exits. The following guidelines are important to follow:

- Always ask someone with a disability how you can help before attempting any emergency evacuation assistance.
- For safety reasons, try to avoid evacuating people who use wheelchairs while they are still in their wheelchair. Try to evacuate disabled persons without the wheelchair, empty wheelchairs will be evacuated later if possible. If not, move the disabled person to the nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve assistance from emergency personnel.
- Establish a buddy system to assist persons with disabilities, those who self identify and communicate their needs can be assigned a buddy to help during evacuations.

Tips to Remember When Interacting with Persons with Specific Disabilities

Blindness or Visual Impairment

- Provide verbal instructions to advise them regarding the safest routes or directions.
- DO NOT grasp a visually impaired person's arm. Ask if they would like to hold onto your arm as you exit.
- Give other verbal instructions or information

Deafness or Hearing Impairment

- Gain attention by establishing eye contact or tapping on shoulder. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement.

Relocation of Persons with Disabilities

- Individuals with disabilities should instruct coworkers or fellow students on how to assist before an emergency.
- If assistance is not available, go to nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve help from emergency personnel.

Emergency Transportation

In the event the entire campus is evacuated, transportation to an evacuation/reunification site will be arranged and coordinated with the group's authorities.

Emergency Shelter

In the event the campus is evacuated due to major disaster (earthquake, fire) attendees will be evacuation to an evacuation/reunification site. In the event attendees need alternate shelter, emergency shelter will be arranged. Emergency Shelter sites will be determined on a case by case basis, once an emergency shelter site is determined, the group's authorities should provide that information to parents of the attendees.

Emergency Provisions

In the event the campus is closed and/or evacuated due to a major disaster (earthquake, fire). Emergency provisions will be arranged and coordinated with the group's leads. Suggested resources for provisions:

- Water – 1 gallon/person/per day
- Food – Provide for a minimum or two meals per day
- First Aid Kit

Notification Of Parents In Case Of Emergency

In the event of a campus emergency, group leads will work together to notify parents of any emergency situation affecting the campus. Emergency contact information should include full name, age, home and work phone numbers and addresses of parents, guardians, or other family members that may need to be notified.

Lost/Missing Child

If a minor attendee has been separated from the group and is believed missing, immediately activate procedures for finding a lost child. The following is suggested:

- Immediately contact University Police – 911 from campus phone or 760-750-4567 from your cell.
- Assemble attendees in a secure area/place under supervision.
- Notify the chaperones immediately
- Institute a systematic search, beginning with high-risk areas (e.g., streets, Sprinter Station);
- If necessary, University Police will request assistance from the San Diego County Sheriffs San Marcos Station.
- Maintain communication with University Police and the chaperone.
- Notify parents.

Earthquake

Should an earthquake strike while you are at an indoor location, do the following:

Duck - Duck or drop down on the floor.

Cover - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

<u>Hold</u> - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- If you are in a hallway, drop to the floor against an interior wall—protect your head and neck with your arms.
- If you are with visitors, shout "Earthquake! Duck, Cover and Hold!"
- Do not enter or exit the building during the shaking - there is danger from falling debris.
- Do not use the elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- BE PREPARED FOR AFTERSHOCKS!!

Fire/Explosion

If you discover fire or see smoke:

Gather the following information and call University Police at 911 from any campus phone or 760-750-4567 from your cell phone. Report the following:

- Building name
- Room/location of fire
- Type of fire
- Smoke or flame
- Smoke odor

For minor fires such as smoke in a waste basket, locate the nearest fire extinguisher.

Fire Extinguisher Instructions:
P - PULL safety pin from handle.
A - AIM nozzle at base of fire.
S - SQUEEZE the trigger handle.
S - SWEEP from side to side
(watch for re-flash).

For large fires, pull a fire alarm and evacuate the building. If you are the last person out of a room, try to close the door behind you — DO NOT LOCK THE DOOR.

If you become trapped inside a building during a fire:

- Call University Police (911) - Tell them your location and that you need Fire Department assistance to get out.
- Stay near a window and close to the floor.
- If possible, signal for help.

Hazardous Materials

In case of a hazardous material spill or exposure to infectious material, remain calm, and proceed as follows:

Chemical and Solvent Spills:
If spill involves personal injury, remove clothing and flush with tap water for 15 minutes; call 911 from any campus phone or 760-750-4567 from your cell phone.

If immediate hazard exists or medical assistance is required, call 911. Immediately evacuate and limit access to the affected area. All evacuations should be upwind from the release location.

For small spills/those not involving immediate danger to lives or property:

- Confine the spill.
- Evacuate and secure the immediate area; limit access to authorized personnel.
- Contact University Police immediately
- Identify yourself and report the information.
- Be as specific as possible about the type, amount and location of material released.

Unless immediate medical attention is needed, all persons who have been potentially exposed should report to emergency personnel without causing further exposure.

Bomb Threat or Suspicious Object

Report ALL bomb threat calls to the University Police immediately. Call 911 from any campus phone. Note: (Try not to use your cell phone unless absolutely necessary)

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep the caller on the phone as long as possible. Listen carefully to the caller and try to determine and record the following:

- Date and time of the call
- Exact words of the caller
- Age and sex of the caller
- Speech pattern and/or accent
- Emotional State
- Background noises (i.e. traffic)

University Police Officers will conduct a detailed bomb search. Staff is requested to make cursory inspections of their areas for suspicious objects and report their location to the University police at 911 from any campus phone. IF YOU FIND A SUSPICIOUS OBJECT, DO NOT TOUCH THE OBJECT—REPORT THE LOCATION TO UNIVERSITY POLICE!

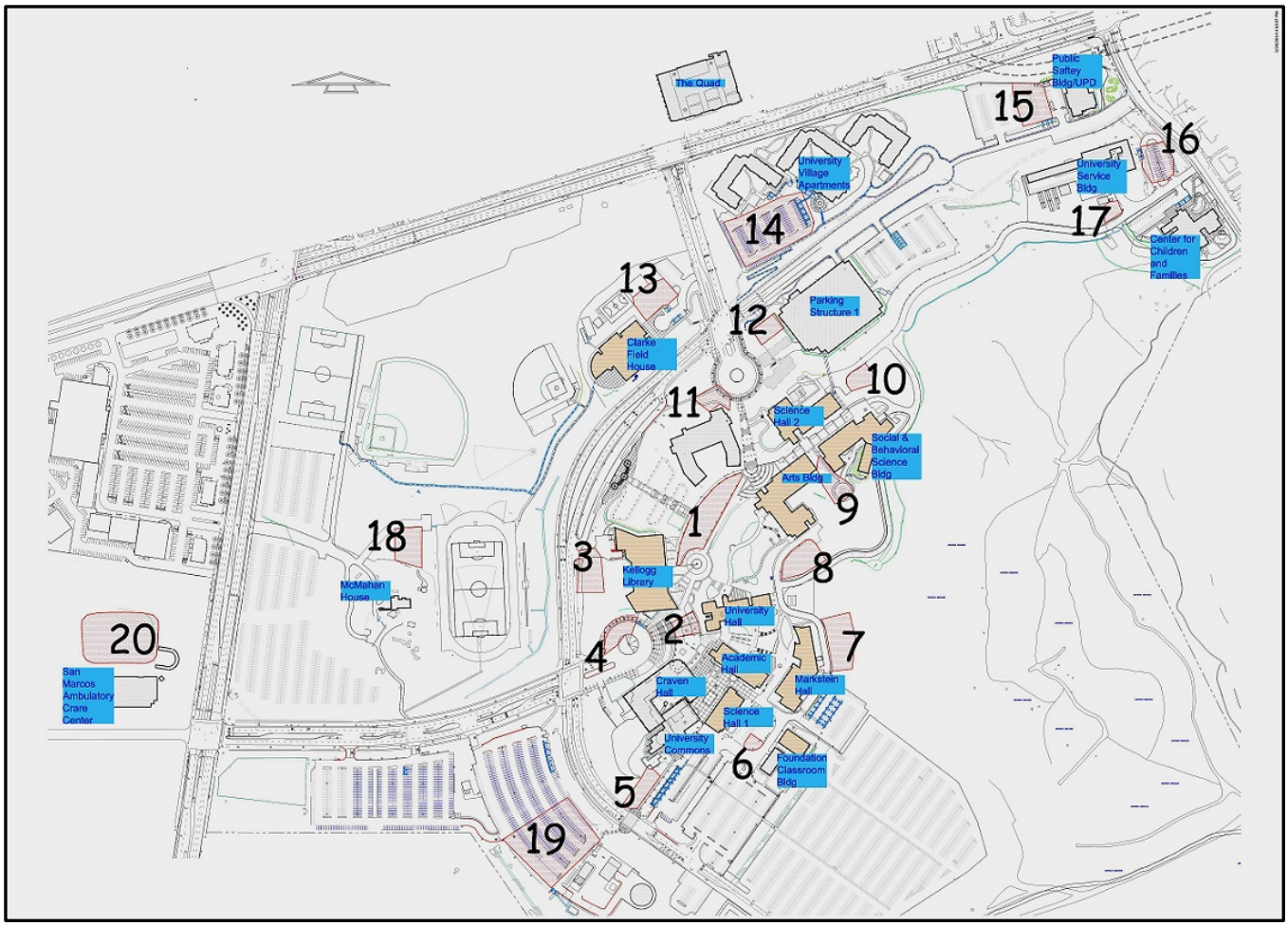
If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area immediately and leave the building. Dial 911 from any campus phone as soon as possible. (Try not to use your cell phone unless absolutely necessary)

Elevator Incident

Inside the elevator:

- Press the Alarm or Emergency Call Button in the elevator to activate the intercom.
- Speak to University Police personnel.
- Call University Police on your cell if necessary (760-750-4567)
- Report the car location (building), describe the situation and let them know how many occupants are in the elevator with you.
- Remain calm. Elevator Engineers will be dispatched by University Police and/or Physical Plant to assist you. Lights inside the elevator may be inoperable.
- Do not force elevator doors open or climb out of the car's ceiling unless assisted by the Elevator Engineers.
- Do not exit an elevator if the doors open between floors.

Outside the elevator:

- Call University Police, dial 911 or 760-750-4567 from cell phone in an emergency to report a malfunctioning elevator.
- Do not use the malfunctioning elevator.
- Do not force the elevator doors open to free occupants inside the car

Campus Evacuation Zones