CALIFORNIA STATE UNIVERSITY, STANISLAUS

EMERGENCY PROCEDURES

24-HOUR EMERGENCY ASSISTANCE
Call 9-1-1 or use an Emergency Blue Light Call Box

EMERGENCY INFORMATION (recorded line)
Call 1-877-STAN-411
Web: www.csustan.edu/emergency
Prepare Yourself for an Emergency

1. Call 9-1-1 for emergency assistance. Know the location of emergency blue light call boxes.
2. Become familiar with building evacuation plans and the name of your Building Marshal. Available at www.csustan.edu/emergency.
3. Identify the location of evacuation gathering areas outside campus buildings, see map below.
4. Know your Departmental Emergency Contact Phone Tree plan; keep the contact numbers updated and activate it in an emergency.
5. Identify the location of evacuation chairs and fire extinguishers in your building.

Workplace Violence

The California State University, Stanislaus is committed to creating and maintaining a working, learning, and social environment for faculty, staff, and students, which is free from violence. The University has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property.

Violence and threats of violence include, but are not limited to:
1. Any act that is physically assaulting; or
2. Any threat, behavior or action which is interpreted by a reasonable person to carry the potential:
   • To harm or endanger the safety of others;
   • To result in an act of aggression; or
   • To destroy or damage property.

Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report violence, acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person or property, to their supervisor, the office of Human Resources (667-3351) or the University Police (667-3114).

De-Escalate Tense Situations

It is possible to avoid increasing tension with some simple techniques of self-control.

• Stay calm
• Don’t be condescending
• Use “I” talk rather than “you” talk
• Don’t meet confrontation with equal confrontation – avoid arguing

Report Concerns

Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report violence, acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person or property to:

• their supervisor and/or the office of Human Resources (667-3351)
• Student Judicial Affairs Office (667-3177)
• University Police (667-3114)

Prepare for Possible Danger

In the event you are INDOORS when an act of violence occurs you should take the following actions:

• If it is determined that it is safer to remain in the classroom or office then efforts should be made to lock/barricade the doors and windows of the room. Stay away from exposed windows and doors. Remain in place until directed to leave by University Police, a Building Marshal, or a recognized person of proper authority.
• If you witness the incident notify the University Police at 9-1-1
• Members of the campus community should not attempt to negotiate, physically contact a potentially violent suspect or exchange themselves for hostages.
• If the incident results in the evacuation of a building, follow the directions of the Building Marshal and/or University Police.
• Faculty should try to keep their class together when an evacuation is ordered.

Sexual Assault / Workplace Violence
Sexual Assault

HOW TO REPORT

1. Victims are encouraged to confidentially report incidents of sexual assault, including date or acquaintance rape and gang rape to the University Police, a supervisor or lead.
2. Every attempt should be made to preserve any physical evidence of the assault. This may include not showering or bathing, not leaving the scene of the incident, and not disposing of any damaged clothing, or other items.
3. The University Police will immediately initiate a criminal investigation of on-campus sexual assaults.

CONFIDENTIAL ASSISTANCE

A Victim’s Advocate (VA) will be assigned to provide non-investigatory victim’s assistance. The functions of the VA are informal and advisory, aimed solely at aiding the person seeking assistance, information or advice. The VA will not investigate nor adjudicate complaints of sexual assault or rape. The VA will assist the victim in changing academic and living situations after a sexual assault, if requested, and where reasonable accommodations can be made. Victims may be referred for VA services voluntarily and confidentially by the campus counseling center, student health center, local police department, or other persons of authority on campus.

LOCAL RESOURCES

24-Hour Emergency

University Police (9-1-1)
Stanislaus County Rape Crisis (209) 527-5558
Merced County Rape Crisis (209) 722-4357
San Joaquin Cty. Rape Crisis (209) 465-4997

Non-Emergency

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Domestic Violence

Haven Women’s Center (209) 522-0331
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Women’s Center of SJ (209) 941-2611

DISCIPLINARY ACTION PROCEDURES

The following disciplinary action procedures may be imposed on recognized individual students, student organizations, and/or university faculty and staff members found guilty of sexual assault:

1. Expulsion from the university
2. Suspension or probation
3. Withdrawal of university recognition
4. Informing an organization’s national or regional offices
5. Disbanding of local chapter to which the individual is affiliated
6. Prohibiting participation in campus activities
7. Performance of community service
8. Dismissal from employment
9. Loss of all university privileges
10. Psychological counseling or assessment

Prepare for Emergencies
Evacuation

WHEN...

1. You hear an alarm and/or see the flashing strobe lights.
2. You are notified by verbal notice from an Instructor, Building Marshal, Public Safety Personnel, Facilities Services staff, your Supervisor or Lead.

HOW...

1. Safely walk to the nearest exit and go to an evacuation gathering area away from the building (see map under the Prepare for an Emergency section) then wait for further instructions.
2. Stay out of the way of emergency personnel and follow their instructions.
3. Immediately notify University Police or other emergency response personnel if you know of a disabled or injured person needing assistance.

To Report a Crime

1. Call the Police by dialing 9-1-1 or by using an emergency blue light call box. For non-emergency crime reports call 667-3114 (Turlock Campus University Police) or 993-3469 (Stockton Campus Securitas Security).

2. Give your name, location and describe the situation. Please remain on the line until directed to hang up.

PERSONAL SAFETY

1. If you are working after hours, or on weekends, you may notify the University Police or security personnel on arrival, advise your location, and approximately how long you will be working. The University Police Officer on patrol will periodically drop in to check on you, if they know you are present.

2. Lock the door of the room in which you are working.

3. When leaving a building at night use the free safety shuttle service available after dark, Monday–Thursday nights until 11:00pm. After 11:00pm, call the Turlock Campus University Police and request a personal escort 667-3114 Stockton Campus Securitas Security 993-3469.

Hazardous Materials / Report a Crime
Hazardous Materials Leaks / Spills

**FLAMMABLE • TOXIC • CORROSIVE • REACTIVE**

If there is a spill, leak or fire involving hazardous material, the following steps should be taken immediately:

A. Confine the spill, leak, fumes or fire by shutting the room door. Do no touch and avoid contact with the material. If time permits, locate the MSDS (Material Safety Data Sheet) for any identifiable materials. You can find it online at: http://csustan.chemwatchna.com.

B. Sound the building fire alarm so evacuation can begin.

C. Call the University Police at 9-1-1 (Turlock Campus) or 993-3469 (Stockton Campus Securitas Security) from any campus phone, or use an emergency blue light call box. Give your name, department, location of the emergency, nature of the incident, and description of the material.

D. Safely walk to the nearest exit and go to an evacuation gathering area away from the building (see map under the Prepare for Emergencies section) then wait for further instructions. Do not return to the building until instructed that it is safe to do so.

E. Even SUSPECTED hazardous material leaks or suspicious odors should be reported.

**SPECIAL NEEDS...**

1. Wheelchair users or other disabled persons should prepare for emergencies, in advance, by instructing a University official or employee of any special needs for emergency evacuation.

2. Move toward the nearest emergency exit.

3. When a wheelchair user and/or other disabled person reaches an obstruction, such as a staircase, they should request assistance from others in the area.

4. If assistance is not immediately available, the wheelchair users and/or other disabled person should stay visible in an exit corridor or on an outdoor landing. They should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle (provided free by the UPD) or have other means of attracting the attention of others.

   Special evacuation chairs (Evacu-Trac) are available in multi-story buildings to evacuate a disabled person DOWN stairs. The chairs are typically located near main stairways with instructions inside the cabinet. Contact the University Police for training.

Evacuation
Bomb Threats

A. If you should spot a suspicious object, package, etc., call 9-1-1 and report it. Do not touch, tamper with or move a suspicious item.

B. If you are notified by telephone of a bomb within a building, do not hang up the line. Immediately go to another phone to contact the University Police.

C. If deemed necessary building evacuation will be directed by the University President or designee; **classes would remain in session and meet in an alternate location.**

D. If your building is evacuated, do not attempt to re-enter until clearance authorization has been given by University Police personnel.

E. Immediately notify University Police personnel if you know a disabled or injured person needs assistance.

Earthquakes

1. Stay indoors during the shaking. Take cover under a table or desk, or stand in a doorway away from falling objects or breaking glass.

2. After the shock subsides, carefully go outside well clear of building, trees and other structures.

3. Do not use elevators.

4. Follow the instructions of emergency service workers.

5. Immediately notify University Police or other personnel if you know of a disabled or injured person needing assistance.

Fire / Earthquake
1. If you see a fire or smell smoke, immediately call 9-1-1 and/or activate the nearest fire alarm. You may also use the emergency blue light call boxes to contact the Police (Turlock Campus).

2. If the fire is small and you are trained, you may choose to use a fire extinguisher or a building fire hose to put it out provided ALL of the following conditions are met:
   1) The fire alarm has been activated
   2) All occupants have been evacuated
   3) If the fire is small (waste basket size) and has not spread
   4) You have the correct type of extinguisher
   5) Your exit is clear and you can extinguish the fire with your back to the exit door

3. When you hear an alarm, walk to the nearest exit notifying others of the fire on your way.

4. Go to an evacuation gathering area away from the building (see map under the Prepare for an Emergency section) then wait for further instructions.

5. Immediately notify University Police or Firefighters on the scene if you suspect someone may be trapped inside the building.

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**BOMB THREAT CHECKLIST**

Date: 

Call received by: __________________________ Dept.: __________ Phone No: __________

QUESTIONS TO ASK:

1. When is the bomb going to explode?
   - _Calm_ _Nasal_ _Loud_
2. Where is it right now?
   - _Angry_ _Stutter_ _Normal_
3. What does it look like?
   - _Excited_ _Lisp_ _Distinct_
4. What kind of bomb is it?
   - _Slow_ _Raspy_ _Accent_
5. Did you place the bomb?
   - _Rapid_ _Deep_ _Soft_
6. Why?
   - _Ragged_ _Laughter_ _Crying_
7. What is your address?
   - _Slurred_ _Clearing Throat_
8. What is your name?
   - _Disguised_ _Deep Breathing_

EXACT WORDING OF THREAT:

________________________________________

________________________________________

THREAT LANGUAGE:

- _Well Spoken_ _Taped_ _Foul_
- _Incoherent_ _Irrational_ _Educated_
- _Long Distance_ _Message read by threat maker_

REMARKS:

________________________________________

CALLERS VOICE:

- _Calm_ _Nasal_ _Loud_
- _Angry_ _Stutter_ _Normal_
- _Excited_ _Lisp_ _Distinct_
- _Slow_ _Raspy_ _Accent_
- _Rapid_ _Deep_ _Soft_
- _Ragged_ _Laughter_ _Crying_
- _Slurred_ _Clearing Throat_
- _Disguised_ _Deep Breathing_

- _Familiar_ _Cracking Voice_

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- _Street_ _Machinery_ _Clear_
- _Static_ _PA System_ _Voices_
- _Booth_ _Music_ _Motor_
- _Animal Noises_ _House Noises_
- _Office Machinery_ _Other_

OTHER INFORMATION:

- Gender of Caller: _Male_ _Female_
- Race/Ethnicity:
- Age: ________ Length of call: 
- Time: __________ Date: ________

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**Bomb Threats**
WHEN TO CALL 9-1-1

1. Persistent or sudden chest pain
2. Breathing emergencies (choking, etc.)
3. Uncontrollable bleeding
4. Severe altered level of consciousness
5. Life-threatening injuries, such as injuries from falling, severe head injuries, severe burn, etc.
6. If you are in doubt about the seriousness always call 9-1-1

HOW TO HELP

1. CHECK the scene and assess the situation
2. CALL 9-1-1
3. CARE with First-Aid (if you are trained and permission is granted by the injured)
4. Have someone direct Police and medical personnel to the scene
5. Remain with the victim until emergency personnel arrive

Power Outages / Medical Emergencies

EMERGENCY ALERTS AND INFORMATION

Call (toll free) 1-877-STAN-411 (877-782-6411) for recorded updates regarding present campus wide emergency response information.

IF POWER GOES OUT DURING THE DAY...

1. It may take two hours or more before the problem is solved.
2. Emergency exit corridor lighting and fire alarms will operate in most buildings.
3. Employees should activate their Departmental Emergency Contact Phone Tree to consult with their supervisor and share information.
4. Enclosed offices without lights should not be occupied. Where lighting is adequate employees will be expected to continue working.
5. The Main Dining facility will be open where periodic informational updates will be shared.
6. Use battery flashlights for illumination (no candles or open flame devices).
7. If you leave your office, take your valuables with you and lock the door behind you.
8. Use the stairs until power is restored.
9. Building Marshals and Monitors access the Emergency Radio Network to report to Public Safety and to transmit emergency information.

IF POWER GOES OUT AFTER DARK...

1. Students and employees are expected to leave campus immediately.
2. Course instructors are the primary source of information for their students.
3. Employees should activate their Departmental Emergency Contact Phone Tree to consult with their supervisor and share information.

Medical Emergencies

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3. When you hear an alarm, walk to the nearest exit notifying others of the fire on your way.

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3. What does it look like?     __Excited  __Lisp  __Distinct
4. What kind of bomb is it?     __Slow  __Raspy  __Accent
5. Did you place the bomb?     __Rapid  __Deep  __Soft
6. Why?       __Ragged  __Laughter  __Crying
7. What is your address?     __Slurred  __Clearing Throat
8. What is your name?

**EXACT WORDING OF THREAT:**

**CALLERS VOICE:**

__Calm  __Nasal  __Loud
__Angry  __Stutter  __Normal
__Excited  __Lisp  __Distinct
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__Disguised  __Deep Breathing
__Familiar  __Cracking Voice
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__Street  __Machinery  __Clear
__Static  __PA System  __Voices
__Booth  __Music  __Motor
__Animal Noises  __House Noises
__Office Machinery  __Other

**OTHER INFORMATION:**

Gender of Caller:  __Male  __Female
Race/Ethnicity:
Age:    Length of call:  
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Hazardous Materials / Report a Crime
Sexual Assault

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