



**California State University  
Channel Islands  
Emergency Operations  
Desk Reference  
For Faculty and Staff**

**Information to Assist Faculty and Staff  
in Emergency Response Procedures and Responsibilities**



### **Message from the Chief of Police and Director of the Emergency Operations Center**

The information contained in this booklet is designed to provide you with a snapshot of the California State University Channel Islands emergency management and preparedness program and response procedures to follow during an emergency. In the event of an emergency, this document may be used as a quick reference guide.

The Police Department is responsible for implementation and maintenance of an emergency management system on campus and the development and implementation of programs and projects in emergency planning, training, response, and recovery.

This desk reference provides emergency response procedures for some of the most common or likely critical incident emergency situations that may occur on a university campus. Additionally, we have included an active shooter scenario that although rare, can cause a great deal of concern in terms of emergency response. Please read this booklet thoroughly before an emergency occurs. This will enhance your chances of protecting yourself and others in an emergency situation.

If you have any questions about the information in this booklet or wish further information, please contact the Police Department at 437-8444.

Thank you,

John M. Reid  
Chief of Police

California State University Channel Islands Emergency Operations Plan  
Emergency Operations Plan (EOP):

The purpose of the emergency operations plan (EOP) is to establish policies, procedures and an organizational structure for response to an emergency. The EOP is in compliance with the State of California’s Standardized Emergency Management System (SEMS) which was enacted in the California Government Code in 1995 and with the Federal Government’s National Incident Management System (NIMS) released in 2004. Organizational operating procedures utilize the Incident Command System (ICS) for response to an emergency.

These systems provide an organizational framework under which all agencies function in an integrated fashion. The Emergency Operations Plan organizes the flow of information, provides coordination between responding agencies, and assists in rapid mobilization and deployment of resources.

Goals of the Emergency Operations Plan:

- Ensure the safety and security of faculty, staff, students and visitors.
- Protect university property.
- Maintain university operations and essential services.
- Assist the community in disaster recovery.

Emergency Operations Center (EOC)

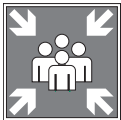
In the event of an emergency the Emergency Operations Center (EOC) is activated to manage and coordinate resources and personnel to make decisions, and to coordinate the flow of information and strategy required to deal effectively with an emergency.

The EOC is where campus emergency management staff are deployed to coordinate the response to an emergency event impacting the campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed.

The EOC is the central command and coordination point for disaster response.

Criteria for Activation of the EOC:

- Resources beyond university capabilities are required.
- The emergency will be of a long duration.
- Major policy decisions will or may be required.
- Local or state of emergency is declared.
- Activation of the EOC will be advantageous to the successful management of the emergency.



Emergency Operations Center (EOC)

Primary Location

University Hall  
Training Room  
#1650

Secondary Location

University Police Station  
Placer Hall

## Faculty and Staff Responsibilities

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Staff responsibilities in emergency management and preparedness include:

- Be familiar with your department or unit's Emergency Action and Business Continuity Plans.
- Identify your Building and Floor Marshals.
- Be familiar with your building's floor plan. Know where the stairs, fire extinguishers and first aid kits are located.
- Know the location and content of the building evacuation maps including the designated outside meeting area. Building evacuation maps are posted throughout buildings.
- Know about campus emergency procedures such as how to respond to a medical emergency, fire/explosion, hazardous materials spill, active shooter, bomb threat, earthquake, evacuation, etc.
- Be informed about appropriate safety information relevant to any hazards encountered in your work place.
- Ensure your emergency contact information is up-to-date within your department and the Human Resources office.
- To report an emergency, dial 911 on all campus phones to contact University Police. Dial 437-8444 from a cell phone to contact University Police. Outdoors on campus use Blue Light emergency phones to report an emergency.



## Medical Emergency

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

Call University Police at 911 from a campus phone or 437-8444 from a cell phone

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

**NOTE:** All University Police Officers are trained and certified Emergency Medical Technicians (EMTs).

- ☐ In case of minor injury or illness, an injured person should notify their supervisor.
- ☐ If in doubt, contact University Police.

*A Supervisor's Accident Investigation Report (DH&S Form 620) must be completed and sent to Human Resources within 24 hours for all employee injuries.*



## Fire/Explosion

*If you discover fire or see smoke:*

Gather the following information and call University Police at 911 from a campus phone or 437-8444 from a cell phone, or directly from a Blue Light emergency phone identify yourself and report the following:

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

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

### *Fire Extinguisher Instructions:*

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

For large fires, evacuate the building and pull a fire alarm.

If you are the last person out of a room, close the door behind you — **DO NOT LOCK THE DOOR.**

### *If you become trapped inside a building during a fire:*

Call University Police (911 from campus phone; 437-8444 from cell phone). Tell them your location and that you need Fire Department assistance to get out.

- ➡ Stay near a window and close to the floor.
- ➡ If possible, signal for help.



## Hazardous Materials

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

### *Chemical and Solvent Spills:*

If spill involves personal injury, remove clothing and flush with warm tap water for 15 minutes; call 911 from a campus phone or 437-8444 from a cell phone.

If immediate hazard exists or medical assistance is required, call 911 from a campus phone or 437-8444 from a cell phone. Immediately evacuate and limit access to the affected area. All evacuations should be upwind from the release location.

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

- ➡ Confine the spill.
- ➡ Evacuate and secure the immediate area; limit access to authorized personnel.  
Contact *Environmental Health & Safety (EHS)* ext. 8847
- ➡ Identify yourself and report the information.
- ➡ Be as specific as possible about the type, amount and location of material released.

Unless immediate medical attention is needed, all persons who have been potentially exposed should report to emergency personnel at the Incident Command Post site and notify University personnel that they have been exposed.



## Bomb Threat or Suspicious Object

Report ALL bomb threat calls to the University Police at 911 from a campus phone or 437-8444 from a cell phone.

University Police Officers will conduct a detailed bomb search. Staff are requested to make cursory inspections of their areas for suspicious objects and report their location to the University police at 911 from a campus phone or 437-8444 from a cell phone. ***If you find a suspicious object, DO NOT TOUCH THE OBJECT—report the location to University Police!***

If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area immediately and leave the building. Dial 911 from a campus phone or 437-8444 from a cell phone as soon as possible.

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

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

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

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



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



**Duck** - Duck or drop down on the floor.



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



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

- ❑ If you are in a hallway, drop to the floor against an interior wall—protect your head and neck with your arms.
- ❑ If you are with visitors or students, shout “Earthquake! Duck, Cover and Hold!”
- ❑ Do not enter or exit the building during the shaking - there is danger from falling debris.
- ❑ Do not use the elevators.
- ❑ If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- ❑ In a car—stop in the safest place away from underpasses/overpasses, bridges, etc. Stay in the vehicle until the shaking stops.

❑ **BE PREPARED FOR AFTERSHOCKS!!**



## Active Shooter

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

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

*If you are in a room and a shooter is outside the door:*

- Take cover behind something that will stop a bullet.
- Hide (look for a chance to escape).
- Get out if possible (i.e. windows).
- Play dead.

*If a shooter is outside your building:*

- Proceed to a room that can be locked, enter and use furniture to block the door(s).
  - Turn off lights and get down on the floor below window level.
  - Dial 911 from a campus phone or 437-8444 from your cell phone and report to police. Keep your phone on vibrate so you don't alert the suspect to your location.
  - Advise the dispatcher of what is taking place, and;
- ❑ Inform him/her of your location.
  - ❑ Remain in place until the police, or a campus administrator known to you, gives the all clear.
  - ❑ Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.



## Evacuation

*Building evacuation will occur via one of the following mechanisms:*

- When a building evacuation alarm is sounded: or
- Upon notification by a University Police officer, or by a floor or building marshal.
- When a signal to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same.
- Direct visitors and students to the closest stairwell for prompt evacuation to the assembly point outside. Building and floor marshals will be required to report on whether any staff are missing or are known to have remained in the building due to disability or injury.
- Assist people with disabilities in exiting the building.
- Once outside the building, move to your designated evacuation area. Stay at least 100 feet away from any affected buildings or structures.
- Keep streets and walkways clear for emergency vehicles and personnel.
- An Incident Command Post may be established near the emergency site.
- DO NOT return to an evacuated building unless directed to do so by a University Police Officer or by a building or floor marshal.

*Under no circumstances should an employee unilaterally decide to ignore a fire alarm, fire drill or a request for evacuation in order to continue working without interruption.*



## Shelter In Place

Some emergencies may require you to take shelter in your office. If you are notified to shelter-in-place or you find you cannot exit because of greater dangers outside the building:

- ➡ Move to an interior room or building space away from as many windows as possible.
- ➡ Do not use elevators.
- ➡ Bring everyone into the room.
- ➡ If available, take a radio or television with you to monitor the news.
- ➡ Shut and lock all windows and doors.
- ➡ Make a list of who is there and call University Police to report who is in the room with you.
- ➡ Keep calm and review evacuation procedures with staff members.
- ➡ If available, check your CSUCI email or web site regularly for messages giving you further instructions.
- ➡ Stay where you are until otherwise notified to move. Wait for a police officer or further directions.
- ➡ Follow instructions of emergency personnel.
- ➡ Do not leave your room until notified to do so by emergency personnel.

### *Important note regarding phones during any type of emergency:*

Overloading will likely bring down all telephone services, including cellular phones. Avoid using any telephone services except for life safety and emergency calls.





## Pandemic Flu Information

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Should a Pandemic Flu outbreak occur, the possibility exists that the campus would need to cancel classes and activities so individuals should monitor local media outlets and the University's Web site at [www.csuci.edu](http://www.csuci.edu) to obtain the latest available information. This site also contains more detailed campus information and links to additional health information and resources on this topic, such as:

***Centers for Disease Control:***

<http://www.cdc.gov/flu/avian/gen-info/facts.htm>

***U.S. Government:***

<http://www.pandemicflu.gov>

***Ventura County Public Health Department:*** <http://www.vchca.org/ph/>

California State University Channel Islands thanks each of the sources listed above for providing information for this brochure.



## Practice Good Health and Hygiene Habits

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- Wash hands frequently with soap and water or alcohol-based hand sanitizer.
- Cover coughs and sneezes with tissues.
- Cough or sneeze into your upper sleeve, not your hands.
- Stay healthy: Eat a balanced diet, exercise daily, and get enough rest.
- If you become ill, stay home or in student housing and away from others as much as possible.
- Students, faculty, and staff should not come to school when sick.
- Avoid close contact with people who are sick.

## **NOTICE** **BE PREPARED**

### Emergency Preparedness

Emergency preparedness begins at home. How well you and your family survive in an emergency often depends upon how well you prepare beforehand. The information provided below can be applied to emergency planning at home as well as in the work place.

#### *Before An Emergency:*

- ☐ Conduct an office and home hazard hunt — know the safe and danger spots. Know how to shut off utilities. Secure and anchor furniture. Know where fire extinguishers are and how to use them. Have smoke and carbon monoxide detectors.
- ☐ Create an emergency plan with your family that includes:
  - ▢ A communication plan
  - ▢ An evacuation plan
  - ▢ An emergency financial plan
  - ▢ Alternate transportation plans
- ☐ Practice your plans with your family!
- ☐ Create an emergency supplies kit of food, water and supplies for your home, car and your workplace.
- ☐ Know the emergency plans at your children's school, child care, etc.
- ☐ Learn first aid and CPR.



### Emergency Supplies Checklist

- ☐ Keys - extra set of car and house keys
- ☐ Water - 3 days to 1 week supply - 1 gallon/person/day
- ☐ Food - 3 days to 1 week supply of non-perishable food, manual can opener, utensils
- ☐ First Aid kit - with manual and medical supplies
- ☐ Radio - extra batteries
- ☐ Flashlights - extra batteries, matches, lighter
- ☐ Medications - over-the-counter, prescriptions and prescription lists
- ☐ Cash and important documents - small bills, coins, deeds, insurance papers, family photos, medical cards, etc.
- ☐ Clothing and sturdy shoes, bedding, and personal hygiene items
- ☐ Tools - adjustable wrench, fire extinguisher, sturdy gloves, whistle, small mirror, etc.
- ☐ Sanitation and hygiene supplies
- ☐ Special needs - supplies for kids, pets, seniors, and people with disabilities
- ☐ Out-of-state contact list

Please visit the web site for the American Red Cross for further emergency preparedness information at: [www.redcross.org](http://www.redcross.org)

## Emergency Contacts

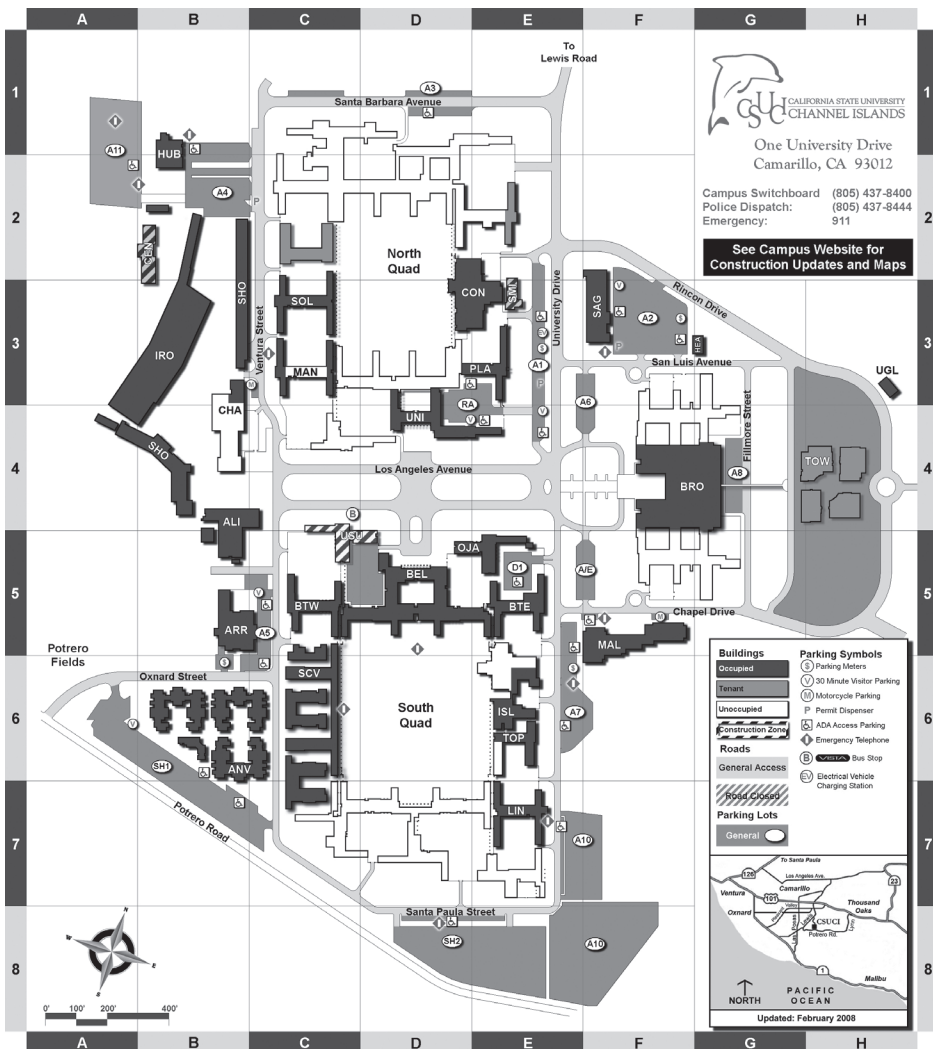
- ➡ **911** (From a campus phone)
- ➡ **(805) 437-8444** (From a cell phone to reach CSUCI Police)
- ➡ **Emergency “Blue Light” phones** (activate the phone and you will be connected to CSUCI police).

## Emergency Information Updates

- ➡ **(805) 437-8400**
- ➡ **<http://www.csuci.edu>:** CSUCI web home page will display emergency bulletins.
- ➡ Emergency Alert System (EAS):  
**KVEN 1450 AM**  
**KHAY 100.7 FM**  
**KMLA 103.7 AM** (Spanish)

## Non-Emergency Numbers

- ➡ **(805) 437-8444** CSUCI Police Department
- ➡ **(805) 437-8847** CSUCI Environmental Health & Safety
- ➡ **(805) 437-8960** CSUCI Operations, Planning & Construction
- ➡ **(805) 339-2234** American Red Cross
- ➡ **(805) 981-5331** Ventura County Public Health



| Building | Address           | Grid |
|----------|-------------------|------|
| ALI      | Aliso Hall        | B4   |
| ANV      | Anacapa Village   | B6   |
| ARR      | Arroyo Hall       | B5   |
| BEL      | Bell Tower        | D5   |
| BRO      | Broome Library    | F4   |
| BTE      | Bell Tower East   | E5   |
| BTW      | Bell Tower West   | C5   |
| CEN      | Central Plant     | B2   |
| CHA      | Chaparral Hall    | E3   |
| CON      | Conference Center | G3   |
| HEA      | Health Center     | E6   |
| HUB      | University Hub    | B1   |
| IRO      | Ironwood Hall     | C4   |
| ISL      | Islands Café      | B3   |
| LIN      | Lindero Hall      | E7   |

| Building | Address                  | Grid |
|----------|--------------------------|------|
| MAL      | Malibu Hall              | F5   |
| MAN      | Manzanita Hall           | C3   |
| OJA      | Ojai Hall                | E5   |
| PLA      | Placer Hall              | E3   |
| SAG      | Sage Hall                | F3   |
| SCV      | Santa Cruz Village       | C6   |
| SHO      | Shops                    | B3   |
| SMI      | Smith Decision Center    | E3   |
| SOL      | Solano Hall              | E3   |
| TOP      | Topanga Hall             | C6   |
| TOW      | Town Center              | H4   |
| UGL      | University Glen Sales    | H3   |
| UNI      | University Hall          | D4   |
| USU      | University Student Union | C4   |



One University Drive  
Camarillo, CA 93012-8955  
(805) 437-8444  
[www.csuci.edu/police](http://www.csuci.edu/police)