

California State University, Bakersfield

Emergency
Response
Guide Book

Prepared by:

DEPARTMENT OF PUBLIC SAFETY
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PREFACE

This manual is intended to help faculty, staff, and students deal with emergency conditions that may occur on the CSUB Campus.

Every one of us should make an effort to become familiar with its contents. The manual should be kept in an accessible location, preferably near a phone. In the event of an emergency situation, it will provide a quick reference for effective action.

If there are additional questions or comments please contact the Department of Public Safety at Extension 2111.

Tomás A. Arciniega

President, California State University, Bakersfield

PLEASE READ AND FILL IN THE BLANKS WHERE APPROPRIATE.

INTRODUCTION

- CSUB Emergency Action Plan (Synopsis)

The potential for injuries and emergency situations always exist, regardless of how careful or observant one may be during the course of assigned duties. Fires, earthquakes, chemical spills, gas releases, and personal injury situations are part of the risks faced in living and working environments. The Department of Public Safety's Emergency Response Program attempts to anticipate the many types of accidents and emergencies that may be encountered. However, the program's success is highly dependent upon the participation of those individuals it seeks to protect.

- Preventing Accidents

Many emergency situations, such as the Northridge Earthquake of 1994, are unavoidable and unpredictable. However, secondary emergencies resulting from these events (injury from falling objects, medical needs, lack of food and water, debris causing trip hazards, fires, etc.) can be anticipated and planned for. Training and preparation for potential hazards that may be faced in advance of such a crisis can mitigate secondary emergencies.

- Major Disasters and Emergency Operations Planning

In anticipation of major disasters and incidents, California State University, Bakersfield has developed an Emergency Operations Plan that is contained in the CSUB Emergency Response Manual, and in this document. These plans and guidelines provide in-depth information about the University's response to major disasters and have been distributed to all department administrators.

FIRE

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
THE NEAREST FIRE ALARM IS LOCATED _____
2. Call University Police at Ext. 2111; give your name, department, and location of fire.
3. When a fire alarm sounds, DO NOT USE AN ELEVATOR. WALK DON'T RUN TO THE NEAREST STAIRWAY EXIT. Give assistance to all disabled persons in the building or in stairway.
4. If the fire is small you may wish to use a fire extinguisher. ONLY USE A FIRE EXTINGUISHER IF YOU HAVE RECEIVED FIRE EXTINGUISHER TRAINING AT CSUB. BE SURE YOU ARE USING THE PROPER EXTINGUISHER FOR THE TYPE OF FIRE YOU ARE FIGHTING. If you are not sure, read the instructions on the extinguisher.
THE NEAREST FIRE EXTINGUISHER IS LOCATED _____
5. If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. Inform others in the building who may not have responded to the evacuation alarm. If the alarm stops, continue the evacuation and warn others not to re-enter the building.
6. If the fire occurs during business hours, the injured will be treated at the Student Health Center or as necessary, transported to local hospitals.
7. Evacuate to the designated evacuation area (see pages 18 - 19 of this guide) for the building you are in. Don't return to the building until instructed to do so by University Police.
8. Notify University Police or firefighters on scene if you suspect someone may be trapped inside the building.

SERIOUS INJURY

1. Do not move a seriously injured person unless it is a life-threatening situation. (i.e., fire in immediate area, threat of building collapse, etc.)
2. Call University Police at Ext. 2111 for assistance with the delivery of first aid or CPR. Give your name, location and telephone number. Give as much information as possible regarding the nature of the injury or illness, i.e. whether or not the victim is conscious, etc. The Police Dispatcher will arrange for an ambulance if required.
3. Return to the victim. Keep the victim as calm and comfortable as possible.
4. Remain with the victim until University Police arrive.

BOMB THREAT

1. Bomb threats usually occur by telephone.
2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.
3. Call University Police at Ext. 2111; give your name, location and telephone number. Inform them of the situation. Include the time you received the call and any information you may have regarding the location of the bomb and the time it is set to explode.
4. Inform your department head or supervisor of the situation.
5. If you should spot a suspicious package or object, report it to University Police. Under no circumstances should you touch, tamper with, or move the package or object.
6. University Police will establish exit routes and assist in building evacuation if necessary.
7. Do not re-enter building until instructed by University Police that it is safe to do so.

BOMB THREAT CHECKLIST

Questions to ask:

Exact wording of the threat:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. What is your address? _____
9. What is your name? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

Callers Voice:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Distinguished |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If voice is familiar |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat | who does it |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep Breathing | sound like? |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | _____ |

Background Sounds:

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | _____ |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Local | _____ |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Long Distance | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Booth | |

Threat Language:

- | | | | |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well Spoken
(educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message
read by threat
maker |
| | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | |

REMARKS: _____

Fill out Completely and Report Call to University Police Immediately

HAZARDOUS MATERIAL INCIDENTS

- If there is a spill, leak or fire involving a hazardous material that presents a health, safety, or environmental threat, the following steps should be taken:
 1. Notify the University Police at Ext. 2111
 2. Confine the spill, leak, or fire by shutting the room door.
 3. Notify other persons in the area.
 4. Sound the building fire alarm so evacuation can begin.
 5. Notify the area supervisor.
 6. Evacuate to a safe area up-wind from the area or building. Remain there to provide information about the release to responders.
 7. Do not return to area or building until instructed to do so by University Police.
- An incidental release of a hazardous substance is a small spill that presents no threat to health or the environment. Incidental spills or leaks may be controlled and cleaned up at the time of the release only by employees who work with the substance and understand the hazards of the material.

CRIME IN PROGRESS / CIVIL DISTURBANCE

1. Call University Police at Ext. 2111; give your name, location and telephone number. Inform them of the situation, and remain where you are until contacted by an officer.
2. If safe to do so, take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel.
3. If criminal is entering a vehicle, note license plate number, make, model, and color of car, along with any other distinguishing characteristics, and direction of flight.
4. Do not attempt to apprehend or interfere with the criminal except in cases of self-protection.
5. In the event of a Civil Disturbance, remain calm and try to continue your normal routine.
6. If the disturbance is outside stay away from doors and windows.
7. Do not attempt to interfere with those persons creating the disturbance.

EARTHQUAKE

- In the event of an earthquake:
 1. Stay indoors during tremors. Take cover under tables or desks, (duck, cover and hold) or stand in a doorway.
 2. Proceed to designated evacuation area for the building you are in.
 3. After the tremor subsides, get out of doors and stand well clear of buildings, trees, or any other structure that has the potential to fall or collapse.
 4. Follow procedures in this manual for fire, hazardous incidents, and serious injury as necessary.
 5. When a major earthquake has occurred, the campus community will be alerted by the campus communication system as to road conditions, potential hazards, and public announcements.
 6. In the event of major damage and injuries, classes may be cancelled, and the campus closed and evacuated of students, faculty, and non-essential staff. Students, faculty and staff will be notified by a combination of phone, building marshals, and police public address systems which will direct you to collection sites.
 7. Any evacuation will be authorized by the President and his Policy Group and coordinated between University police, the City of Bakersfield, and the County of Kern.

DISABLED CONSIDERATIONS

1. In the event of evacuation due to fire, earthquake, or other hazardous incident, all disabled persons should move toward the nearest exit.
2. A wheelchair occupant or other disabled person may attempt to use an elevator, EXCEPT IN CASE OF FIRE OR EARTHQUAKE.
3. If you, as a wheelchair occupant or other disabled person, encounter an obstacle or obstruction such as a stairway or debris from falling objects, request the assistance of others in the area.
4. Wheelchair occupants or other disabled persons should when possible, prepare for emergencies ahead of time by instructing a classmate or instructor on how best to assist you in case of an emergency.
5. If assistance is not immediately available, the wheelchair occupant or other disabled person should remain in the exit corridor or on a stairwell landing and call for help until rescue assistance arrives. Persons who cannot speak loudly should carry a whistle or use other means to attract attention for assistance.
6. Visually impaired persons should learn their locations in advance and seek assistance as required in any emergency situation.

FACULTY RESPONSIBILITIES DURING EMERGENCYS

In order to insure safety of our students during times of critical incidents or disasters such as earthquakes, major fires, hazardous materials incidents or other major area wide situations, it is critical that our students be provided guidance and pertinent information to enable them to evacuate campus facilities in the safest and most expeditious manner possible.

Pursuant to Government Code Sections 3100 and 3101, which designates all state employees as Disaster Service Workers, faculty shall provide the following information to students during the first class session of each quarter. By consistent provision of this information, students will obtain the information they need to guide them during evacuations and critical incidents.

1. Current building location where class is being held, i.e., DDH, Science Building 1, classroom Building, etc.
2. The designated collection point that individuals in that building should proceed to in the event of an evacuation. (Found in this Action Guide on Pages 18 – 19.)
3. The evacuation route from the classroom to the collection point. (Closest safe direct route to collection point.)

Sample:

“I’m professor _____. As part of the University’s ongoing emergency preparedness efforts, I want to share some information with you to insure you know where you are and the safest manner in which to evacuate this building should the need arise. You are in _____ Building. The collection point for this building is (refer to guide). In the event of a major incident or disaster, and we have to evacuate this building, proceed to the collection point by _____ (describe the two most direct routes. Issue cautions regarding safety, debris, etc.).”

BUILDING MARSHAL PROGRAM

Building Marshals are responsible for assisting in the safe and orderly evacuation of campus facilities and buildings in the event of a disaster, preventing re-entry, and reporting injuries and probable locations of trapped individuals to the University police. Training provided to these individuals will aid in establishing search and rescue priorities. As disaster service workers, marshals have the delegated authority to insure buildings are evacuated and secured.

The Responsibilities of the campus Building Marshal Program are four fold:

First, when prompted by a drill or real emergency situation, assist in the orderly evacuation of the building population from the structure.

Second, secure building entrances, direct personnel to the designated collection points, and deny re-entry until informed by the University Police that it is safe to do so.

Third, report building status to University Police at established locations (i.e., fully evacuated, location of trapped or injured individuals, etc...)

Fourth, to assist as directed in other emergency response activity.

LAWS AND IMMUNITIES FOR DISASTER SERVICE WORKERS

- I) The major bodies of law discussing the rules and obligations of “disaster service workers” are as follows
 - A) Chapter 8, Division 4, Title 1 of the Government Code (§3100 et seq.) dealing with the oath or affirmation of allegiance for disaster service workers and public employees.
 - B) Chapter 7, Division 1, Title 2 of the Government Code (§8550 et seq.) dealing with the California Emergency Services Act.
 - C) Chapter 10, Part 1, Division 4 of the Labor Code (§4351 et seq.) which deals with Workers Compensation Law.
- II) Definition of “disaster service worker”: All public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency council. Government code 3101.
 - A) The term “public employee” includes all persons employed by the state or any state agency excluding aliens legally employed. Government Code 3101.
- III) Duties of public employees declared to be disaster service workers: All public employees are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Government Code 3100.
 - A) State agencies and their employees shall render services to the Governor and the Director of Emergency Services in carrying out the provisions of the California Emergency Services Act (CESA). Government Code 8596 (a).

EVACUATION COLLECTION POINTS AND STAGING AREAS

- In case of an emergency evacuation, find your building on this list and proceed to the designated area:

AREA A

LAWN WEST OF WALTER STIERN LIBRARY

Central Plant	Romberg Nursing Center
Education Building	Student Services / Computer Services
Performing Arts / Fine Arts	Telecommunications
Reprographics / Print Shop	

AREA B

ALUMNI PARK NORTH OF MODULAR BUILDINGS AND EAST OF PARKING LOT D

Modular Building 1	Modular Building 2
Modular Building 3	Modular Building 4
Walter Stiern Library	

AREA C

FIELD IMMEDIATELY NORTH OF FACILITIES MANAGEMENT

California Well Core Repository	Shipping and Receiving
Facilities Management	Student Health Center
Mail room	Warehouse

AREA D

PARKING LOT H

Commons	Residence Halls
Procurement / Support Services	

AREA E

BEHIND (SOUTH OF) CHILDRENS CENTER

Children's Center

AREA F

LAWN BETWEEN STUDENT UNION AND SCIENCE II

Book Store	Science Buildings I and II
Cafeteria	Student Union
Dorothy Donahoe Hall	

AREA G

FIELD EAST OF PUBLIC SAFETY

Antonino Sports Complex	P. E. (Old Gym)
Athletic Activities	

AREA G

**LAWN NORTH WEST OF CLASSROOM BUILDING AND
SOUTH WEST OF MUSIC BUILDING**

Academic Administration Building	Faculty Towers
Administration Building	Lecture Building
Classroom Building	Music Building
Dore Theater / Madigan Art Gallery	University Advancement