

# **EMERGENCY MANAGEMENT PLAN**

**CALIFORNIA BAPTIST UNIVERSITY**



**Revised September 2023**



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## EMERGENCY MANAGEMENT PLAN

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## Introduction

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The Emergency Management Plan is designed to provide planning and emergency response guidelines for the University's Emergency Management Team, Emergency Operations Team, operational units, and campus community in the event that a serious threat, crisis, or emergency occurs on or near property owned or supervised by the University or affects members of the campus community in some fashion.

The basic emergency procedures outlined in this plan are designed to enhance the protection of lives and property through the effective use of campus and community resources. The plan will be updated periodically to reflect changes at the University and in the surrounding community.

The Quick Reference located in the Appendix serves as a reminder of the Emergency Management Plan organizational groups, the employees assigned to each group and their associated roles and responsibilities. Laminated copies of the Quick Reference will be provided to all employees with an assigned role. The intent of the Quick Reference is to aid employees in reminding them of their role(s) and where to meet while under the stress of responding to a dynamic situation. Once emergency response discussions commence, this more detailed plan can be used as a reference point, depending on the type of emergency.

This plan has been constructed in a modular format. Individual action plans for potential critical incidents are listed in tabbed sections. In an emergency, University decision makers can quickly consult those concise action plans for guidance under conditions of stress when time is of the essence. After the action plans comes a 10-part appendix, which addresses the Emergency Operations Center, the Incident Command System, and the University Communications Plan. The appendix also provides a contact list for faculty and staff, as well as general information on critical incident and disaster preparedness. Faculty, staff, and students should familiarize themselves with the resource material in the appendix so they can handle a critical incident or disaster in the most effective and safe manner.

### ***A. Purpose***

The Emergency Management Plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, and personnel during emergencies. The basic procedures are designed to protect lives and property through effective use of University and community resources. Since an emergency may come suddenly and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### ***B. Scope***

This plan is a University-level plan that guides the emergency response of University personnel and resources during an emergency. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. **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.**

This plan and organization is subordinate to federal, state, and local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of an incident command system to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies

### ***C. Planning Assumptions***

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The worst-case conditions are most likely represented by an earthquake or catastrophic terrorist attack. Using these models, this plan incorporates the following planning assumptions:

- Utilities—including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems— may be interrupted.
- Regional and local services may not be available.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Damage and shaking may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the University. Conditions may be unsafe to travel off campus.
- The University will need to conduct its own rapid damage assessment, situational analysis, and deployment of on-site resources and management of emergency operations on campus, from the campus Emergency Operations Center while emergency conditions exist.
- Communications and exchange of information will be one of the highest priority operations at the campus Emergency Operations Center. The Internet and local networks may not be operating.

#### ***D. Levels of Emergency***

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are generally specified in campus emergency plans, as follows:

- **Level 1—Minor Emergency:** any incident, potential or actual, that will not seriously affect the overall functional capacity of the University.
- **Level 2—Major Emergency:** any incident, potential or actual, that affects an entire building or area and will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University during a major emergency. The Emergency Operations Center might be activated depending on conditions.
- **Level 3—Disaster:** any event or occurrence that seriously impairs or halts the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential but possibly not available. In all cases of a level 3 disaster, the Emergency Operations Center will be activated and the appropriate support and operational plans will be executed.

### ***E. Emergency Declaration***

The University President or his or her designee shall declare a local campus state of emergency when deemed necessary.

During the period of any major campus emergency, the Department of Safety Services, as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard life and property, and maintain educational facilities. The Emergency Management Team shall immediately consult with the President regarding the emergency and the possible need for a declaration of a local campus state of emergency.

When a declaration is made, only registered students, faculty, staff, and contractors are authorized to be on campus. Those who cannot present proper identification showing a legitimate purpose for being on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with California Penal

Codes 602, 409 and/or 626.6(a). Exceptions may be granted in the event that shelter facilities must be provided to area residents or for mutual aid. Only those faculty and staff members who have been assigned by the Emergency Operations Center or granted permission by the Department of Safety Services will be allowed to enter the immediate disaster area. In the event of earthquakes, aftershocks, fires, storms, or other major disasters on or about the campus, or involving University property, the Department of Safety Services and/or Emergency Response Teams will be dispatched to determine the extent of any damage or potential threat to University property.



### ***F. Emergency Supplies***

A locked container holding essential emergency supplies is maintained by the Department of Safety Service. This container is stocked with food, water, flashlights, first aid kits, tools, and other equipment. The supplies are controlled by the Department of Safety Services and may be accessed only upon authorization of the University Incident Commander or the Director of Safety Services.

## **Duties and Roles**

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### ***President***

This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of University functions, cancellation of classes, or cessation of operations rest with the President or his or her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

### ***Emergency Management Team***

The Emergency Management Team is composed of senior University executives who will advise the President on policy decisions during the emergency.

The Emergency Management Team will meet in the Executive Conference Room. Alternate locations are the President's Conference Room, or the Lambeth House.

### ***University Incident Commander***

The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Emergency Operations Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

### ***Emergency Operations Team***

The Emergency Operations Team is composed of senior managers who will direct their departments and subordinates in carrying out the University's emergency response and recovery functions. The Emergency Operations Team will meet in the Emergency Operations Center located in The Executive Conference Room on the second floor of the Yeager

Center. An alternate location may be identified by the Director of Safety Services. Two-way radios and emergency supplies are located in the Emergency Operations Center for use by the team.

### ***Emergency Management Coordinator***

The Emergency Management Coordinator is the Director of Safety Services, or their alternate and is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Coordinator consults directly with the University Incident Commander during an actual emergency.

The Emergency Management Coordinator is also the Mutual Aid Liaison Officer and as such provides liaison with city police and fire departments and other relevant local, state, and federal agencies.

In the event of a major emergency the University will need manpower in excess of Department of Safety Services staff to evacuate persons, direct traffic, provide security, perform search and rescue, provide transportation, perform damage assessment, and other duties. The Emergency Management Coordinator will be responsible for identifying and requesting these additional resources.

### ***Emergency Response Teams***

Emergency Response Teams should be formed and trained in how to respond to emergencies. They should be composed of personnel from the Department of Safety Services, Department of Facilities and Planning, Residence Life Department, Information Technology Department, and Athletics Department and other departments on an ad hoc basis. Volunteers should be sought, especially those with skills based on medical, law enforcement, fire, or military experience. Emergency Response Team members should be supplied appropriate safety equipment.

### ***Faculty and Staff***

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the faculty and staff should read and become familiar with applicable emergency plans, procedures, and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly and to use common sense in determining a course of action.

All faculty and staff are responsible for securing their work areas, especially in advance of challenging weather (hurricanes, storms, floods, etc.).

### ***Students***

Students should familiarize themselves with the emergency procedures and evacuation routes in the buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly and to use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

Faculty, staff, and students should also be able to execute emergency lockdown and other safety procedures as outlined in this Emergency Management Plan.

## Organization

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### UNIVERSITY EXECUTIVE

- President

#### Alternate

- Vice President for Enrollment and Student Services
- Provost

### EMERGENCY MANAGEMENT TEAM

- Provost
- Vice President for Finance and Administration
- Vice President for Institutional Advancement
- Vice President for Marketing and Communication
- Vice President for Enrollment and Student Services
- Vice President for On-Line and Professional Studies
- Vice President and General Counsel
- Vice President for Global Initiatives

### UNIVERSITY INCIDENT COMMANDER

- Vice President for Enrollment and Student Services

#### Alternate

- Vice President for Finance and Administration
- Provost

**EMERGENCY OPERATIONS TEAM**

- Safety Services – Director
- Dean of Students
- Athletics – Director
- Conferences and Events – Director
- Counseling Center – Director
- Facilities and Planning Services – Director
- Food Services – Director
- Information Technology Services – Associate Vice President
- Residence Life – Director

**EMERGENCY MANAGEMENT COORDINATOR**

- Director of Safety Services

**Alternates**

- Assistant Director of Safety Services - Operations
- Assistant Director of Safety Services – Support Services

## **Action Plans**

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- 1. Bomb Threat***
- 2. Classroom Emergencies***
- 3. Earthquake***
- 4. Fire***
- 5. Flood***
- 6. Active Shooter***
- 7. Structural Failure***
- 8. Terrorist Attack***
- 9. Toxic Material Spill on 91 Freeway***
- 10. Notification to the Campus Community of a Significant Campus Emergency or Dangerous Situation***
- 11. Management of Incidents Involving Other University Interests***

## 1. Bomb Threat

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If a telephone call or information is received stating a bomb is somewhere on the campus:

- Write down the information conveyed during the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (male/female, accent, age, etc.), and possible location. (Note: Use the attached "Bomb Threat Checklist and Telephone Procedure.")
- Recipient should not hang up the phone when the call is completed. Keep the line open or place it on hold.
- Immediately contact 911, advise the dispatcher of the call, and then call Safety Services at 951.343.4311.
- The Riverside Police Department will coordinate with Safety Services to determine the best course of action.

### ***Suspicious Package or Device***

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the Department of Safety Services and provide as much information as possible. At a minimum, the individual should provide the location, a description of the suspicious package, and any specific characteristics.
- **DO NOT TOUCH OR MOVE THE SUSPICIOUS PACKAGE OR DEVICE.**
- No one should use radios or cell phones near the device.
- The Department of Safety Services will:
  - Request local emergency services assistance.



- Update local emergency services authorities when they arrive.
- The Department of Safety Services will notify the University Incident Commander.
- The University Incident Commander will:
  - Notify the President.
  - Determine if the Emergency Management Team will be activated.
  - Activate the Emergency Operations Center if necessary.
  - Activate the University Communications Plan if necessary.
  - Designate a media/press release area if necessary.
- Safety Services Officers and/or Emergency Response Team personnel will be posted to ensure no one enters the site or building in which the device is located until emergency personnel arrive and the area is determined to be safe.
- The building will be completely evacuated. Occupants will be moved a safe distance from the building or site. Note: Do not activate the fire alarms to evacuate the building. Contact the occupants by public address system, by telephone, or in person. Tell them to exit the building using a designated path away from the device.
- Once local emergency services authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical building search.
- The University Incident Commander in consultation with the Emergency Management Coordinator and Emergency Management Team will determine whether evacuated staff and students should be moved to another facility or sent home for the day.

- The local emergency services authorities will notify the Emergency Management Coordinator when reentry to the building can be made. The Coordinator will relay that information to Incident Commander. There is no specified time limit for when students and faculty will be permitted back into the isolated area. The decision will depend solely on the information received and the findings of local authorities.

### Bomb Threat Checklist and Telephone Procedure

**Be calm, be courteous, and listen. Do not interrupt the caller. Notify the Department of Safety Services by pre-arranged plan while the caller is on the line.**

Name of person receiving call: \_\_\_\_\_

Time: \_\_\_\_\_ Date \_\_\_\_\_ Number at which call was received: \_\_\_\_\_

Caller's identity (circle): male or female; adult or juvenile; approximate age: \_\_\_\_\_

Origin of call (circle): Local or long distance; phone booth; cell phone; internal call

<b>Voice Characteristics:</b> Loud High Pitched Raspy Intoxicated Soft Deep Pleasant Other: _____ _____	<b>Language:</b> Excellent Good Fair Poor Foul Other: _____ _____	<b>Manner:</b> Calm Rational Coherent Deliberate Righteous Angry Irrational Incoherent Emotional Laughing Other: _____ _____
<b>Speech Noises:</b> Fast Distinct Stutter Slurred Slow Distorted Nasal Lisp Other: _____ _____	<b>Accent:</b> Local Not local Foreign Race: _____ Religion: _____	<b>Background Noises:</b> Factory machines Bedlam Music Office machines Mixed Street traffic Trains Animals Quiet Voices Airplanes Party Other: _____ _____

**Pretend difficulty with hearing. Keep caller talking. Ask these questions:**

When will the bomb go off? \_\_\_\_\_ What is your name and address? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
Where is it located? \_\_\_\_\_  
Where are you calling from? \_\_\_\_\_

**Immediately after call:**

- Write down the call details as precisely as possible. Complete all sections above.

- Note the time of call, length of call, and thoughts as to caller's location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on hold.
- Immediately contact the Department of Safety Services and advise them of the call.

## 2. Classroom Emergencies

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### ***Medical Emergency***

- Call 911.
- Notify the Department of Safety Services at 951.343.4311.
- The Department of Safety Services will make additional notifications.

### ***Violence in the Classroom (Minor Injury)***

- Notify the Department of Safety Services at 951.343.4311.
- Call 911 to report incident or request immediate assistance from police if necessary.
- The Department of Safety Services will notify the University Incident Commander.
- University Incident Commander will consult with the President and Vice President for Marketing and Communication regarding further action.

### ***Hostile Intruder, Barricaded Person, or Hostage Situation***

- If a hostile intruder is discovered on the campus or a life-threatening violent incident occurs, the individual making the discovery should:
  - Notify police immediately by calling 911.
  - Notify the Department of Safety Services immediately.
- Provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. However, try to provide a description of the intruder and any specific char-

acteristics (height, weight, hair color, race, and type and color of clothing) and types of weapons, if any.

- The Department of Safety Services will:
  - Send an emergency text alert, if needed, with safety guidance for the campus community.
    - Notify the University Incident Commander.
- The University Incident Commander will:
  - Notify the President.
  - Activate the Emergency Management Team.
  - Activate the Emergency Operations Center.
  - Activate Emergency Response Teams to assist the Department of Safety Services in notification, evacuation, and crowd control duties.
  - Initiate a lockdown of other classrooms in the affected building.
  - Activate the University Communications Plan.
  - Designate a media center on campus.
  - Designate a family briefing and reunification center for arriving families of students and staff.
- Shelter in Place procedures for faculty:
  - Close and lock or barricade classroom or office doors and turn off the lights.
  - Close windows and window treatments.
  - Keep students as calm and quiet as possible.
  - Stay in locked or barricaded rooms until informed by police or Department of Safety Services personnel that it is safe to come out.

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- Using a classroom or office phone or a cell phone, quietly notify the Department of Safety Services and/or local 911 personnel of the situation.
- Crouch down in areas that are out of sight from doors and windows.
- Shelter in Place procedures for students:
  - Seek shelter in the nearest classroom.
  - If outdoors, immediately take cover.
- Office personnel in the affected building should close and secure their office areas and immediately call the Department of Safety Services (951.343.4311) and/or local 911 personnel to notify them of the situation.
- Do not attempt to evacuate the building unless in the room or immediate area where shots are being fired.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - firsthand knowledge exists that there is a fire in the building, or
  - a police officer or Safety Services Officer has advised people to evacuate the building.
- Evacuate other facilities in the area if they are threatened by gunfire. Department of Safety Services and/or Police personnel will direct the evacuation.
- Emergency Response Team members should be posted to ensure that no one enters the building until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency services authorities arrive, the University Incident Commander and/or the Director of Safety Services will coordinate any information or assistance with them.

Only trained law enforcement personnel should attempt to perform a methodical search of the building in which the hostile intruder is located.

- A senior law enforcement officer on the scene will notify the Director of Safety Services or the University Incident Commander when reentry to the building can be made and classrooms and offices are safe to open. There is no specified time limit for when students and faculty will be permitted back into or allowed to exit the isolated area. This depends solely upon the information received and the findings of the local authorities.



### 3. Earthquake

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- If necessary, call 911.
- Notify the Department of Safety Services at 951.343.4311.
- The Department of Safety Services will notify the University Incident Commander.
- University Incident Commander will:
  - Notify the President.
  - Activate the Emergency Management Team.
  - Activate the Emergency Operations Center.
  - Activate the Emergency Response Teams to act as search and rescue teams, if needed.
  - Evacuate buildings, communicating with those inside via telephones, in person, or by using fire alarms.
  - People evacuated from buildings should assemble in the following areas:
    - University Front Lawn
    - Athletics fields and the south parking lot (rear of Wallace Book of Life Building)
    - South parking lot, west of Simmons Hall (facing Monroe St.)
    - Grassed area in front of Mission Hall
  - Direct Facilities Management to assess buildings and shut down leaking or endangered systems, such as natural gas, electricity, and water.

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- Direct Facilities Management to perform a preliminary damage assessment and to assess the structural integrity of buildings.
- Direct Emergency Response Teams to assess the campus, reporting on the number of dead and injured and the location of evacuees.
- Activate campus Communications Plan.
- Establish a media briefing center.
- Determine whether any buildings are safe to reoccupy to get students and staff out of the elements.
- Begin an inventory of all persons on campus, using the:
  - Campus Services database—special events attendees
  - Office of the Registrar database—list of classes in session and their location
  - Residence Life database—residential students
- Direct food service provider to begin preparing meals.
- Establish a campus counseling center.
- Establish a campus ministry center.
- Begin recovery efforts.

## 4. Fire

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### *Small or Medium-Sized Fire*

- Activate fire alarms.
- Notify the fire department by calling 911.
- Notify the Department of Safety Services at 951.343.4311.
- The Department of Safety Services will notify the University Incident Commander.

### *Large Fire*

- Activate fire alarms.
- Notify the fire department by calling 911.
- Notify the Department of Safety Services at 951.343.4311.
- The Department of Safety Services will notify the University Incident Commander.

The University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team.
- Activate the Emergency Operations Center.
- Activate Emergency Response Teams to evacuate buildings, control crowds, and direct traffic.
- Direct Facilities Management to shut off utilities to affected areas if necessary and/or requested by the fire department.
- Arrange shelter and alternate housing for evacuated persons. Consider using the Van Dyne Gymnasium and Alumni Dining Common as temporary shelters.

- Establish a media center.
- Activate the University Communications Plan.
- Conduct a head count of all persons in the affected buildings, using:
  - Campus Services database—special events attendees
  - Office of the Registrar database—list of classes in session and their location
  - Residence Life database—residential students
- Direct the food service provider to begin preparing meals.
- Direct Facilities Management to conduct a damage assessment and to advise when the buildings can be reoccupied.
- Establish a campus counseling center.
- Establish a campus ministry center.
- Select alternate housing and/or facilities for displaced residents and programs.

## 5. Flood

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When warning is received that a flood or flash flood is possible, the following actions should be taken:

- The Department of Safety Services will notify the University Incident Commander.
- The University Incident Commander will:
  - Notify the President.
  - Consider activating the Emergency Management Team.
  - Consider activating the Emergency Operations Center.

**If serious flooding develops:**

- Activate the Emergency Management Team.
- Activate the Emergency Operations Center.
- Confer with Riverside government authorities to determine expected extent of flooding, vulnerability of the campus, location of higher ground if necessary, and evacuation routes.
- Evaluate whether campus should be closed and/or evacuated.
- Activate Emergency Response Teams to evacuate buildings, control crowds, and direct traffic.
- If decision is made to evacuate the campus, designate Department of Public Safety personnel and Emergency Response Teams, if necessary, to remain in safe locations on campus to provide security during the evacuation.
- Direct Facilities Management to shut off utilities to affected areas if necessary.
- Arrange transport and shelter for persons who cannot evacuate on their own.

- Establish a media center on campus, if possible, or at a safe location off campus.
- Activate the University Communications Plan.
- Establish a campus ministry center.
- Conduct a head count of all persons, using:
  - Campus Services database—special events attendees
  - Office of the Registrar database—list of classes in session and their location
  - Residence Life database—residential students

If campus is totally evacuated, use the databases above to contact all persons and ascertain their safety.

- Direct the food service provider to begin preparing meals if necessary.
- Direct Facilities Management to conduct a damage assessment and advise when buildings can be reoccupied.
- Select alternate housing and/or facilities for displaced residents and programs.

## 6. Active Shooter

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If a person with a gun is seen on campus or gunshots are heard, the person witnessing the incident or receiving the information should:

- Notify police immediately by calling 911.
- Notify the Department of Safety Services immediately by calling 951.343.4311.
- Provide as much information as possible. (At a minimum: description of the intruder and any specific characteristics, such as height, weight, hair color, race, type and color of clothing, and type of weapons, if any).
- Refrain from approaching the armed person. If gunshots are heard, take cover immediately.

The Department of Safety Services will:

- Send an emergency text alert with safety guidance for the campus community.
- Notify the University Incident Commander.
- From a position of safety, direct people away from the area of the incident and attempt to determine the location of the armed person to relay to the initial responding police officers.

Upon confirmation that an armed person is on campus, the University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team
- Activate the Emergency Operations Center.
- Activate Emergency Response Teams to assist the Department of Safety Services in notification, evacuation, and crowd control duties.

- Initiate a lockdown of other classrooms in the affected classroom building or the lockdown of other offices, dormitories, or residences in other buildings.

## ***Shelter in Place Procedure***

### **Classrooms**

Faculty should:

- Close and lock or barricade their room doors and turn off the lights. Close windows and window treatments.
- Try to keep students calm and quiet.
- Stay in the locked/barricaded room until informed by police or Department of Public Safety personnel that it is safe to come out of the area.
- Use a classroom phone or cell phone to notify the Department of Safety Services and/or local 911 personnel of the situation.
- Crouch down in areas that are out of sight from doors and windows.

Students should:

- Seek shelter in the nearest classroom.
- If outdoors, immediately take cover.

### **Offices, Dormitories, Residences, and Other Buildings**

- Personnel and students should seek shelter in the nearest office, dormitory, residence, or other facility.
- Personnel and students in the affected building should close and secure their office, dormitory, residence, or other area and immediately call the Department of Safety Services (951.343.4311) and/or local 911 personnel to notify them of the situation.
- Do not attempt to evacuate the building unless in a room or immediate area where the shots are being fired.



- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless a person is in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate. Should the fire alarm sound, do not evacuate the building unless:
  - firsthand knowledge exists that there is a fire in the building, or
  - a police officer or Safety Services Officer has advised people to evacuate the building.
- Evacuate other facilities in the area if they are threatened by gunfire. Evacuation routes and procedures should be established after conferring with responding law enforcement.
- Emergency Response Team members should be posted to ensure that no one enters the buildings until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency services authorities arrive, the University Incident Commander and the Director of Public Safety will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- Activate the University Communications Plan.
- Establish a media center on campus.
- Establish a family briefing and reunification center for arriving families of students and staff.
- Establish a campus counseling center.
- Establish a campus ministry center.
- A senior law enforcement officer on the scene will notify the Director of Safety Services or the University Incident Commander when reentry to the building can be made and the

classroom, office, dormitory, residence, or other area is safe to open. There is no specified time limit for when students and faculty will be permitted back into or allowed to exit the isolated area. This will depend solely upon the information received and the findings of the local authorities.

## 7. Structural Failure

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- Notify 911.
- Notify the Department of Safety Services at 951.343.4311.
- The Department of Safety Services will notify the University Incident Commander and will send an emergency text alert if needed.

The University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team.
- Activate the Emergency Operations Center.
- Activate the Emergency Response Teams to act as search and rescue teams.
- Determine whether other structures or areas on campus need to be evacuated. If so, use telephones, face-to-face communication, or fire alarms.
- Direct evacuees to one or more of the following possible assembly areas, depending on the location of the structural failure:
  - Van Dyne Gymnasium
  - Alumni Dining Commons
  - University Front Lawn
  - Athletic fields and the south parking lot (rear of Wallace Book of Life Building)
  - South parking lot, west of Simmons Hall (facing Monroe St.)

- Grassed area in front of Mission Hall
- Direct Facilities Management to assess the building and shut down leaking or endangered systems, such as natural gas, electricity, and water.
- Direct Facilities Management to perform a preliminary damage assessment and check the structural integrity of any nearby buildings that might be affected.
- Direct Emergency Response Teams to assess the area of the structural failure, reporting on numbers of dead and injured and location of evacuees.
- Activate University Communications Plan.
- Establish a media center.
- Establish a campus ministry and campus counseling center if necessary.
- Begin an inventory of all persons on campus, using
  - Campus Services database—special events attendees
  - Office of the Registrar database—list of classes in session and their location
  - Residence Life database—residential students
- Direct the food service provider to begin preparing meals if necessary.

## 8. Terrorist Attack

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A terrorist attack could take the form of a shooting or use of a weapon of mass destruction.

Weapons of mass destruction include biological, chemical, nuclear, radiological, or highly explosive materials and any combination thereof.

Emergency action steps will depend on the type of device and/or agent used and whether it is used in open campus, in a campus building, or off campus.

In all cases, the first steps are:

- Call 911.
- Call the Department of Safety Services at 951.343.4311.

The Department of Safety Services will notify the University Incident Commander and local law enforcement.

The University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team.
- Activate the Emergency Operations Center.
- Instruct Department of Safety Services personnel and/or Emergency Response Teams to try to determine the location of the incident, type of weapon of mass destruction employed, and extent of injuries.
- Instruct personnel not to touch or remove any suspicious object.
- Instruct Emergency Response Teams to keep people away from the suspect area.

- Remind responders not to use radios, cell phones, or other devices that may trigger detonation.
- After conferring with the Department of Safety Services and emergency responders, determine whether to evacuate or shelter in place.

If unknown material has been released:

- Direct Facilities Management to shut down ventilation systems.
- If the release is internal, secure the affected area and evacuate.
- Direct affected individuals to quarantine themselves at a safe location.
- If the release is external, secure the perimeter and do not evacuate. Shelter in place by closing all doors and windows.
- If the release is off campus, follow the instructions of law enforcement, fire, and other emergency response personnel. They will tell the University whether to shelter in place or to evacuate the campus on a designated route.
- Activate the University Communications Plan.

## 9. Toxic Material Spill on 91 Freeway

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If hazardous material is spilled on the 91 Freeway, the following actions will be taken:

- Contact 911 and the Department of Safety Services at 951.343.4311 if they have not already been advised.
- The Department of Safety Services will contact the University Incident Commander.
- The University Incident Commander will:
  - Notify the President.
  - Activate the Emergency Management Team.
  - Activate the Emergency Operations Center.
    - After conferring with emergency responders, determine whether the Emergency Operations Center can be safely activated in Mission Hall or will need to be moved to an alternate location.
- Confer with emergency responders to determine whether an area of campus or the entire campus should be evacuated or the occupants should shelter in place.
  - If an evacuation is ordered:
    - Activate the Emergency Response Teams to help the Department of Safety Services notify evacuees, control crowds, and direct traffic.
    - Instruct Facilities Management to turn off heating, ventilating, and air conditioning systems and make other necessary shutdowns in buildings being evacuated.

**EMERGENCY MANAGEMENT PLAN**

- Designate Department of Safety Services and/or Emergency Response Team personnel to provide security for the campus as instructed by emergency response personnel.
- If directed to shelter in place:
  - Close all doors and windows.
  - Direct Facilities Management to shut down heating, ventilating, and air conditioning systems.
- Activate the University Communications Plan.
- Designate a media briefing center. This may need to be established off campus.
- Designate a Campus Ministry Center and Counseling Center. If this needs to be established off campus, consider using Magnolia Avenue Baptist Church.



## 10. Notification to the Campus Community of a Significant Campus Emergency or Dangerous Situation

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Any person receiving information of a significant emergency or dangerous situation involving an immediate threat to the safety of the university community, whether occurring on campus or private or public property surrounding the campus, shall immediately notify the Department of Safety Services at 951.343.4311.

- Notify emergency services immediately by calling 911.
- Notify the Department of Safety Services immediately by calling 951.343.4311

The Department of Safety Services will:

- Confirm that emergency services have been notified.
- Notify the University Incident Commander.
- Implement applicable section(s) of the Emergency Management Plan.
- Assign personnel to direct people away from the area of the incident and gather additional information.
- Determine whether campus wide notifications should be made.
  - Activate the Blackboard Connect notification system.
  - Activate the ATI audible warning system.
  - Direct Information Technology Services to activate the Emergency Web Page.
  - Activate the Public Safety Emergency Telephone greeting notification.

The University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team, as determined necessary.
- Activate the Emergency Operations Center, as determined necessary.

## 11. Management of Incidents Involving Other University Interests

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The University may elect to manage through the Emergency Management Team, the school's response to incidents such as, but not limited to, threat to life or safety of CBU community members whether occurring on or off campus, those with the potential to alarm parents or other external constituency groups, and/or otherwise generate a high potential for media scrutiny/interest calling for some type of response from the University.

Any person receiving information of any incident reasonably described above, whether occurring on or off campus, shall immediately notify the Department of Safety Services at 951.343.4311.

The Department of Safety Services will:

- Notify emergency services, if applicable, by calling 911.
- Notify the University Incident Commander.
- Relay all known information to the University Incident Commander and, if applicable, to arriving emergency services personnel.

The University Incident Commander will:

- Notify the President.
- Activate the Emergency Management Team.
- Assemble the Emergency Operations Team. Note: Based upon the type of incident, the University Incident Commander may add to this team any number of persons necessary to manage the situation.

## **12. Containment of Pandemic Illnesses**

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Contagious illnesses are frequent occurrences in modern society. In most cases, they are passed from person to person through direct exposure to the infected person or incidental exposure to live bacteria or virus deposited by infected persons on common surfaces. These infections generally pose little more than nuisance to the population at large, however, illness on a large scale or particularly virulent strains released into a campus environment have the potential to endanger students, faculty, and staff, and disrupt operations.

### ***Report of Illness Received Through Official Government Sources***

- The individual receiving notification of such illness will immediately notify their supervisor or manager of all information contained in the original communication.
- The supervisor or manager will notify Student Services at 951.343.4217.

### ***Report of Illness Received Through On-campus Sources***

- The individual receiving the notification will immediately notify their supervisor or manager of all known information including type of illness suspected, known numbers of ill persons, and suspected extent of exposure.
- The supervisor or manager will notify Student Services at 951.343.4217.

### ***Thresholds for Further Action***

- If student absenteeism exceeds twenty percent (20%), as determined by reporting from classroom faculty or Residence Life; or

- If faculty absenteeism exceeds twenty (20) full-time faculty members, as determined by the Office of the Provost; or
- If staff absenteeism exceeds operational standards established for each Department within each Division;
- The Division Vice President will promptly notify the University Incident Commander.

***The University Incident Commander will:***

- Notify the President.
- Activate the Emergency Management Team.
- Determine whether to activate the Emergency Operations Center.
- Activate the Emergency Response Teams to act as information gathering teams, as necessary.
- Determine whether classes, extra-curricular activities, and/or public events should be canceled.
- Determine the extent to which the University business operations will be curtailed or suspended.
- Disseminate closure/suspension information via the established notification systems.
- Direct the School of Nursing to establish a triage center.
- Direct Facilities Management, in consultation with Residence Life, to establish an isolation area.
- Activate campus Communications Plan.
- Establish a media briefing center.
- Begin an inventory of all persons on campus, using the:
  - Conference and Events database—special events attendees

**EMERGENCY MANAGEMENT PLAN**

- Office of the Registrar database—list of classes in session and their location
- Residence Life database—residential students
- Direct food service provider to begin preparing meals suitable for delivery.
- Establish food delivery services to designated feeding areas.
- Establish a campus ministry center.

## **Appendix**

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***A. Emergency Call List***

***B. Emergency Operations Center***

***C. Emergency Response Teams***

***D. Communications Plan***

***E. Evacuation Plan***

***F. Incident Command System***

***G. Student Safety***

***H. Student Safety–Residential***

***I. Employee Safety***

***J. Residence Life Emergency Guide***

***K. Current List of CBU Owned Property***

## **A. Emergency Call List**

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An emergency call list will be maintained apart from this plan and distributed individually to required staff members.





## **B. Emergency Operations Center**

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The purpose of the Emergency Operations Center is to coordinate response to major emergencies at California Baptist University and to help the University Incident Commander resolve those incidents.

The Emergency Operations Center serves as the emergency headquarters, communications and information center, and meeting location for the Emergency Operations Team during the emergency.

The Emergency Operations Center will be located in the Executive Conference Room on the second floor of the Yeager Center.

- Alternate location—Lambeth House, or as directed by the Director of the Department of Safety Services.

The Emergency Operations Center will be activated when a major emergency or disaster occurs at the University. It will be activated on the orders of the University Incident Commander, or in his absence, the Director of Safety Services.

Upon Emergency Operations Center activation, the Department of Safety Services representative or his or her designee will start a chronological incident log of all conditions and actions taken during the emergency. The log will be continued until the Emergency Operations Center is deactivated. The completed log will be forwarded to the University Incident Commander.

### ***Staffing***

Emergency Operations Center staffing will vary depending on the severity and length of the emergency. The Emergency Operations Center will always be staffed by a member of the:

- Department of Safety Services
- Facilities Management Department
- Information Technology Department

- Marketing and Communication Department

Depending on the extent of the emergency, the entire Emergency Operations Team may be represented, including:

- Residence Life
- Food and Beverage Service
- Counseling
- Student Services
- Other departments as required
- Government emergency responders (police, fire, Federal Bureau of Investigation, etc.)

### ***Equipment***

The Emergency Operations Center should be equipped as follows:

- Uninterruptible power supply
- Multiple telephone lines
- Extra analog telephone sets
- Cellular telephones
- Satellite telephone
- University radios
- Multiple computer jacks with Internet access
- Laptop computers
- University CCTV feed
- Flashlights and extra batteries
- Television monitor (one or more) with cable TV connection and outdoor TV antenna

- AM/FM/weather band radio (AC and battery powered)
- Office supplies
- Large campus map covered in plastic, with a free-standing easel
- Campus phone books and other directories
- Food and water
- Air mattresses and blankets

## C. Emergency Response Teams

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In the event of a major emergency, the University will need manpower in excess of Department of Safety Services staff to evacuate persons, direct traffic, provide security, perform search and rescue, provide transportation, assess damage, and perform other duties.

Emergency Response Teams should be formed and trained in how to respond to emergencies.

The Emergency Response Teams should be composed of personnel from:

- Department of Safety Services
- Facilities Management Department
- Residence Life Department
- Information Technology Department
- Athletics Department

In addition, volunteers should be sought, especially those with skills based on medical, law enforcement, fire, or military experience.

Emergency Response Team members should be equipped with:

- Reflective vest
- Flashlight with extra batteries
- Work gloves
- Latex gloves
- Dust/particulate mask
- Whistle
- University radio (at least one per team)

- First aid kit (at least one per team)
- Water
- Pencil and paper
- Identification card

## D. Communications Plan

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During emergencies, the Division of Marketing and Communications is responsible for releasing information outside the campus and responding to outside queries. The Vice President of Marketing and Communication is a member of the Emergency Management Team. He or she will lead and coordinate the communication effort.

The Vice President of Marketing and Communication, or his or her designee, will be the official spokesperson for the University. The Vice President of Marketing and Communication will respond to media inquiries, develop and disseminate news releases and other statements, participate in press conferences, and develop material for dissemination via e-mail and/or posting to Web sites. The Vice President of Marketing and Communication will use Marketing and Communication staff (and other campus personnel, as needed) to disseminate information about the crisis and the campus' crisis response.

Only personnel authorized by the Vice President of Marketing and Communication may discuss any details of a campus emergency with any news media personnel. All requests for information from the news media should be referred to the Vice President of Marketing and Communication or his or her designee.

In a serious emergency, the Vice President of Marketing and Communication will do the following:

- Assign a staff member to the Emergency Operations Center as soon as it is activated.
- Provide Marketing and Communication staff with campus radios during the emergency.
- Establish a campus media center where campus representatives will meet with the media to disseminate information. In consultation with the Emergency Management Team, determine the location of the media center. In general, the media center should be centrally located and as close as possible to the scene of the emergency. The location should meet the

needs of the media but also take into account the campus' needs. If there is an immediate or continuing hazard to the media or campus personnel, or if there is a need to insulate campus faculty, staff, or students, or other involved parties, from direct contact with the media, the media center will be located some distance from the center of activity.

- The media center ideally will be equipped with:
  - Work tables
  - Chairs
  - Extra phone lines
  - Fax machine
  - Computer with Internet access (for staff use)
  - Printers
  - Additional power sources (multiple extension cords, etc.)
  - Television monitor tuned to news services
  - Office supplies
  - Phonebooks and other reference materials
  - Designated spot for live television press briefings and announcements
  - Quiet interview room
- In consultation with the Director of Safety Services, designate parking for television news satellite trucks and other press vehicles.
- In consultation with the Emergency Management Team and government emergency responders, conduct one or more news conferences.
- Update information as often as possible and post it to the Web.



- If the crisis invites expert commentary, enlist knowledgeable, media-experienced faculty or staff members who are willing and able to do interviews.

### ***Media Strategy***

- The campus should not hesitate to express its regret and sorrow to those affected by a tragedy.
- No matter what the situation, the campus should not be on the defensive. Though many media queries may seem to be insensitive, information should be shared as freely as possible.
- When fatalities are involved, information should not be made public until after the family or next of kin have been notified.
- Honesty and credibility are of paramount importance. Although many occasions may arise in which information is not yet available, or must be temporarily withheld, “no comment” should be avoided. Use other language such as “I can’t talk about that right now, but I will get back to you as soon as I possibly can,” or “I don’t have confirmed information yet, but I expect to know later.”
- The campus should emphasize what it is doing to meet the immediate needs of students and others. For instance:
  - Investigating a serious crime and apprehending those responsible, or aiding the investigation in appropriate ways
  - Responding to or facilitating the response to events such as an automobile accident, an explosion, a fire, or a hazardous materials spill
  - Cooperating with government officials and other institutions or agencies involved
  - Ensuring that increased access to counseling is available and widely publicized across campus
  - Publicizing any memorial services that may be held and inviting community participation

- Urging students to contact parents in the case of a wide-spread emergency and facilitating ways to do so
- Outlining the measures it has taken over the years to be prepared for such incidents
- Highlighting the measures it will take in the future to make sure such incidents do not recur, or emphasizing the process it will implement to address such incidents and better mitigate their impact

### ***Recovery***

- Provide appropriate second- and third-day stories for the media to follow up on as the crisis begins to wane.
- If students require such help, protect them by moving them to an undisclosed location to keep them from the media or to protect them from physical harm.
- Consider coverage in campus publications.
- If a memorial service is held after the crisis, allow the media to cover the service, but make sure their presence is not intrusive.
- A year after the crisis, make plans to commemorate or observe the anniversary date in an appropriate way. The media will remember, even when others don't.
- If the crisis was caused by students, release any information that can be released on Judicial action.
- If appropriate, develop a story on steps the campus will take to make sure the crisis won't occur again or to mitigate the effects if it does.

## E. Evacuation Plan

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When a fire alarm sounds, or evacuation is considered necessary by the Department of Safety Services or is ordered by the President or his or her designee, occupants will leave their buildings immediately and quietly by the nearest designated exit or as advised.

### ***Evacuation Procedures***

Students and employees should become familiar with their classroom and work area and the nearest exit locations.

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner:

1. When the fire alarm sounds, prepare to evacuate immediately.
2. Do not panic but walk quickly to the closest emergency exit.
3. Do not use elevators. Do not use cell phones.
4. Walk in a single file to the right through corridors and stairwells.
5. Avoid unnecessary talking. Keep the lines moving.
6. Individuals requiring assistance in evacuation should proceed to a stairwell entrance area and wait for assistance.
7. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
8. When approaching a closed door, feel the door with the back of the hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
9. No one is to return to the building until permission is granted by the University Incident Commander.

### ***Major Evacuations***

If a crisis necessitates evacuating part (more than one building) or all of the campus, the following procedure will be followed:

- The University Incident Commander will:
  - Activate the Emergency Operations Center.
  - Activate the Emergency Response Teams.
  - Notify campus of the evacuation order by using:
    - Building fire alarms
    - Telephone and/or text message alerts to departments
    - Loudspeakers or speaker systems
    - On-site notification by Department of Safety Services or Emergency Response Team personnel
- If possible, Emergency Response Team personnel will quickly search buildings to ensure that everyone has evacuated.
- Emergency Response Team personnel will assist in setting up a perimeter to ensure that no one reenters the area and to direct traffic.
- Facilities Management personnel will shut down building systems as required (e.g., electric; water; heating, ventilating, and air conditioning; etc.).
- Department of Safety Services and/or Emergency Response Team personnel will provide security for the evacuated area.

### ***Evacuation Assembly Areas***

- On campus:
  - University Front Lawn

- Athletic fields and south parking lot (rear of the Wallace Book of Life Building)
- South parking lot, west of Simmons Hall (facing Monroe St.)
- Grassed area in front of Mission Hall
- Off campus:
  - Primary location—Magnolia Avenue Baptist Church
  - Secondary location—designated by the University Incident Commander and/or government emergency responders

### ***Evacuation Guidelines for the Disabled***

Evacuation of handicapped persons will be given high priority in all emergencies:

- Each department should establish a buddy system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their own evacuation.
- Visually impaired persons. In the event of an emergency, tell the person the nature of the emergency and offer to guide him or her. While walking, tell the person where he or she is and advise of any obstacles. Do not grasp a visually impaired person's arm. Instead, offer an arm as guidance.
- Hearing impaired persons. Not all fire alarm systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms, and an alternative warning technique may be required. Two methods of warning:

**EMERGENCY MANAGEMENT PLAN**

- Write a note telling what the emergency is and naming the nearest evacuation route or safe area.
- Tap the person on the shoulder or turn the light switch off and on to gain attention. Then indicate through gestures, or in writing, what is happening and what to do.
- Persons using crutches, canes, or walkers. If the person is having difficulty exiting quickly, treat him or her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be used.
- Non-ambulatory persons. The needs and preferences of non-ambulatory persons may vary. Most non-ambulatory persons are able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.
- Always ask the person his or her preferences on:
  - Ways of being removed from the wheelchair
  - Number of people necessary for assistance
  - Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
  - Whether a seat cushion or pad should be brought along if he or she is removed from the chair
  - Being carried forward or backward on a flight of stairs
  - After-care, if removed from the wheelchair.

### ***Residence Hall Evacuation Procedures***

- If fire, smoke, or a strong natural gas smell is present but an alarm IS NOT sounding, activate a fire alarm immediately. Find a safe location from which to call 911.
- If fire, smoke, or a strong natural gas is not present and an alarm IS sounding, call the Department of Safety Services (951.343.4311) to inform them that an alarm has been sounded.
- Call the Resident Director on duty (951.675.5433).
- Evacuate the building and assemble at the designated assembly point.
  - **Dorms:** Knock on all doors in the wing (including bathrooms) while exiting.
  - **Apartments:** EVACUATE THE APARTMENT. From a safe distance, instruct residents to evacuate their apartments.
- DO NOT re-enter the building until the “All Clear!” has been given by the Department of Safety Services or a Residence Life staff member.

Once an alarm is sounded, ALL RAs present must make themselves available.

- If fire, smoke, or a strong natural gas smell is present, call 911.
- If fire, smoke, or a strong natural gas smell is NOT present, call the Department of Safety Services at 951.343.4311.
- Clear the first floor and/or the wing (based on location) by knocking on each door (including bathrooms) while exiting the wing.
- Assemble all residents in the quad area nearest the cement sound stage.

- Begin to gather all residents into their wings for roster.



## **F. Incident Command System**

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The Incident Command System is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency and throughout the United States as the basis for emergency response management. Use of the Incident Command System at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

### ***Key Principles of the Incident Command System***

- Modular organization based on activating only those organizational elements required to meet current objectives
- Common terminology applied to organization elements, position titles, facility designations, and resources
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels

### ***Designation of University Incident Commander***

It is essential to all emergency response planning and action that a single University Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be at a Vice President level or higher.

### ***Incident Command System Roles in the University Incident Command Structure***

#### **President**

Ultimate authority rests with the President of the University. All decisions concerning the discontinuation of University functions, cancellation of classes, or cessation of operations rest with the President or his or her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

#### **Emergency Management Team**

The Emergency Management Team is composed of senior University executives who will advise the President on policy decisions during the emergency.

#### **University Incident Commander**

The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Emergency Operations Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency.

#### **Emergency Operations Team**

The Emergency Operations Team is composed of senior managers who will direct their departments and subordinates in carrying out the University's emergency response and recovery functions.

**Operations Section**

The Operations Section provides safety, security, first aid, evacuation direction, crowd control, traffic direction, search and rescue, and damage assessment and operates the Emergency Operations center.

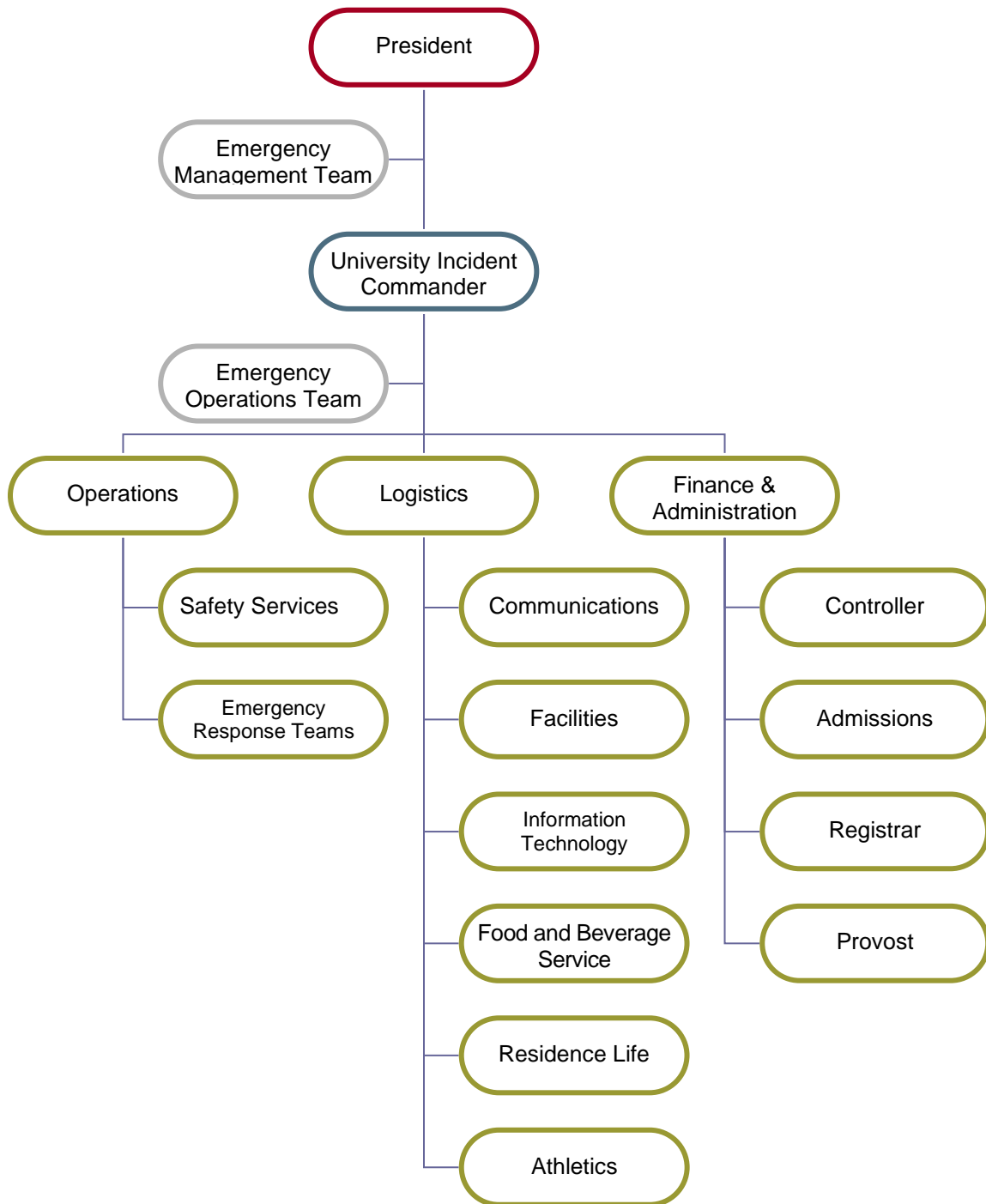
**Logistics Section**

The Logistics Section provides University communications, media liaison, emergency maintenance, damage assessment, system shutdowns and restoration, alternate housing, food, supplies, and transportation.

**Finance Section**

The Finance Section provides emergency-oriented funds, procurement, and administrative support.

*Incident Command System Chart*



## **G. Student Safety**

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### ***Earthquakes***

In the event of an earthquake, students who are indoors should stay indoors, stay clear of windows, and seek protection under a desk, table, or bed or brace themselves in a doorway. Once it is feasible, students should exit buildings.

Students who are outdoors should remain outdoors and move to an open area away from buildings to avoid falling objects. After an earthquake, until instructed otherwise by a University or government authority, students should do the following:

- Limit telephone use to emergency calls only.
- Refrain from turning on light switches or appliances or lighting matches.
- Refrain from using elevators.
- Wear sturdy shoes at all times.
- Try to remain calm and assist others. University Emergency Response Team members and government emergency personnel will be coming to help.

### ***Electrical***

In the event of a blackout or power outage, students should unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended.

### ***Fires***

In the event of a fire, students should follow these instructions:

- Any student who sees a fire and does not hear an alarm should activate a fire alarm immediately.

- Students must immediately exit any building in which a fire alarm is sounding, regardless of whether fire or smoke is present.
- If smoke is present in a room, keep close to the floor and move to the door. If the door is hot, do not open the door. Instead, exit through the window (if possible). If the room is located on an upper floor, call 911 to report the location and then hang a piece of clothing or other material out the window to attract attention.
- If an alarm is heard and the room door is not hot, close the windows, open the blinds, turn the lights on, leave the room, and leave the door unlocked. Then proceed to the nearest exit. Do not use elevators.
- Do not return to the building until instructed by a member of the University administration.

### ***Medical***

In the event of a medical emergency:

- Call 911 and then call the Department of Safety Services at 951.343.4311.
- Stay with the person who is ill or injured until instructed otherwise.

The Department of Safety Services will coordinate ambulance responses for providing emergency medical transport.

### ***Campus Evacuation Plan***

When a fire alarm sounds, or evacuation is considered necessary by the Department of Safety Services or ordered by the President, or his or her designee, occupants will leave their buildings immediately and quietly by the nearest designated exit or as advised.

### Evacuation Procedures

Students and employees should become familiar with their classroom and work areas and the nearest exit locations.

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner:

1. When the fire alarm sounds, prepare to evacuate immediately.
2. Do not panic but walk quickly to the closest emergency exit.
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  - Activate the Emergency Response Teams.
  - Notify campus of the evacuation order by using:

- Building fire alarms
  - Telephone and/or text message alerts to departments
  - Loudspeakers or speaker systems
  - On-site notification by Department of Safety Services or Emergency Response Team personnel
- If possible, Emergency Response Team personnel will quickly search buildings to ensure that everyone has evacuated.
  - Emergency Response Team personnel will assist in setting up a perimeter to ensure that no one reenters the area and to direct traffic.
  - Facilities Management personnel will shut down building systems as required (e.g., electric; water; heating, ventilating, and air conditioning; etc.).
  - Department of Safety Services and/or Emergency Response Team personnel will provide security for the evacuated area.

### **Evacuation Assembly Areas**

- On campus:
  - University Front Lawn
  - Athletic fields and south parking lot (rear of the Wallace Book of Life Building)
  - South parking lot, west of Simmons Hall (facing Monroe St.)
  - Grassed area in front of Mission Hall
- Off campus:
  - Primary location—Magnolia Church
  - Secondary location—designated by the University Incident Commander and/or government emergency responders



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Evacuation of handicapped persons will be given high priority in all emergencies:

- Each department should establish a buddy system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their own evacuation.
- Visually impaired persons. In the event of an emergency, tell the person the nature of the emergency and offer to guide him or her. While walking, tell the person where he or she is and advise of any obstacles. Do not grasp a visually impaired person's arm. Instead, offer an arm as guidance.
- Hearing-impaired persons. Not all fire alarm systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms, and an alternative warning technique may be required. Two methods of warning:
  - Write a note telling what the emergency is and naming the nearest evacuation route or safe area.
  - Tap the person on the shoulder or turn the light switch off and on to gain attention. Then indicate through gestures, or in writing, what is happening and what to do.
- Persons using crutches, canes, or walkers. If the person is having difficulty exiting quickly, treat him or her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be used.
- Non-ambulatory persons. The needs and preferences of non-ambulatory persons may vary. Most non-ambulatory persons are able to exit safely without assistance if on the ground

floor. Some people have minimal ability to move, and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

- Always ask the person his or her preferences on:
  - Ways of being removed from the wheelchair
  - Number of people necessary for assistance
  - Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
  - Whether a seat cushion or pad should be brought along if he or she is removed from the chair
  - Being carried forward or backward on a flight of stairs
  - After-care, if removed from the wheelchair

### ***Classroom Lockdown/Shelter in Place***

- Lockdown/Shelter in Place procedures for faculty:
  - Close and lock or barricade classroom or office doors and turn off the lights.
  - Close windows and window treatments.
  - Keep students as calm and quiet as possible.
  - Stay in locked or barricaded rooms until informed by police or Department of Safety Services personnel that it is safe to come out.
  - Using a classroom phone, office phone, or cell phone, quietly notify 911 first and then call Safety Services at 951.343.4311 and advise of the circumstances.
  - Crouch down in areas that are out of sight from doors and windows.

- Lockdown/Shelter in Place procedures for students:
  - Seek shelter in the nearest classroom.
  - If outdoors, immediately take cover.
- Office personnel in the affected building should close and secure their office areas and immediately call 911 and then call Safety Services at 951.343.4311 and advise of the circumstances.
- Do not attempt to evacuate the building unless in the room or immediate area where shots are being fired.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - firsthand knowledge exists that there is a fire in the building, or
  - a police officer or a Safety Services Officer has advised people to evacuate the building.
- Evacuate other facilities in the area if they are threatened by gunfire. Emergency personnel will direct the evacuation.
- If confronted by an armed person or taken hostage:
  - Try to remain calm.
  - Follow instructions and be alert. The captor is emotionally imbalanced. Remain clear-headed and calm.
  - Don't speak unless spoken to and then only when necessary.
  - Don't talk down to the captor.
  - Avoid aggressive or confrontational behavior.
  - Maintain eye contact with the captor, but don't stare.

- Treat the captor as an important person.
- Be alert and observant. Some of those who are held captive may be released or may be able to escape. If a person is afforded this opportunity, the safety of others may depend upon his or her memory. The person should be observant and take mental notes on what he or she sees.
- Be prepared to answer the police on the phone.
- Attempt to establish a rapport with the captor.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

## H. Student Safety–Residential

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### *Earthquakes*

In the event of an earthquake, students who are indoors should stay indoors, stay clear of windows, and seek protection under a desk, table, or bed or brace themselves in a doorway. Once it is feasible, students should exit buildings.

Students who are outdoors should remain outdoors and move to an open area away from buildings to avoid falling objects. After an earthquake, until instructed otherwise by a Residence Life staff member, students should do the following:

- Limit telephone use to emergency calls only.
- Refrain from turning on light switches or appliances or lighting matches.
- Refrain from using elevators.
- Wear sturdy shoes at all times.
- Try to remain calm and assist others. University Emergency Response Team members and government emergency personnel will be coming to help.

### *Electrical*

In the event of a blackout or power outage, students should unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (e.g., irons, toaster ovens, curling irons, microwave ovens, and hot plates).

Other electrical requirements:

- Surge protectors are recommended for sensitive electronic equipment and are required when more than two electrical devices are plugged into a single outlet.

- Extension cords must have a three-prong plug and those having more than one outlet must also have a built-in circuit breaker (e.g., a surge protector).
- Attaching (i.e., taping or tacking) extension cords to flooring, walls, or a ceiling is not permitted.

Students should also keep a flashlight with fresh batteries in an easily accessible location.

### ***Fires***

In the event of a fire, students should follow these instructions:

- Any student who sees a fire and does not hear an alarm should activate a fire alarm immediately.
- Students must immediately exit any building in which a fire alarm is sounding, regardless of whether fire or smoke is present. Students who do not evacuate buildings during the sounding of an alarm may be assessed a \$100 fine.
- If smoke is present in a room, keep close to the floor and move to the door. If the door is hot, do not open the door. Instead, exit through the window (if possible). If the room is located on an upper floor, call 911 to report the location and then hang a sheet or other material out the window to attract attention.
- If an alarm is heard and the room door is not hot, close the windows, open the blinds, turn the lights on, leave the room, and leave the door unlocked. Then proceed to the nearest exit. Do not use elevators.
- Do not return to the building until instructed by a Residence Life staff member.

### ***Medical***

In the event of a medical emergency:

- Call 911 and then call the Department of Safety Services at 951.343.4311.
- Notify a Residence Life staff member.
- Stay with the person who is ill or injured until instructed otherwise.

The Department of Safety Services will coordinate ambulance responses for providing emergency medical transport.

### ***Campus Evacuation Plan***

When a fire alarm sounds, or evacuation is considered necessary by the Department of Safety Services or ordered by the President, or his or her designee, occupants will leave their buildings immediately and quietly by the nearest designated exit or as advised.

#### **Evacuation Procedures**

Students and employees should become familiar with their classroom and work areas and the nearest exit locations.

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner:

1. When the fire alarm sounds, prepare to evacuate immediately.
2. Do not panic but walk quickly to the closest emergency exit.
3. Do not use elevators. Do not use cell phones.
4. Walk in a single file to the right through corridors and stairwells.
5. Avoid unnecessary talking. Keep the lines moving.
6. Individuals requiring assistance in evacuation should proceed to a stairwell entrance area and wait for assistance.
7. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.

8. When approaching a closed door, feel the door with the back of the hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
9. No one is to return to the building until permission is granted by the University Incident Commander.

### Major Evacuations

If a crisis necessitates evacuating part (more than one building) or all of the campus, the following procedure will be followed:

- The University Incident Commander will:
  - Activate the Emergency Operations Center.
  - Activate the Emergency Response Teams.
  - Notify campus of the evacuation order by using:
    - Building fire alarms
    - Telephone and/or text message alerts to departments
    - Loudspeakers or speaker systems
    - On-site notification by Department of Safety Services or Emergency Response Team personnel
- If possible, Emergency Response Team personnel will quickly search buildings to ensure that everyone has evacuated.
- Emergency Response Team personnel will assist in setting up a perimeter to ensure that no one reenters the area and to direct traffic.
- Facilities Management personnel will shut down building systems as required (e.g., electric; water; heating, ventilating, and air conditioning; etc.).
- Department of Safety Services and/or Emergency Response Team personnel will provide security for the evacuated area.



### Evacuation Assembly Areas

- On campus:
  - University Front Lawn
  - Athletic fields and south parking lot (rear of the Wallace Book of Life Building)
  - South parking lot, west of Simmons Hall (facing Monroe St.)
  - Grassed area in front of Mission Hall
- Off campus:
  - Primary location—Magnolia Church
  - Secondary location—designated by the University Incident Commander and/or government emergency responders

### Evacuation Guidelines for the Disabled

Evacuation of handicapped persons will be given high priority in all emergencies:

- Each department should establish a buddy system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their own evacuation.
- Visually impaired persons. In the event of an emergency, tell the person the nature of the emergency and offer to guide him or her. While walking, tell the person where he or she is and advise of any obstacles. Do not grasp a visually impaired person's arm. Instead, offer an arm as guidance.
- Hearing impaired persons. Not all fire alarm systems have a flashing light. Most are sound alarms. Therefore, persons

with impaired hearing may not perceive emergency alarms, and an alternative warning technique may be required. Two methods of warning:

- Write a note telling what the emergency is and naming the nearest evacuation route or safe area.
  - Tap the person on the shoulder or turn the light switch on and off to gain attention. Then indicate through gestures, or in writing, what is happening and what to do.
- Persons using crutches, canes, or walkers. If the person is having difficulty exiting quickly, treat him or her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be used.
  - Non-ambulatory persons. The needs and preferences of non-ambulatory persons may vary. Most non-ambulatory persons are able to exit safely without assistance if on the ground floor. Some people have minimal ability to move, and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.
  - Always ask the person his or her preferences on:
    - Ways of being removed from the wheelchair
    - Number of people necessary for assistance
    - Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
    - Whether a seat cushion or pad should be brought along if he or she is removed from the chair
    - Being carried forward or backward on a flight of stairs
    - After-care, if removed from the wheelchair.

### **Preparedness**

It is advisable to keep a small, water-resistant “emergency bag” in the dormitory or residence. The bag should contain the following:

- Flashlight with extra batteries
- AM/FM battery radio
- Change of clothing
- Personal hygiene items
- Water-resistant jacket and hat
- Whistle
- Water and energy bars

### ***Classroom Lockdown/Shelter in Place***

- Lockdown/Shelter in Place procedures for faculty:
  - Close and lock or barricade classroom or office doors and turn off the lights.
  - Close windows and window treatments.
  - Keep students as calm and quiet as possible.
  - Stay in locked or barricaded rooms until informed by police or Department of Safety Services personnel that it is safe to come out.
  - Using a classroom phone, office phone, or a cell phone, quietly notify 911 first and then call Safety Services at 951.343.4311 and advise of the circumstances.
  - Crouch down in areas that are out of sight from doors and windows.
- Lockdown/Shelter in Place procedures for students:
  - Seek shelter in the nearest classroom.

- If outdoors, immediately take cover.
- Office personnel in the affected building should close and secure their office areas and immediately call 911 and then call Safety Services at 951.343.4311 and advise of the circumstances.
- Do not attempt to evacuate the building unless in the room or immediate area where shots are being fired.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - firsthand knowledge exists that there is a fire in the building, or
  - a police officer or a Safety Services Officer has advised people to evacuate the building.
- Evacuate other facilities in the area if they are threatened by gunfire. Emergency personnel will direct the evacuation.
- If confronted by an armed person or taken hostage:
  - Try to remain calm.
  - Follow instructions and be alert. The captor is emotionally imbalanced. Remain clear-headed and calm.
  - Don't speak unless spoken to and then only when necessary.
  - Don't talk down to the captor.
  - Avoid aggressive or confrontational behavior.
  - Maintain eye contact with the captor, but don't stare.
  - Treat the captor as an important person.

- Be alert and observant. Some of those who are held captive may be released or may be able to escape. If a person is afforded this opportunity, the safety of others may depend upon his or her memory. The person should be observant and take mental notes on what he or she sees.
- Be prepared to answer the police on the phone.
- Attempt to establish a rapport with the captor.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

## **I. Employee Safety**

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### ***Classroom and Office Emergencies***

#### **Medical Emergency**

- Call 911.
- Call Safety Services at 951.343.4311.
- Render first aid.

#### **Violence or Major Disruption in the Classroom or Office**

- Remain calm, listen to the person's complaint or statement attentively, and ask him or her to wait quietly while a resolution is sought.
- Call or instruct someone to call 911 immediately.
- If unable to speak freely, call 911 and leave the phone off the hook.
- After 911 has been called, contact Safety Services at 951.343.4311 and ask the officer to respond immediately.
- Do not attempt to disarm anyone who has a weapon.

#### **Hostile Intruder, Barricaded Person, or Hostage Situation**

- If a hostile intruder is discovered on the campus, the individual making the discovery should:
  - Notify police immediately by calling 911.
  - Notify the Department of Safety Services immediately.
- Provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. However, try to provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapons, if any.

- If confronted by an armed person or taken hostage:
  - Try to remain calm.
  - Follow instructions and be alert. The captor is emotionally imbalanced. It is important to be clear-headed and calm.
  - Don't speak unless spoken to and then only when necessary.
  - Don't talk down to the captor.
  - Don't appear hostile.
  - Maintain eye contact with the captor, but don't stare.
  - Treat the captor as an important person.
  - Be alert and observant. Some of those who are held captive may be released or may be able to escape. If a person is afforded this opportunity, the safety of others may depend upon his or her memory. The person should be observant and take mental notes on what he or she sees.
  - Be prepared to answer the police on the phone.
  - Attempt to establish a rapport with the captor.
  - If medications, first aid, or restroom privileges are needed by anyone, say so.
- If gunshots are heard within a building or word is received to lock down the classroom or office, do the following:
  - Close and lock or barricade room doors and turn off the lights to that area.
  - Close windows and window treatments.
  - Try to keep students calm and quiet.

**EMERGENCY MANAGEMENT PLAN**

- Stay in the locked or barricaded room until informed by police or Department of Safety Services personnel that it is safe to come out.
- Using a classroom phone or cellular phone, call 911 first, then notify the Department of Safety Services at 951.343.4431.
- Crouch down in areas that are out of sight from doors and windows
- If in a hallway, seek shelter in the nearest office or classroom.
- If outdoors, immediately take cover.
- If in the affected building, close and secure the office area and immediately call the Department of Safety Services (951.343.4311) and/or local 911 personnel to notify them of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless in the room or immediate area where shots are being fired. Persons may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - first-hand knowledge exists that there is a fire in the building, or
  - a police officer or a Safety Services Officer has advised people to evacuate the building.
- It may be necessary to evacuate other facilities in the area if they are threatened by gunfire. Department of Safety Services personnel and police will direct the evacuation. If applicable, bring the class roster along.
- Safety Services Officers will be posted to ensure no one enters the building until local emergency services personnel arrive and the area is determined to be safe.



- Once local emergency services authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of buildings in which the hostile intruder is located.
- A senior law enforcement officer on the scene will notify the University Incident Commander when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or allowed to exit the isolated area. This will depend solely upon the information received and findings of local authorities.

### ***Evacuation Plan***

When a fire alarm sounds, or evacuation is considered necessary by the Department of Safety Services or ordered by the President, or his or her designee, occupants will leave their buildings immediately and quietly by the nearest designated exit or as advised.

#### **Evacuation Procedures**

Become familiar with the work area and exit locations.

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner:

1. When the fire alarm sounds, prepare to evacuate immediately.
2. Do not panic but walk quickly to the closest emergency exit.
3. Do not use elevators. Do not use cell phones.
4. Walk in a single file to the right through corridors and stairwells.
5. Avoid unnecessary talking. Keep the lines moving.
6. Individuals requiring assistance in evacuation should proceed to a stairwell entrance area and wait for assistance.

7. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
8. When approaching a closed door, feel the door with the back of the hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
9. No one is to return to the building until permission is granted by the University Incident Commander.

### **Major Evacuations**

If a crisis necessitates evacuating part (more than one building) or all of the campus, the following procedure will be followed:

- Activate the Emergency Operations Center.
- Activate the Emergency Response Teams.
- Notify campus of the evacuation order by using:
  - Building fire alarms
  - Telephone and/or text message alert to departments
  - Loudspeakers or speaker systems
  - On-site notification by Department of Safety Services or Emergency Response Team personnel
- If possible, Emergency Response Team personnel will quickly search buildings to ensure that everyone has evacuated.
- Emergency Response Team personnel assist in setting up a perimeter to ensure that no one reenters the area and to direct traffic.
- Facilities Management personnel will shut down building systems as required (e.g., electric; water; heating, ventilating, and air conditioning; etc.).
- Department of Safety Services and/or Emergency Response Team personnel will provide security for the evacuated area.

### Evacuation Assembly Areas

- On campus:
  - University Front Lawn
  - Athletic fields and south parking lot (rear of the Wallace Book of Life Building)
  - South parking lot, west of Simmons Hall (facing Monroe St.)
  - Grassed area in front of Mission Hall
- Off campus:
  - Primary location—Magnolia Avenue Baptist Church
  - Secondary location—designated by the University Incident Commander and/or government emergency responders

### Evacuation Guidelines for the Disabled

Evacuation of handicapped persons will be given high priority in all emergencies:

- Each department should establish a buddy system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their own evacuation.
- Visually impaired persons. In the event of an emergency, tell the person the nature of the emergency and offer to guide him or her. While walking, tell the person where he or she is and advise of any obstacles. Do not grasp a visually impaired person's arm. Instead, offer an arm as guidance.
- Hearing impaired persons. Not all fire alarm systems have a flashing light. Most are sound alarms. Therefore, persons

with impaired hearing may not perceive emergency alarms, and an alternative warning technique may be required. Two methods of warning:

- Write a note telling what the emergency is and naming the nearest evacuation route or safe area.
  - Tap the person on the shoulder or turn the light switch off and on to gain attention. Then indicate through gestures, or in writing, what is happening and what to do.
- Persons using crutches, canes, or walkers. If the person is having difficulty exiting quickly, treat him or her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be used.
  - Non-ambulatory persons. The needs and preferences of non-ambulatory persons may vary. Most non-ambulatory persons are able to exit safely without assistance if on the ground floor. Some people have minimal ability to move, and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.
  - Always ask the person his or her preferences on:
    - Ways of being removed from the wheelchair
    - Number of people necessary for assistance
    - Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
    - Whether a seat cushion or pad should be brought along if he or she is removed from the chair
    - Being carried forward or backward on a flight of stairs
    - After-care, if removed from the wheelchair.

## J. Residence Life Emergency Guide

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### *Maintenance Emergency*

Is the situation an **EMERGENCY** (i.e., something requiring immediate action)? An emergency would be:

- Anything that could become a **BIGGER** problem if there is no response (e.g., water overflowing or leaking)
- Anything that puts students in **POTENTIAL, REAL** danger or compromises their safety or security (e.g., broken window with large pieces falling out)

#### **If an emergency:**

- Contact the RD on duty at 951.675.5008.
- If no response within 10 minutes, call the Department of Safety Services at 951.343.4311.

#### **If a non-emergency:**

- Leave a message for the Resident Director at 951.675.5008.
- Complete a Maintenance Request Form.

**Residence Life Duty Phone: 951.675.5008**

**Public Safety: 951.343.4311**

## ***Medical Emergency***

### **If a life-threatening situation:**

- Call 911.
  - Report the situation to the operator. Follow his or her instructions.
- Call the Department of Safety Services (951.343.4311).
  - Do not give out names. Instead, say, “I need to report a medical emergency at [location].”
  - Inform the Department of Safety Services that 911 has been called. Ask the Department of Safety Services to call the Residence Life staff member on duty. Give them the location of the emergency.
  - Never try to move someone unless not moving them is life-threatening.
  - Try to defuse high emotions and clear area of spectators.
  - MAINTAIN CONFIDENTIALITY.

### **If not a life-threatening situation:**

- Refer the individual to an urgent care facility.
- DO NOT OFFER TO GIVE ANYONE A RIDE TO THE HOSPITAL. Offer to call the Department of Safety Services (951.343.4311) or a friend of the person to help with transportation.

**Emergency Medical Services: 911**

**Safety Services: 951.343.4311**

**Residence Life Duty Phone: 951.675.5008**

**Parkview Hospital Emergency and Urgent Care: 951.688.2211**

**Poison Control System: 800.876.4766**

**Riverside Medical Clinic Urgent Care: 951.782.3789**

**Riverside Community Hospital Emergency: 951.788.3200**

## ***Natural Disaster***

### **Earthquake**

#### **During an earthquake:**

- Stay inside.
- Stay clear of windows.
- Seek protection under a desk, table, or bed or in a doorway.

#### **After an earthquake:**

- If there is evidence of immediate danger, evacuate the wing/side:
  - **Dorms:** Knock on all wing doors including bathrooms as exiting.
  - **Apartments:** Evacuate the apartment. From a safe distance, instruct residents to also evacuate the apartments.
  - Advise students to wear shoes and refrain from turning on light switches or appliances.
  - Direct all students to the Mission Hall parking lot and help keep everyone calm.

- If there is NO evidence of immediate danger, wait for a Residence Life staff member to give instructions. Communicate with residents that Residence Life staff members will give instructions once the situation has been thoroughly assessed.

### **Fire/Smoke/Natural Gas**

- If fire, smoke, or an overwhelming natural gas smell is present but an alarm IS NOT sounding, activate a fire alarm immediately. Find a safe location from which to call 911.
- If fire, smoke, or a strong natural gas is not present and an alarm IS sounding, call the Department of Safety Services (951.343.4311) to inform them that an alarm has been sounded.
- Call the Resident Director on duty (951.675.5008).
- Evacuate the building and assemble at the designated assembly point:
  - **Dorms:** Knock on all wing doors including bathrooms as exiting.
  - **Apartments:** Evacuate the apartment. From a safe distance, instruct residents to also evacuate the apartments.
- DO NOT re-enter the building until the “All Clear!” has been given by the Department of Safety Services or a Residence Life staff member.
- Don’t be a hero! Everyone’s safety is important!

### ***Rape/Assault/Sexual Assault***

#### **Create a safe and secure environment:**

- Is the victim safe and secure (indoors, maintaining confidentiality)?
- Is the perpetrator still in the vicinity (strangers or acquaintances)?



- Ask the victim if he or she will give permission to contact a Residence Life staff member for further assistance.

**If the victim gives permission for further assistance:**

- Call 911.
  - Report the situation to the operator. Follow his or her instructions.
- Call the Department of Safety Services at 951.343.4311.
  - DO NOT give out any names. Instead, say, “I need to report [an assault/sexual assault] at [location].”
  - Inform the Department of Safety Services that 911 has been called. Ask the Department of Safety Services to call the Residence Life staff member on duty.

**While waiting for help to arrive:**

- AVOID PHYSICAL CONTACT!!!
- Help calm the victim and provide support.
- Remind the victim that the situation is not his or her fault.
- Instruct the victim not to wash, bathe, or change clothes.
- If the victim has already bathed or changed clothes, put clothes in a plastic bag.
- MAINTAIN CONFIDENTIALITY!

**If the victim does not give permission for assistance:**

- Help the victim feel he or she is in control. Encourage the victim to report the incident to police and to use the support that is available. Others are better equipped to handle the situation.
- Inform the victim that a Residence Life staff member must be notified for legal reasons.

- Contact the Residence Life staff member on duty. (Use \*911 if paging to identify that the situation is an emergency.)

**Emergency Medical Services: 911**

**Safety Services: 951.343.4311**

**Residence Life Duty Phone: 951.675.5008**

**Rape Crisis Center: 800.656.4673**

### ***Psychiatric/Emotional Disturbance***

**Assess the situation.** Is the person DANGEROUS to himself or herself or to others? The main objective is to keep others safe!

#### **If the person IS dangerous:**

- Call 911.
  - Report the situation to the operator. Follow his or her instructions.
- Call the Department of Safety Services at 951.343.4311.
  - DO NOT give out any names. Instead, say, “I need to report a dangerous personal crisis at [location].”
  - Inform the Department of Safety Services that 911 has been called. Ask the Department of Safety Services to call the Residence Life staff member on duty.

**Important notes:**

- Get help. NEVER stay alone with a dangerous individual.
- Keep others away and stay at a safe distance.
- If confronted, remain calm. Try to get the individual to move to a more suitable location.
- Never try to take a weapon away from someone.

**If the person is NOT dangerous:**

- Assess the situation further. What exactly is the nature of the problem? How severe is it?
- Contact the Residence Life staff member on duty.
- Be sensitive to how someone may be feeling. Keep others away.
- DO NOT ACT AS A THERAPIST! If it is not clear whether something is a crisis, it probably is a crisis.
- Make no promises about possible outcomes.

**If the person MIGHT BE DANGEROUS or MAY BECOME DANGEROUS:**

- Follow the same procedures as for a DANGEROUS person.

**Emergency Medical Services: 911****Safety Services: 951.343.4311****Residence Life Duty Phone: 951.675.5008**

## ***Suicide***

### **Suicide threat (verbal or otherwise):**

- Assess the situation. Use the PAL technique:
  - P: Does the person have a Plan?
  - A: Does the person have Access to carry out the plan?
  - L : How Lethal is the plan?
- Keep the person safe. Ask for pills, weapons, or whatever the means.
- Stay with the person.
- Call the Department of Safety Services and the RD or the Residence Life cell phone for the RD on duty.

### **Suicide attempt:**

- Call 911.
  - Report the situation to the operator. Follow his or her instructions.
- Call the Department of Safety Services at 951.343.4311.
  - DO NOT give out any names. Instead, say, “I need to report a dangerous personal crisis at [location].”
  - Inform the Department of Safety Services that 911 has been called. Ask the Department of Safety Services to call the Residence Life staff member on duty.
- Be observant:
  - Is the person a threat to others?

- How did the person attempt suicide? Look for bottles, pills, weapons, etc.
- Clear the area. Keep involvement of others to a minimum.

**Actual suicide:**

- Call 911.
  - Report the details of the situation to the Dispatcher. Follow his or her instructions.
- Call the Department of Safety Services at 951.343.4311.
  - DO NOT give out any names. Instead, say, “I need to report a dangerous personal crisis at [location].”
  - Inform the Department of Safety Services that 911 has been called. Ask the Department of Safety Services to call the Residence Life staff member on duty.
- Do not touch anything or anyone.
- Protect the scene. Leave everything the way it is.
- Instruct onlookers to clear the area.
- **MAINTAIN CONFIDENTIALITY!!** Information should only be given to professional Residence Life staff members.

**Emergency Medical Services: 911**

**Safety Services: 951.343.4311**

**Residence Life Duty Phone: 951.675.5008**

**Suicide & Crisis Intervention Hotline: 951.686.4357**



## **K. Current List of CBU Owned Property**

The official address of California Baptist University is 8432 Magnolia Avenue, Riverside, California 92504. The following addresses are located within the main campus:

- 8435 Diana Ave – Cellular Towers Complex
- 8555 Diana Ave – Simmons Hall (women's dormitory)
- 8525 Diana Ave – Smith Hall (men's dormitory)
- 8447 Diana Ave – Lancer Arms Apartments (student housing)
- 8449 Diana Ave – Lancer Arms Apartments (student housing)
- 8451 Diana Ave – Lancer Arms Apartments (student housing)
- 8471 Diana Ave – Lancer Arms Apartments (student housing)
- 8470 Magnolia Ave – Yeager Center
- 3533 Monroe St – Athletic Fields
- 3536 Adams St – Athletic Performance Center/Student Recreation
- 3570 Adams St – Lancer Plaza North
- 3578 Adams St – Couch's Corner
- 3582 Adams St – Wrestling Office / The Post
- 3690 Adams St – Lot 11
- 3747 Monroe St – Lot 15 / Hawthorne House
- 8405 Magnolia Ave – Lot 24
- 8436 Magnolia Ave – Wallace Theater
- 3780, 8308 & 8310 Magnolia Ave – College of Nursing
- 8431 Diana Ave – Fowler Events Center
- 3750 Adams St – Film Lab
- 3668 Adams St – The Village Apartments
- 3622 Adams St – The Point Apartments
- 8350, 8374, 8286 & 8398 Magnolia Ave – University Place Apart.
- 3720 Adams St – Tower Hall
- 8532 Monroe St – Health Science Campus
- 3626 Monroe St – Wellness Center
- 3600-3700 Magnolia Ave – The Colony Apartments
- 8775 Magnolia Ave – Magnolia Crossing Apartments
- 8230 Magnolia Ave – College Park Apartments

California Baptist University also owns/leases the following off-campus properties:

### **CBU Owned Properties**

- 3501 Adams Street
- 3440 Monroe Street
- 6807 Airport Drive
- 8624 Indiana Ave – Storage Facility
- 10370 Hemet St – Tyler Plaza
- 3720 Monroe Street – Vacant Lot
- 3642 Monroe Street – Vacant Lot
- 3823 Bel Air Street – Vacant Lot
- 3853 Bel Air Street – Vacant Lot

### **Single Family Homes**

- 7507 Hastings Lane, Riverside, CA 92506
- 3471 Monroe St., Riverside, CA 92504
- 3483 Monroe St., Riverside, CA 92504 with pool
- 3495 Monroe St., Riverside, CA 92504
- 3747 Monroe St., Riverside, CA 92504 – Hawthorne House
- 3459 Emily Ct., Riverside, CA 92504 with pool
- 3460 Emily Ct., Riverside, CA 92504
- 3473 Emily Ct., Riverside, CA 92504
- 3474 Emily Ct., Riverside, CA 92504
- 3480 Emily Ct, Riverside, CA 92504
- 3485 Emily Ct., Riverside, CA 92504 with pool
- 3495 Emily Ct., Riverside, CA 92504 with pool
- 3467 Wilma Ct., Riverside, CA 92504 with pool
- 3468 Wilma Court, Riverside, CA 92504
- 3475 Wilma Ct., Riverside, CA 92504 with pool



- 3483 Wilma Ct., Riverside, CA 92504
- 3484 Wilma Ct., Riverside, CA 92504 with pool
- 3492 Wilma Ct., Riverside, CA 92504
- 8285 Magnolia Ave.
- 8245 Magnolia Ave.
- 3770 Monroe, Riverside, CA 92504
- 3771 Broadmoor, Riverside, CA 92504
- 8605 Magnolia Ave., Riverside, CA 92504
- 8681 Magnolia Ave., Riverside, CA 92504
- 3827 Adams St., Riverside, CA 92504
- 8555 Magnolia Avenue, Riverside, CA 92504
- 8712 Magnolia Avenue, Riverside, CA 92504
- 3827 Melody Lane, Riverside, CA 92504
- 3286 Garons, Riverside, CA 92503
- 3866 Mattie, Riverside, CA 92504
- 8261 Briarwood Dr., Riverside, CA 92504
- 8282 Briarwood Dr., Riverside, CA 92504
- 8659 Magnolia Ave., Riverside, CA 92504
- 8241 Briarwood, Riverside, CA 92504
- 3840 Wayne Ct., Riverside, CA 92504
- 3394 Nimes Lane, Riverside, CA 92503
- 8711 Romain, Riverside, CA 92503
- 3833 Bel Air, Riverside, CA 92503
- 8298 Oakhurst, Riverside, CA 92504
- 8272 Briarwood, Riverside, CA 92504
- 3273 Garons, Riverside, CA 92504

- 3827 Canterbury Rd., Riverside, CA 92504
- 3829 Wayne Ct., Riverside, CA 92503
- 3752 Monroe, Riverside, CA 92504
- 3538 Bellwood, Riverside, CA 92504
- 3635 Adams, Riverside, CA 92504
- 3528 Bellwood, Riverside, CA 92504
- 3856 Monroe St., Riverside, CA 92504
- 3537 Adams St., Riverside, CA 92504
- 3518 Bellwood, Riverside, CA 92504
- 3342 Hatten Lane, Riverside, CA 92503
- 8720 Magnolia Ave, Riverside, CA 92503
- 8255 Magnolia Ave., Riverside, CA 92504
- 8649 Magnolia Ave., Riverside, CA 92504
- 3762 Monroe, Riverside, CA 92504
- 8627 Magnolia Ave., Riverside, CA 92504
- 8267 Magnolia Ave., Riverside, CA 92504
- 3507 Adams St., Riverside, CA 92504
- 3517 Adams St., Riverside, CA 92504
- 8292 Briarwood, Riverside, CA 92504
- 8291 Briarwood, Riverside, CA 92504
- 3815 Melody, Riverside, CA 92504
- 3547 Adams Street, Riverside, CA 92504
- 3880 Monroe, Riverside, CA 92504
- 3890 Monroe, Riverside, CA 92504
- 3741 Broadmoor, Riverside, CA 92504
- 8251 Briarwood, Riverside, CA 92504

- 8283 Helena Ave, Riverside, CA 92504
- 3843 Bel Air, Riverside, CA 92504
- 3906 Royce, Riverside, CA 92504
- 3907 Royce, Riverside, CA 92504
- 8637 Magnolia, Riverside, CA 92504
- 8263 Helena Avenue, Riverside, CA 92504

**Leased Properties**

Architecture Offices

3739 Adams Street, Riverside, CA 92504

Aviation Dept

6865 Airport Drive, Riverside, CA -- Bldg "A"

Accounting Dept

6867 Airport Drive, Riverside, CA -- Bldg "B"

Aviation Dept

6869 Airport Drive, Riverside, CA -- Bldg "C"

Aviation Dept

6871 Airport Drive., Riverside, CA 92504 -- Bldg D

Aviation Dept -- Classroom

6783 Airport Drive #C, Riverside, CA 92504

Logistics Center

3050 Myers Street, Riverside, CA 92503

Adams Business Park - Bldg A

2900 Adams Street, #A: 11a, 15a, 19, 21 & 22,

Adams Business Park- Bldg B

2900 Adams Street, #B: 2-3,7-8-10-14-15-25-26-27-28-28a,

Adams Business Park - Bldg C

2900 Adams Street, #C: 10, 33, 34

OPS Moreno Valley

12625 Frederick Street #K3 & #K4, Moreno Valley, CA 92553

**Emergency Management Plan - Quick Reference**

**Emergency Management Plan - Quick Reference**

Organization	Members	Roles & Responsibilities
CBU EXECUTIVE	President  Alternate: 1) VP Enrollment & Student Services 2) Provost	All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations rest with the President or his or her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.
EMERGENCY MANAGEMENT TEAM	Executive Council	Advises the President on policy decisions during an emergency. The Emergency Management Team will meet in the <b>President's Conference Room</b> . Alternate locations are the Executive Conference Room and the Events Center, depending on scope and location of the emergency.
University Incident Commander	VP Enrollment & Student Services Alternate: 1) VP Finance & Administration 2) Provost	The IC is a senior member of the Emergency Management Team and is <u>in charge</u> of the Emergency Operations Team and is responsible for the command and control of all aspects of an emergency situation.
EMERGENCY OPERATIONS TEAM	Director of Safety Services AVPs of Student Services Director of Res. Life Director of Facilities ITS Associate VP Dean of Students C&E Director Provider Director Director of Counseling Assoc. Provost – Acad. Services	Directs their departments in carrying out emergency response and recovery functions. The Team will meet in the Emergency Operations Center (EOC) located in the <b>Executive Conference Room</b> . Alternate EOC locations may be identified by the Director of Safety Services. Two-way radios and emergency supplies <u>are located</u> in the Emergency Operations Center for use by the team.
EMERGENCY MANAGEMENT COORDINATOR	Director of Safety Services Alternate: 1) Asst. Director – Operations 2) Asst. Director – Support Services	Briefs the EM Team on tactical decisions made in response to emergencies and assists with tactical execution of policy decisions made by the EM Team. Responsible for activating the EOC, coordinating law enforcement, firefighter & medical responses, and maintaining the Emergency Management Plan. The Emergency Management Coordinator consults directly with the University Incident Commander during an actual emergency.

**CBU Generator List**

**1. Kohler Generator**

**Model No. – 150REZGC**

**Serial No. – SGM3253DW**

**Type – Permanent Generator**

**Location – James Building (4 story) - Northeast Area – 1st floor – in courtyard behind the James Building**

**Fuel – Natural Gas – no limitation on amount if the Gas company is still providing Natural Gas.**

**KW rating – 150 kw**

**What it serves – IT Server (Data Center) room power back up handle’s servers and the one elevator (4 stop) in the James 4 story.**

**2. Kohler Generator**

**Model No. – 30REOZK**

**Serial No. – 33DGGMHN0167**

**Type – Permanent Generator**

**Location – Tower Hall – back area - Northeast side – 1st floor near the rear lobby doors**

**Fuel – Diesel – 50 Gallon Day tank**

**KW Rating – 29 KW**

**What it serves – Exit Signs and Emergency Lighting.**

**3. Kohler Generator**

**Model No. – 600REOZ3**

**Serial No. – SGM32HMZ6**

**Type – Permanent Generator**

**Location – Events Center – Southeast Corner - outside near central plant**

**Type – Permanent Generator**

**Fuel** – Diesel – 600 gallons – unit mounted tank (Under Generator)

**KW Rating** – 600 KW

**What it serves** – All emergency lighting and emergency electrical panels. Serves the entire Fire, Life, and Safety systems and smoke control. Serves Elevator no.1 (Northwest side) no escalators.

#### **4. Multiquip Inc. Generator**

**Model No.** – DCA-25SSIU4F

**Serial No.** 7157158

**Type** – Portable Generator

**Location** – Currently being stored behind (1<sup>st</sup> floor eastside) The College of Engineering.

**Fuel** – Diesel – 41.7 Gallon Tank unit mounted.

**KW Rating** – 20 KW

**What does it serve** – It is primarily used by Conference and Events for outside events. It can also be used for emergency use. It can produce single phase and three phase power.

#### **5. Quantity = 6 – Magnum Light towers/Generators**

**Model No.** – MLT3060M

**Type** – Portable Generator

**Location** – Currently at Facilities – Building 16 yard. Plans to be relocated to the Rental Storage space (3440 Monroe) next to the HSC soon.

**Fuel** – Diesel – 30-gallon unit mounted tank.

**KW Rating** – 6 KW

**What does it serve** – They are primarily used by Facilities and Conference and Events for outside events. It can also be used for emergency use though they are limited in it sizing.

**1. James Generator**



**2. Tower Hall Generator**



**3. Events Center Generator**



**4. Portable Generator – Large**



**5. Portable Generators/Light Towers – Six Total**

