

# Business Continuity and Disaster Recovery Plan

**OFFICE OF SECURITY  
DEPARTMENT OF OPERATIONS**

*Updated 1/22/2026*

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## PREFACE

The purpose of this plan is to define the recovery process developed to restore CHSU's critical university functions. The plan components detail CHSU's procedures for responding to an emergency, which affects CHSU's ability to deliver core services to our students, employees, and constituents or our ability to meet financial, legal, or regulatory requirements.

## OBJECTIVES OF THE PLAN

- Facilitate timely recovery of core university functions
- Protect the well-being of our students, employees, and constituents
- Minimize financial loss
- Maintain public image and reputation
- Minimize loss of data
- Minimize the critical decisions to be made in a time of crisis

## BACKGROUND

CHSU faces a variety of risks from disasters and events that can disrupt its mission. Mission-critical (essential) functions are those which, stated or implied, are required to be performed to carry out the operations of the university. The purpose of this plan is to ensure that any loss to the university is minimized, its constituents continue to be served, and administrative operations are resumed safely and effectively.

This plan must be maintained at an elevated level of preparedness and be ready to be implemented without significant warning. It is based on the university's essential functions and serves as an operational guide to facilitate: the relocation of university employees to an alternative location, if appropriate, and back up critical systems and vital records so that the essential functions of the university can be restarted. This plan describes the processes and procedures needed to support continuation of essential functions. This plan also serves in conjunction with the CHSU emergency response plan in the event of an identified emergency by each college.

## GUIDING PRINCIPLES

- *Continuity of student learning* – Ensure consistent delivery of academic education and related support services to students (existing and prospective) within the current and projected capacity of the University.
- *Health and well-being of students, employees, and constituents* – Ensure the health, safety, and well-being of students, university employees, and constituents through policy, work-place practices, and employee benefits programs.
- *Protection and preservation of university assets* – Ensure that measures are in place and readily implemented for the protection and preservation of physical, financial, intellectual, and intangible properties and assets of the University, including its reputation, public relations, and accumulated good-will.
- *Critical functions* – Maintain to the extent of available resources, those functions of the University that, when not delivered or not performed within a specified time period would result in the unmanageable curtailment, suspension, or termination of university operations.

## **BUSINESS CONTINGENCY PLANNING TEAM**

The following individuals are designated plan coordinators for their respective departments and are responsible for the execution of this plan in a qualified disaster. The role of these members is to ensure services continue for their areas of responsibility both during and after a disaster.

Director of Security – **Matthew Basgall**

Controller – **Sidra Fareed**

Vice President of Human Resources – **Carlita Romero Begley**

Events and Development Coordinator –**Mia Muñoz**

Director of Academic and Student Affairs, College Biomedical Sciences and Health Professions – **Dr. Rosemary Sanchez**

Associate Dean, College of Biosciences and Health Professions; Interim VP of Research; ALO - **Dr. Sree Pattipati**

Assistant Dean, Student Affairs & Enrollment, College of Osteopathic Medicine – **Dr. Ken Smith**

Interim Chief Academic Officer; Vice President of Health Affairs; Dean of College of Osteopathic Medicine - **Dr. John Graneto**

Associate Dean, Osteopathic Clinical Education and Simulation, College of Osteopathic Medicine – **Dr. Lisa Chun**

Director of Simulation Center – **Nanami Yoshioka**

Facilities Coordinator – **Kristi Inchaurregui**

Director of Information Technology – **Gerald Golstein**

## **CHSU SAFETY, SECURITY AND EMERGENCY RESPONSE POLICY**

### **I. POLICY STATEMENT-**

California Health Sciences University ("CHSU") is committed to the safety of its students, faculty, staff, administrators, visitors, and neighbors. CHSU understands its responsibility to take steps to preserve the safety and security of members of the campus community and to respond to emergencies in a way that minimizes the impact on life, and ensures the safety of the campus community, and campus mission.

This policy outlines general safety and security measures for this campus. Additionally, in preparation for emergencies, CHSU has developed the Emergency Response Plan ("Emergency Plan") contained in this policy to enhance its capability to prepare for, respond to, and recover from all types of emergencies. The Emergency Plan describes the organizational framework, guidance, and authority for responding to and recovering from an emergency. It provides for the coordination of campus services and the use of available resources to minimize the effects of an emergency on life, property, and the environment. This plan is not all-inclusive but is intended to provide a systematic approach for responding to emergencies. CHSU recognizes the need for ongoing safety, security and emergency planning and this policy will be reviewed and revised on an annual basis.

## **II. FOUNDATIONAL BASIS FOR EMERGENCY RESPONSE PLANNING**

In the event of an emergency, the definitions and information in this section shall form the foundational basis for CHSU's Emergency Plan.

### **A. Emergency Incidents Defined**

An emergency incident is defined as an occurrence or event, natural or human-caused, which requires a response to protect life or property. An incident may evolve into an emergency when the event overwhelms or nearly overwhelms day-to-day resources, plans, and personnel in place to manage them, while causing a significant disruption of normal business in all or a portion of the campus. Incidents and emergencies can range from a small utility failure or criminal act that can be handled locally to a major flood, earthquake or chemical/biological release that may exceed internal capabilities and require external response support.

### **B. Planning Assumptions**

The following assumptions provide the basis for emergency planning at CHSU:

- 1) Major roads, overpasses, bridges, and local streets may be damaged or littered with debris; thus, vehicular traffic may be congested causing a delay in response or resource deployment.
- 2) Critical infrastructure (e.g., electricity, sewer, gas, and public transportation) may be interrupted and/or inoperable, causing a delay in response or resource deployment.
- 3) Communication lines will be impacted and contact with families and households of the campus community may be interrupted.
- 4) Buildings and structures may be damaged, causing injuries and displacement of people.
- 5) Due to unsafe travel conditions, individuals may be unable to leave the campus.
- 6) Normal food service operations may be inadequate to meet campus needs during an emergency.
- 7) Resource availability may become strained or depleted. Regional and local supplies may not be available to deliver materials. As a result, the response operations and duration of the recovery may be affected.
- 8) Emergency conditions that affect the campus will likely affect the surrounding community, including the cities of Clovis and Fresno.
- 9) Emergencies may result in the appearance of spontaneous volunteers and/or donations.
- 10) Depending on the complexity of the incident and areas at risk, the decision may be made to suspend classes and campus activities, as well as evacuate some or all areas of the campus.
- 11) Many faculty members, staff, and administrators may be incapacitated or otherwise unavailable to provide support.

### C. Phases of Emergency Management

The Emergency Plan relies on the phases of emergency management described below:

- i. Preparedness is the process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively. Preparedness includes establishing procedures, protocols, plans, and agreements; training; and acquiring and maintaining resources.
- ii. Response is the actual real-world emergency deployment of personnel and equipment to save lives, protect property and contain and stabilize the incident. Response involves alert and warning, search and rescue, emergency medical care, firefighting, security, providing shelter, removing debris, and restoring critical services/functions.
- iii. Recovery entails the short- and long-term actions necessary to return all systems to normal conditions. This includes repairing/rebuilding infrastructure, applying for disaster reimbursement, and restoring the administrative, instructional and research environment.
- iv. Mitigation includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g., hazard identification, floodplain mapping, land use planning).

### D. Institutional Priorities

For every emergency incident, campus leaders and response personnel shall collaborate to make decisions and implement operational plans based on the specific needs of the incident. To guide these decisions and to provide the basis for determining the allocation of limited resources, the University has established the following institutional response priorities in the following order of importance:

- i. Protection of life and safety — reduce the risk of death or injury to members of the CHSU community and emergency responders.
- ii. Incident Stabilization — contain the incident to keep it from expanding or getting worse.
- iii. Property and Environmental Preservation — minimize damage to property and the environment.
- iv. Mission Continuity/Resumption — re-establish instruction, research, student rotations and other mission-critical activities with minimal disruption.

### E. Campus Procedures for Specific Emergencies

CHSU's Operations Department maintains specific procedures for the following emergencies:

- **Power Outage**
- **Earthquake**
- **Fire**
- **Bomb Threat or Suspicious Object**
- **Active Shooter**
- **Hazardous Materials Release**
- **Medical Emergency**

**F. Individuals with Disabilities or Others with Functional or Access Needs**

CHSU is committed to ensuring access, integration, and inclusion of individuals with functional needs into all phases of the emergency management process — mitigation, preparedness, response, and recovery.

Individuals with functional or access needs are defined as campus community members who may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who are disabled, elderly, minors, from diverse cultures, transportation disadvantaged, non-English speaking, or those with limited English proficiency. Individuals with functional or access needs who are unable to evacuate during an emergency should be instructed as follows:

- i. Stay calm and take steps to protect yourself.
- ii. Call 911 and explain where you are.
- iii. If you must move, then:
  - a. Move to a safe location, like an exterior enclosed stairwell.
  - b. Request other people exiting to notify the Fire Department of your location.
  - c. Do not use elevators during an emergency.
  - d. Once outside, move away from the building to allow others to exit.
  - e. Do not return to an evacuated building until given clearance by emergency personnel.

### **III. GOVERNANCE AND AUTHORITY REGARDING EMERGENCIES**

This section provides an overview of the governance and authority upon which the Emergency Plan is based, including various levels of emergencies, disaster response authority, and declaration of a campus emergency.

Protecting facilities, equipment and vital records is essential to restoring CHSU's operations once an emergency has occurred. Only members of the Emergency Response Team will authorize, supervise, and perform a facility shutdown.

#### **A. Levels of Emergency**

Given the potential day-to-day hazards that may affect CHSU, a tiered approach has been established to define the appropriate response to any campus emergency. Each of the response levels is relative to the magnitude of the emergency. This approach is flexible enough to be used in any emergency response situation regardless of the size, type, or complexity.

##### **1. Routine Emergency Incidents**

Routine incidents occur on campus with some frequency (i.e., a broken beaker, etc.) and are often handled by appropriate members of the CHSU administration, such as the deans, a department chair or facilities management. These incidents are handled through normal campus response procedures and do not require additional resources outside of the campus. For routine incidents, the scope of the incident is well-defined, and it can be resolved within a short time. Specific procedures relating to routine responses are developed and maintained by appropriate members of the CHSU administration, including the deans, department chairs and/or Operations Department.

##### **2. Limited Emergency**

Limited emergencies are those incidents that significantly impact the campus, are complex or require interaction with outside response organizations (e.g., fire, police, ambulance) or require a more prolonged and/or serious response than CHSU can manage alone. These incidents include extended power outages affecting single or multiple buildings, regionalized flooding, and hazardous material releases. Limited emergencies are handled by the President or the President's designee.

##### **3. Major Emergency**

Major emergencies include incidents where many, if not all, of the campus is impacted, normal campus operations are interrupted, response and recovery activities will continue for an extended period, and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within the Emergency Plan, below.

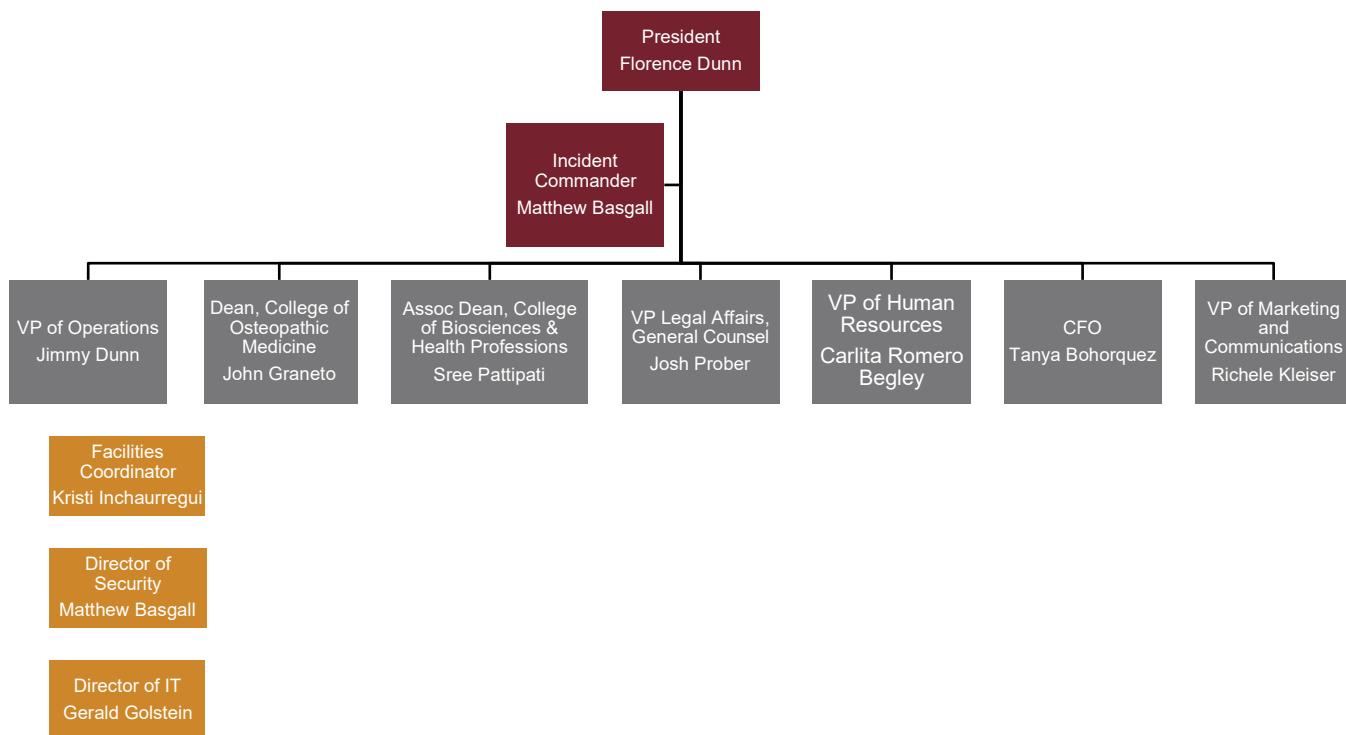
#### **IV. DELEGATION OF AUTHORITY & CHSU'S EMERGENCY RESPONSE TEAM**

The overall authority for implementing safeguards, security, and emergency response for major emergencies rests with the President. Members of the administration designated by the President to assist with the emergency response are part of the CHSU Emergency Response Team ("CHSU ERT"). The CHSU ERT shall be made of the following persons:

- 1. President**
- 2. Deans of each college**
- 3. Heads of all University-level administration departments, including, but not limited to, operations, communications, business, and legal counsel**
- 4. Other members of the administration designated by the President**

#### **CHSU EMERGENCY RESPONSE TEAM (ERT)**

CHSU ERT is responsible for executive level oversight and internal decision-making during a major emergency. The President, in consultation with the Board and/or ERT, has the authority to direct and coordinate emergency operations and may delegate this authority to members of CHSU ERT. If the President is not available or is not reachable when an incident occurs, the line of succession for ultimate authority over emergency matters is as follows: (1) Dean, College of Osteopathic Medicine, (2) Dean, College of Biosciences and Health Professions.



**CHSU ERT CONTACT INFORMATION**

Name	Cell Number
Florence Dunn President	(559) 217-8645
John Graneto Dean of College of Osteopathic Medicine	(773) 972-3003
Sree Pattipati Associate Dean, College of Biosciences and Health Professions; Int VP of Research; ALO	(559) 682-8834
Jimmy Dunn Vice President of Operations	(559) 549-6357
Kristi Inchaurregui Facilities Coordinator	(559) 326-8002
Matthew Basgall Director of Security	(559) 352-6072
Carlita Romero-Begley Vice President of Human Resources	(559) 269-7159
Josh Prober Vice President of Legal Affairs, General Counsel	(312) 863-1806
Tanya Bohorquez Chief Financial Officer	(559) 549-6359
Richele Kleiser Vice President of Marketing and Communications	(559) 312-3892
Gerald Golstein Director of IT	(559) 545-6600

**Declaration of Campus Emergency:** The President, in consultation with members of the CHSU ERT, may declare a campus state of emergency when the following occurs:

1. Emergency conditions exist on or within the vicinity of the campus because of a natural or human-caused disaster, a civil disorder which poses the threat of serious injury to persons or damage to property or damage to property, or other seriously disruptive events; and
2. Extraordinary measures are required immediately to avert, alleviate, or repair damage to CHSU property or to maintain the orderly operations of the campus. Once a declaration of a state of emergency has been issued, authority for further execution of the Emergency Plan described in section V, below, transfers to the CHSU ERT.

**G. GENERAL SAFETY, SECURITY AND EMERGENCY PREPAREDNESS**

California Health Sciences University is located in a suburban area. CHSU has instituted certain security measures for faculty, staff, and student safety. All are encouraged to remain alert and cautious when on campus, keep personal items out of sight and to keep their vehicles locked. Below are general descriptions of the safety and security measures CHSU has implemented.

**A. Identification and Building Access Cards:** CHSU utilizes a card access system on all building entrances. Access cards are issued by CHSU administration to all employees upon hire and first-year students free of charge during orientation week. Access cards also serve as employee and student identification badges and are always required to be prominently displayed by employees and students above the waist, preferably in the California Health Sciences University upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of CHSU administration, staff, or faculty. Employees and students are prohibited from transferring access cards to other individuals, allowing others to use their access cards or granting access to individuals who are not members of the CHSU community. Employees/students are expected to keep their ID badges/access cards during their entire employment/educational career at the University but must return it to CHSU administration when their employment/enrollment ends. Employees must report lost, stolen or misplaced badges to the Office of Human Resources and students must be report lost, stolen or misplaced badges to their college-specific Student Affairs office.

**B. Campus Security Guards:** CHSU contracts with a third-party security company to provide security guards on campus, as needed for special events, and overnight. The facilities coordinator provides badge privileges to those assigned to CHSU.

**C. Emergency Evacuation Maps:** CHSU's Operations Department shall maintain campus evacuation maps, which identify the procedures for evacuating all buildings on campus.

**D. Injury Illness Prevention Plan:** In accordance with California law, CHSU's Office of Human Resources maintains an Injury Illness Prevention Plan, available upon request.

**E. First Aid Supplies, Defibrillators, Fire Extinguishers:** Non-emergency first aid supplies are in boxes mounted in various locations on campus. Members of the CHSU community have access to these boxes for non-emergency first aid supplies. Additionally, Automated External Defibrillators (AED) are also placed in various locations on campus. Fire exits and fire extinguishers are located and marked throughout all buildings. Elevators should not be used under any circumstances in the event of a fire. The CHSU Operations Department is responsible for overseeing the installation and maintenance of fire alarms, fire-prevention tools, first aid supplies and defibrillator. Tampering with any such equipment is forbidden and may result in disciplinary action.

**CHSU ERT Member Roles and Responsibilities**

**President** - Oversee implementation of the Emergency Plan and internal decision making of the ERT. Appoint the IC/UC liaison.

**Incident Commander Liaison** - Ensure all appropriate external emergency first responders have been notified. Coordinate with external emergency first respond and other government and non-profit agencies providing emergency assistance and coordinate law enforcement activities.

**Operations** - Initiate Rave Mobile Safety alert system to notify campus community regarding the emergency including a description of the nature of the incident, location, and actions to be taken by campus community members. Manage the movement of people, materials, and resources. Coordinate transportation resources. Protect, assess, and restore critical campus infrastructure. Coordinate debris management operations. Assess, repair, and restore energy and utility infrastructure and coordinate restoration with utility providers. Coordinate activities to support preparedness. Manage volunteer donations. Coordinate campus recovery initiatives. Coordinate construction and/or restoration of campus facilities.

**Communications** - Provide information to the public regarding status of emergency response. Coordinate media and community relations. Ensure the provision and coordination of voice and data communications in support of response operations. Facilitate the restoration of the communication infrastructure.

**Business** - Ensure tender of claims are timely reported to insurance carriers. Coordinate with members of the ERT to analyze and mitigate financial risk to the University, as needed. Document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting.

**Legal Counsel** - Coordinate with members of the ERT to analyze and mitigate legal risk to the University, as needed. Advise as to implementation of relevant policies and governance issues. Oversee CHSU's investigation efforts related to the emergency, if needed.

**Deans of the Colleges** - Oversee College-specific student services support to affected members of the student population. Provide access for students to mental health services required to address trauma and other emotional response to the emergency. Coordinate needs regarding off-campus students during the emergency. Advise ERT as to impact of decision-making on the student body. Decision-making regarding mitigation of disruption to education and education continuity.

## **V. THE EMERGENCY RESPONSE PLAN**

### **a. Roles and Responsibilities of Stakeholders**

This section outlines the general roles and responsibilities of students, faculty, and staff during an emergency.

#### **i. Students**

Students should be aware of their surroundings and familiar with CHSU's specific emergency response plans (e.g., fire response, active shooter response, earthquake response, etc.), which are contained in this policy and posted throughout campus. Students should also be familiar with building evacuation routes, exits and assembly points. Students are mandatorily enrolled in the Rave Alert system. Students should also have a personal emergency kit prepared in their homes and/or cars with basic first aid items, bottled water, and non-perishable food items available in the event of an emergency. Students involved in an emergency incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an emergency, students should call 911 as soon as possible, direct first responders to where the incident occurred if possible and cooperate fully with first responders.

#### **ii. Faculty and Staff**

CHSU faculty and staff are leaders for students and should be prepared to provide leadership during an incident. Faculty and staff should understand this Emergency Plan and building evacuation procedures in areas where they work and teach. Faculty and staff may often be the first people to arrive at an incident scene and are responsible or following standard operating procedures and contacting appropriate individuals. They should familiarize themselves with the basic concepts for personal and departmental incident response as outlined in departmental emergency response procedures. Faculty and staff involved in an incident should assess a situation quickly and thoroughly and employ common sense when determining how to respond. When responding, faculty and staff should follow departmental emergency procedures. Faculty and staff are to report emergencies by calling 911. Faculty and staff should direct first responders to where the incident occurred if possible and cooperate fully with first responders. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately and, if safe to do so, to aid students in evacuating the building.

### **b. External Emergency First Responders**

The university does not maintain internal emergency response professionals such as fire, police or emergency medical personnel, so it relies on external agencies as first responder(s) for fire, police, and emergency medical services. The first responder to arrive at the scene of an incident will establish and assume the position of Incident Commander ("IC"). The IC has overall responsibility for on-scene operations for the incident, which is usually leadership staff from the fire or police department. If the incident is large or requires multiple agencies or departments, a unified command of primary response agencies ("Unified Command" or "UC") may take responsibility for the overall field operations. Depending on the situation, the IC or UC may conduct operations from an on-scene Incident Command Post ("ICP"). The ICP is a location where field staff convenes meetings, arriving resources check-in, and CHSU Emergency Response Team communicates with the IC or UC about the incident.

**c. Emergency Notification System**

The University uses Rave Mobile, a web-based messaging service, for expedient emergency communications. Rave Mobile has the capability to simultaneously send messages via the following channels:

- SMS Text Message
- Email

The method of communication used for Rave Mobile alerts will be determined by the person sending the alert and will be based on the nature of the incident. Authorized users will log-in to Rave Mobile using previously issued credentials to send emergency notifications and timely warnings. After the initial emergency notification, the University will disseminate emergency information to the larger community using the University website, social media and/or traditional media outlets. Timely information shall inform the community of the general status and progress of events.

**d. Emergency Notification Testing and Drills**

The University is committed to running regularly scheduled campus wide tests of the emergency notification systems to ensure University preparedness for emergency situations. As part of this process, the University will send a message to students and employees via SMS text message and email. This will help ensure that all emergency notification technology is maintained in a state of readiness, and that any problems are identified and remediated before an emergency occurs. All designated employees with responsibility to send an alert shall receive initial training in the procedures of sending emergency notification. The University understands that some employees may not be available in an emergency. The Director of Security maintains records of tests and training exercises. The records include a description of the test, the date and time and whether it was announced or unannounced.

**VI. EMERGENCY EVACUATION PROCEDURES**

Emergency evacuation procedures may be found in the University's Safety, Security, and Emergency Response Policy. This policy outlines general safety and security measures for the University campuses. The University maintains specific procedures regarding the following emergencies:

- Power outage
- Earthquake
- Fire
- Bomb threat or suspicious object
- Active shooter
- Hazardous materials release; and
- Medical emergency

Specific procedures that students and employees should follow in the event of an emergency are communicated through posters throughout the University, on the University website, and annual reminders sent via campus-wide email.

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**VII. RECOVERY STRATEGIES****a. Recovery strategies identified for CHSU's equipment and services:**

- Business functions will be recovered in priority sequence based upon the classification of the function as agreed with business senior management and implemented jointly.
- Communications concerning the recovery status will be coordinated through the Emergency Response Team (ERT) so that those executing the recovery will not be interrupted repeatedly for status.
- Purchase and acquisition of equipment and supplies needed for the recovery effort will be coordinated through University Operations.
- The contingency planning infrastructure will provide for coordination of travel arrangements, food and accommodations for individuals supporting the recovery effort.
- Non-critical CHSU functions identified by University Administration will be cleared without backup as necessary to support the recovery efforts.
- CHSU personnel from other sites may be called in to support the recovery efforts.
- In the event of a catastrophic event, IT Department will implement their disaster recovery process.

**b. Offsite Data Storage**

CHSU application systems, virtual servers, and data storage are primarily in cloud-based systems. The hosted applications have redundant and backup services as specified in the hosting agreements with the vendors. The virtual servers used for CHSU services in the Microsoft Azure Cloud are backed up and protected by Veeam backup and disaster recovery services. Veeam is hosted on a virtual machine in Microsoft Azure (private cloud). These backups are stored in Microsoft Azure in a secured database that also has backups and multi-geolocation recovery options enabled. The details on the backup frequency and recovery are documented in the Server Infrastructure + Backup Plan document in CHSUDocs SharePoint.

The Microsoft 365 applications including Outlook email and calendar, OneDrive, Teams, and SharePoint are run in the Microsoft online environment that has redundant servers for resiliency. Data retention and recovery rules are established for each of these services.

### VIII. VENDOR READINESS PLAN

CHSU relies on vendors to provide us certain equipment, supplies, materials, goods, or services. Some of these vendors are considered more critical than others.

<b>2500 Alluvial Avenue</b>			
<b>Vendor</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Email</b>
A1 Lock & Key	Marty Hinshaw	559-298-5625	<a href="mailto:Alloclock_key@yahoo.com">Alloclock_key@yahoo.com</a>
Alertus			Alertus.com
Allens Window Washing	Mary Nicquette	805-712-5555	<a href="mailto:marynicq@aol.com">marynicq@aol.com</a>
Cal-Tech	Dan	559-289-9527	<a href="mailto:dant@cal-tech.biz">dant@cal-tech.biz</a>
CIS	Brittney Sharp	559-495-3017	<a href="mailto:Bsharp@cissecurity.com">Bsharp@cissecurity.com</a>
Cintas	Ben Tirapelli	559-457-0183	<a href="mailto:TirapelliB@cintas.com">TirapelliB@cintas.com</a>
EMTS	Derik Jakusz	559-292-2900	<a href="mailto:DerikJ@eliteteamoffices.com">DerikJ@eliteteamoffices.com</a>
Fresno Plumbing		559-294-0300	
Good Cents Pest Control	Davina Richey	877-505-2847	<a href="mailto:goodcentspestcontrol@gmail.com">goodcentspestcontrol@gmail.com</a>
Hoffman Security	David Hoffman	209-384-3305	<a href="mailto:DavidH@hoffmansecurity.com">DavidH@hoffmansecurity.com</a>
Janitorial Inc	Jason Giel	559-647-7136	<a href="mailto:JGeil@geilenterprises.com">JGeil@geilenterprises.com</a>
Jorgensen		559-268-6241	
NESM	Mary Ann Para	559-268-7375	<a href="mailto:mparra@nesm.com">mparra@nesm.com</a>
Fire Solutions		559-275-4894	
RAVE			
RexMoore	Mike Valenzuela	559-294-1300	<a href="mailto:Mike.Valenzuela@rexmoore.com">Mike.Valenzuela@rexmoore.com</a>
San Joaquin Glass	Anthony Salcedo	559-268-7646	<a href="mailto:anthony@siglass.com">anthony@siglass.com</a>
San Joaquin Pest Control	Jason Oneto	559-291-2294	<a href="mailto:sjpestfresno@gmail.com">sjpestfresno@gmail.com</a>
Thyssen Krupp	Daniel Opfer	800-664-5438	<a href="mailto:daniel.opfer@tkelevator.com">daniel.opfer@tkelevator.com</a>

<b>120 N Clovis</b>			
<b>Vendor</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Email</b>
A1 Lock & Key	Marty Hinshaw	559-298-5625	<a href="mailto:Alloclock_key@yahoo.com">Alloclock_key@yahoo.com</a>
B&L Mechanical	Mike Ayala	559-268-2727	<a href="mailto:mayala@blminc.com">mayala@blminc.com</a>
Cintas	Ben Tirapelli	559-457-0183	<a href="mailto:TirapelliB@cintas.com">TirapelliB@cintas.com</a>
CIS	Brittney Sharp	559-459-3017	<a href="mailto:Bsharp@cissecurity.com">Bsharp@cissecurity.com</a>
Assemi Group	Derick Hudnall	559-892-7397	<a href="mailto:dhudnall@assemigroup.com">dhudnall@assemigroup.com</a>
Fresno Plumbing		559-294-0300	
Good Cents Pest Control	Davina Richey	877-505-2847	<a href="mailto:goodcentspestcontrol@gmail.com">goodcentspestcontrol@gmail.com</a>
Hoffman	David Hoffman	209-384-3305	<a href="mailto:DavidH@hoffmansecurity.com">DavidH@hoffmansecurity.com</a>
San Joaquin Glass	Anthony Salcedo	559-268-7646	<a href="mailto:anthony@siglass.com">anthony@siglass.com</a>
Stericycle		877-783-7493	
Valley Flooring	Al Link	559-297-5325	<a href="mailto:all@valleyflooring.net">all@valleyflooring.net</a>
Westech	Hollie Hunter	559-455-1720	<a href="mailto:hhunter@westechsys.com">hhunter@westechsys.com</a>

## **IX. TEMPORARY FACILITIES**

An offsite business operations center has been predetermined where members of the various business contingency teams and other CHSU personnel will assemble immediately after they receive notification. Access to this facility is controlled by senior CHSU management. This offsite business operations center contains either, 120 N Clovis or 2500 Alluvial. The offsite business operations center is located at:

- **CHSU Boardroom 317 - 2500 Alluvial Ave. Clovis, CA 93611**
- **Conference Room 3 - 120 N. Clovis Ave. Clovis, CA 93612 Teaching:**

The identified location of the temporary facilities (Clovis Community College and the Clovis Veteran's Memorial District) will be accessible for an extended period. CHSU will have access to the facility when it is determined that normal business operations will be non-functional. The facility must be made available within twenty-four (24) hours after CHSU provides written or verbal notice to vendor of intent to occupy the facility, and guaranteed occupancy shall be at least twelve (12) months as agreed upon within the MOU's. Every Emergency location will ensure that the minimum identified below will be available.

**Clovis Veterans Memorial District**

**Amy Cross, [Amyw@cvmdistrict.org](mailto:Amyw@cvmdistrict.org), (559) 299-0471**

**Clovis Community College**

**Kira Tippins, Dean of Student Services, [kira.tippins@cloviscollege.edu](mailto:kira.tippins@cloviscollege.edu), (559) 325-5265**

- Access to Power
- Internet capabilities: Fiber 100M
- PCs for documentation, letters, and cc: Mail
- Work area space
- Portable generator: 2500 Limited backup services for lights and IT.
- Normal business type supplies
- Emergency supplies such as water & first aid kits
- Basic set of tools
- Telephone: Microsoft Teams
- Bathroom Facilities

## **X. HAZARDOUS MATERIAL HANDLING**

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous material spill or release can pose a risk to life, health, or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

Identify and label all hazardous materials stored, handled, produced, and disposed of by your facility. Follow government regulations that apply to your facility. Material safety data sheets (MSDS) for all hazardous materials is attached to this report. The CHSU Policy will be followed as it pertains to Hazardous Materials.

Below procedures confirm procedures to notify management and emergency response organizations of an incident.

- CHSU emergency procedures posters are displayed on the walls of laboratory and other places. Required information is also provided during laboratory training.
- Establish procedures to warn employees of an incident.
  - Move away from the hazardous area.
  - Preferably move to upwind or uphill area.
  - Warn others to move away from the hazardous area.
- Establish evacuation procedures.
  - Evacuation procedures are explained during laboratory training.
  - Eye wash stations, first aid kits and fire extinguishers are placed in the laboratory.
  - Information of emergency exit routes and facilities are given to everyone who works in laboratory.
  - Emergency exit routes plan is pasted on the walls of laboratory and walkway corridors.
- List government agencies required to be notified of a hazardous materials spill
  - Call 911 for emergency assistance

### **Important contact information in emergency or non-emergency situations**

Contact	Hours	Phone Number
CHSU Security	24 Hours/Day	559-495-3000
Clovis Police Department – Emergency	24 Hours/Day	911
Fire Emergency	24 Hours/Day	911
Emergency Transportation to Emergency Room	24 Hours/Day	911
Lab Safety Officer-Dr. Sree Pattipati	Normal Business Hours	559-682-8834
California Poison Center	24 Hours/Day	911
VP of Operations	Normal Business Hours	559-549-6375

**CHSU has identified the below vendors for hazardous material containment and clean up. Vendor effectiveness will be reviewed annually.**

Contact	Hours	Phone Number
SERV PRO	24 Hours/Day	559-797-4041
Patriot Environmental	24 Hours/Day	1-800-624-9136
Stericycle	24 Hours/Day	1-909-743-5304

**XI. DISASTER RECOVERY AND FACILITY SHUTDOWN PROCEDURES**

This is generally a last resort but always a possibility. Improper or disorganized shutdown can result in confusion, injury, and property damage. Department heads are to follow established procedures for their areas of responsibilities. The ERT will be responsible for directing shutdowns.

- Considerations for a shutdown:
- The conditions that could necessitate a shutdown
- How a partial shutdown would affect other facility operations
- The length of time required for shutdown and restarting

**XII. INSURANCE**

Contact CHSU Accounting department for insurance:

**Tanya Bohorquez, Cell (559) 760-6332, Email: [tbohorquez@chsu.edu](mailto:tbohorquez@chsu.edu)**  
**Sidra Fareed, Cell (559) 281-8603, Email: [sfareed@chsu.edu](mailto:sfareed@chsu.edu)**

**XIII. RESUMING OPERATIONS**

The ERT for the affected operations will assess any remaining hazards and maintain security at the incident scene. The ERT will conduct an employee briefing relaying pertinent details of what happened, what business operations were affected and the plan for recovery.

- Additional notifications will be made to:
  - Employee's families about the status of personnel on the property
  - Off-duty personnel about work status
  - Insurance carriers about incident details
  - Appropriate government agencies

**XIV. DAMAGE ASSESSMENT**

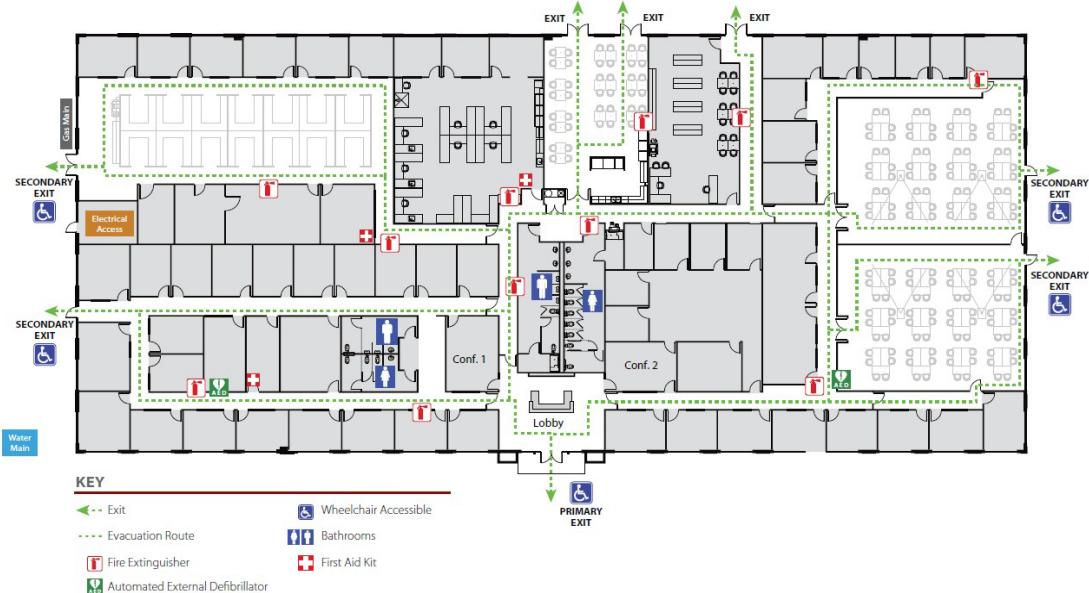
During the damage assessment phase, the Emergency Response Team will identify specifically who and what has been affected by the disaster. The Emergency Response Team will evaluate the event that has occurred and determine what personnel will be required to respond to the situation. The decision to activate the disaster recovery plan for the affected areas may be made at this point or after notification and review with the Emergency Response Team. The ERT will exercise the use of the Emergency Management team, after this initial situation evaluation has occurred.

As part of the damage assessment process, the risk assessment to the business will be evaluated. Considerations of engaging temporary facilities, equipment and vendors will be reviewed and a determination to enact recovery procedures will be determined by the Emergency Management Team and University administration.

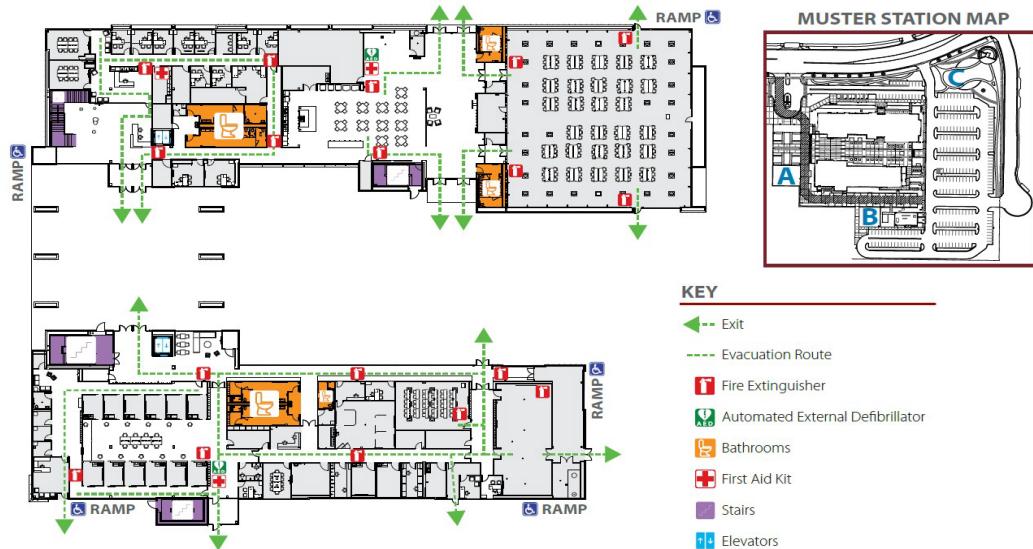
If after assessment it is determined that activation of the recovery plan is required, notification to the University Executive Team will be made. An authorized individual will immediately notify the affected site that the disaster has been DECLARED.

**XV. SITE MAP DOCUMENTATION**

120 CLOVIS AVENUE



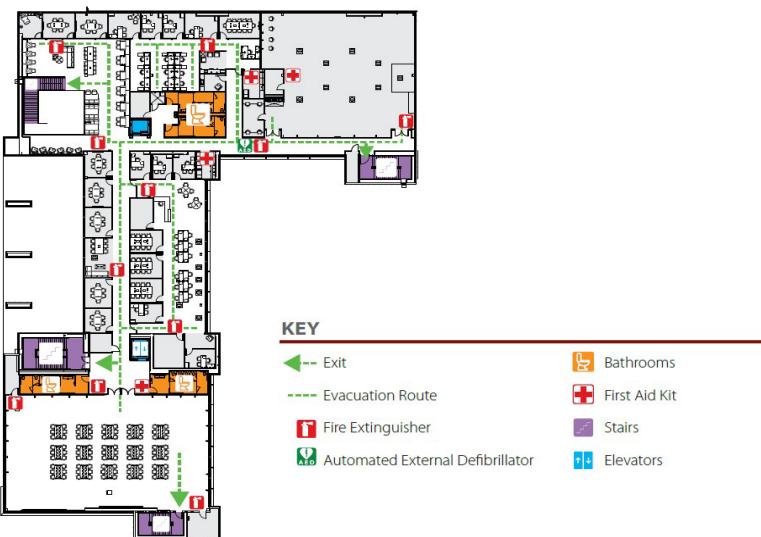
2500 Alluvial Avenue



**2500 Alluvial Avenue**



## EMERGENCY EVACUATION 2nd Floor



## EMERGENCY EVACUATION 3rd Floor



## XVI. TRAINING

All employees will review disaster preparation and emergency action plan procedures. New employees will be introduced to our emergency action plans via employee orientation. Annual training will approach a walk through to functional drills and an evacuation drill.

**Functional Drills** -- These drills will test specific functions such as medical response, emergency notifications, warning and communications procedures and equipment, though not necessarily at the same time. Facility shutdown procedures will be tested, reviewed, and modified as needed. Personnel are asked to evaluate the systems and identify problem areas.

**Evacuation Drill** -- Personnel walk the evacuation route to a designated area where procedures for accounting for all personnel are tested. Area Monitors are asked to make notes as they go along of what might become a hazard during an emergency, e.g., stairways cluttered with debris, smoke in the hallways. Plans are to be modified accordingly.

**Tabletop Training Exercise**--will be conducted annually and may involve local police and fire.

### Training Drills and Exercise Timeline 2026 (Subject to Change)

Drills	Dates
Alertus Notification	October
Fire and Evacuation	November/May
Lockdown/Alertus Test	December

Training	Dates
Bystander Intervention	January
Tabletop Exercise/Emergency Management	January
Alcohol/Substance Abuse	February
CSA	March
Sexual Assault/Stalking	April
Mental Health Awareness	May
Emergency Preparedness-Live Training	June
Workplace Violence	October
Domestic Violence	November

**APPENDIX A – University Perspective Vulnerabilities Assessment**

Hazard	Likelihood of Occurrence		Severity		
	Likely	Unlikely	High	Moderate	Low
<i>Natural Hazards</i>					
Earthquake	X			X	
Extreme Weather/Storm		X			X
Floods		X			X
Major Wildfire & Smoke	X			X	
Tornado		X	X		
<i>Technological/Man-made Hazards</i>					
Building Fire	X		X		
Power Outage	X			X	
Bomb Threat	X				X
Hazardous Materials	X			X	
Active Shooter	X		X		
Medical Emergency	X				X
Terrorism		X	X		
Utility/Telecom Failure (downed lines)	X			X	
Pandemic Health Emergency	X			X	
Civil Disorder	X			X	

**APPENDIX B – Emergency Contacts Information Sheet****Clovis Police Department**

Address: 1233 5th St

City: Clovis

State: CA

Zip: 93612

Phone: (559) 324-2800

**For Emergency Call 911**

**Clovis City Fire Station 5**

Address: 790 N Temperance Ave.

City: Clovis

State: CA

Zip: 93611

**Phone: (559) 324-2235**

**American Ambulance**

Address: 2911 E Tulare Ave.

City: Fresno

State: CA

Zip: 93721

**Phone: (559) 443-5900**

## APPENDIX C – Annual Audit

### EVALUATING AND MODIFYING THE BUSINESS CONTINUITY PLAN

CHSU conducts a formal audit of its entire plan annually in January. The issues to consider when reviewing our current plan include:

- Are the problem areas and resource shortfalls identified in the vulnerability analysis being sufficiently addressed?
- Does the plan reflect lessons learned from drills and actual events?
- Do members of the emergency management group and emergency response team understand their respective responsibilities?
- Have new members been trained?
- Does the plan reflect changes in the physical layout of the facility?
- Does it reflect new facility processes?
- Are photographs and other records of facility assets up to date?
- Is the facility attaining its training objectives?
- Have the hazards in the facility changed?
- Are the names, titles, and telephone numbers in the plan current?
- Are steps being taken to incorporate emergency management into other facility processes?
- Have community agencies and organizations been briefed on the plan?
- Are they involved in evaluating the plan?

### RESPONSIBILITY

The Vice President of Operations (or President's designee) shall be responsible for the implementation and maintenance of this plan.

**APPENDIX D - Material Safety Data Sheet (MSDS) - Fire Hazards**

Product Name	Manufacturer	Revision Date	CAS #	Date Added
AIR, COMPRESSED	MATHESON TRI-GAS, INC.	4/21/2021 12:00:00 AM		7/29/2021
272 Threadlocker High Strength	Henkel Corporation	6/17/2021 12:00:00 AM		7/23/2021
Ethanol, anhydrous, denatured, 90%, 5% methanol, 5% isopropanol	ALFA AESAR	3/11/2020 12:00:00 AM		6/6/2021
Buffer Solution pH 4.01 ± 0.02	Hach Company	4/14/2021 12:00:00 AM		5/19/2021
Formic acid HIGH PURITY GRADE	VWR International	3/31/2020 12:00:00 AM	64-18-6	5/13/2021
Nitric acid, fuming, 90%	ALFA AESAR	4/1/2020 12:00:00 AM	7697-37-2	5/13/2021
tert-Butyl alcohol, ACS	ALFA AESAR	2/14/2020 12:00:00 AM	75-65-0	4/20/2021
Reagent Alcohol ACS	VWR International, LLC	3/10/2021 12:00:00 AM		4/14/2021
Buffer Solution pH 7.00 ± 0.02	Hach Company	2/10/2021 12:00:00 AM		4/2/2021
Formic acid, ACS, 96+%	ALFA AESAR	2/14/2020 12:00:00 AM	64-18-6	4/2/2021
CLOTHESLINE FRESH LAUNDRY DETERGENT [3]	Spartan Chemical Company, Inc.	1/15/2021 12:00:00 AM		2/3/2021
2-Mercaptoethanol	ALFA AESAR	2/14/2020 12:00:00 AM	60-24-2	12/30/2020
1-Butanol	ALFA AESAR	2/14/2020 12:00:00 AM	71-36-3	11/25/2020
Acetonitrile LC-MS Grade For Liquid Chromatography- Mass Spectrometry OmniSolv	EMD Millipore Corporation	2/27/2020 12:00:00 AM	75-05-8	10/27/2020
Buffer Solution pH 10.01 ± 0.02	Hach Company	7/30/2020 12:00:00 AM		10/2/2020
Dichloromethane HPLC Grade	EMD Millipore Corporation	9/2/2019 12:00:00 AM	75-09-2	9/20/2020
Diethyl ether, HPLC Grade	ALFA AESAR	2/14/2020 12:00:00 AM	60-29-7	9/8/2020
Sulfuric acid 95-98%	VWR International	2/18/2020 12:00:00 AM	7664-93-9	8/21/2020
Acetone	Honeywell International Inc.	8/30/2019 12:00:00 AM	67-64-1	8/4/2020
Methanol	ALFA AESAR	2/14/2020 12:00:00 AM		7/16/2020
Trifluoroacetic acid	ALFA AESAR	2/14/2020 12:00:00 AM	76-05-1	7/10/2020
Ammonium formate	Fluka Chemical Company	1/15/2020 12:00:00 AM	540-69-2	6/5/2020

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DRYWALL PRIMER 5-GL	Rust-Oleum Corporation	5/28/2020 12:00:00 AM		5/31/2020
Isopropyl Alcohol	Honeywell International Inc.	9/6/2019 12:00:00 AM		5/31/2020
Glycerol	ALFA AESAR	2/14/2020 12:00:00 AM	56-81-5	3/16/2020
XCELENTE	Spartan Chemical Company, Inc.	10/28/2019 12:00:00 AM		2/10/2020
Acetonitrile	VWR Chemicals, LLC	6/11/2019 12:00:00 AM	75-05-8	12/13/2019
all Multi-Purpose Powder Detergent	Sealed Air Corporation	2/23/2016 12:00:00 AM		12/13/2019
Buffer Solution, pH 10.00, Color-Coded Blue	Fisher Scientific	1/27/2018 12:00:00 AM		12/13/2019
XYLEMES	Avantor Performance Materials, Inc.	6/24/2016 12:00:00 AM		12/13/2019
KIMCARE GENERAL* Luxury Foam Soap	Kimberly-Clark Corporation	12/22/2012 12:00:00 AM		10/8/2019
KLEENEX Green Certified Foam Skin Cleanser (11285, 35042, 91565, 91591 - All Green Seal Certified), KLEENEX Luxury Foam Fragrance and Dye Free Skin Cleanser (12565 - Green Seal Certified), KLEENEX Luxury Foam Frequent Use Hand Cleanser (6347)	Kimberly-Clark Corporation	3/9/2015 12:00:00 AM		10/8/2019
Q.T.	Hillyard Industries	9/2/2016 12:00:00 AM		10/8/2019
Mandarin Cranberry Premium Foam Soap	Hillyard Industries	6/10/2019 12:00:00 AM		10/8/2019
19 OZ GLEME GLASS CLEANER LT 12PK	Claire Manufacturing Co.	3/10/2017 12:00:00 AM		10/8/2019
STAINLESS STEEL POLISH & CLEANER (OIL BASE)	Claire Manufacturing Company	9/22/2015 12:00:00 AM		10/8/2019
(1-Methoxy-2-propyl) acetate (stabilised with 2,6-di-tert-butyl-4-methyl-phenol) for synthesis	EMD Millipore Corporation	4/5/2018 12:00:00 AM		9/10/2019
0.25% Trypsin-EDTA (1X)	VWR International, LLC	7/24/2019 12:00:00 AM		9/10/2019
Acetic Acid	VWR International, LLC	2/23/2015 12:00:00 AM	64-19-7	9/10/2019
Acetic acid	VWR International, LLC	2/25/2019 12:00:00 AM	64-19-7	9/10/2019
Acetic acid, glacial ACS	VWR Chemicals, LLC	8/3/2018 12:00:00 AM	64-19-7	9/10/2019
Acetic Acid, Glacial HPLC Grade ACS	EMD Performance Materials Corp., an Affiliate of Merck KGaA	12/7/2018 12:00:00 AM	64-19-7	9/10/2019

ACETIC ANHYDRIDE	Ward's Science	1/23/2018 12:00:00 AM	108-24-7	9/10/2019
Acetone ACS	VWR International Co.	5/19/2017 12:00:00 AM	67-64-1	9/10/2019
Acetone HPLC Grade	EMD Millipore Corporation	7/2/2018 12:00:00 AM	67-64-1	9/10/2019
N,N-Dimethylformamide	VWR International, LLC	3/23/2015 12:00:00 AM	68-12-2	9/10/2019
ALCOHOL, 190 PROOF, USP	Spectrum Chemical Manufacturing Corporation	8/19/2019 12:00:00 AM	64-17-5	9/10/2019
Buffer Solution, pH 4.00, Color-Coded Red	Fisher Scientific	4/25/2019 12:00:00 AM		9/10/2019
Buffer Solution, pH 7.00, Color-Coded Yellow, Certified	Fisher Scientific	1/23/2018 12:00:00 AM		9/10/2019
Chloroform	VWR International, LLC	3/25/2015 12:00:00 AM	67-66-3	9/10/2019
DMEM (Dulbecco's Modification of Eagle's Medium) with 1 g/L glucose, Lglutamine, and sodium pyruvate - EXEMPT LETTER	Corning Life Sciences	10/31/2018 12:00:00 AM		9/10/2019
DMEM (Dulbecco's Modification of Eagle's Medium) with glutagro, 4.5 g/L glucose, phenol red, without sodium pyruvate - EXEMPT LETTER	Corning Life Sciences	10/31/2018 12:00:00 AM		9/10/2019
DMEM (Dulbecco's Modification of Eagle's Medium)/Ham's F-12 50/50 Mix with L-glutamine and 15 mM HEPES - EXEMPT LETTER	Corning Life Sciences	10/31/2018 12:00:00 AM		9/10/2019
DPBS (Dulbecco's Phosphate-Buffered Saline), 1x without calcium and Magnesium - EXEMPT LETTER	Corning Life Sciences	10/31/2018 12:00:00 AM		9/10/2019
EBM-2 BASAL MEDIUM	Lonza Ltd.	8/28/2018 12:00:00 AM		9/10/2019
Ethanol 95%, denatured Laboratory Reagent	VWR International Co.	11/22/2016 12:00:00 AM	64-17-5	9/10/2019
Ethyl Acetate	Honeywell International Inc.	6/11/2019 12:00:00 AM		9/10/2019
Ethyl Acetate HPLC Grade	EMD Millipore Corporation	4/2/2019 12:00:00 AM	141-78-6	9/10/2019
Ethyl Ether Unstabilized For HPLC, Spectrophotometry and Gas Chromatography OmniSolv	EMD Millipore Corporation	6/20/2017 12:00:00 AM	60-29-7	9/10/2019
FBM Basal Medium	Lonza Ltd.	8/29/2018 12:00:00 AM		9/10/2019
Hydrochloric acid ACS Grade, meets NF/FCC specification	VWR International, LLC	3/19/2019 12:00:00 AM	7647-01-0	9/10/2019
Hydrochloric Acid, 32-38%	Avantor Performance Materials, LLC.	1/17/2019 12:00:00 AM		9/10/2019

Isopropyl Alcohol	VWR International, LLC	3/23/2015 12:00:00 AM	67-63-0	9/10/2019
iso-Propyl Alcohol [2-Propanol] GR ACS	EMD Millipore Corporation	9/14/2018 12:00:00 AM	67-63-0	9/10/2019
METHANOL	Chemproducts LLC	9/1/2013 12:00:00 AM	67-56-1	9/10/2019
Methanol	VWR International, LLC	3/26/2015 12:00:00 AM	67-56-1	9/10/2019
Methanol HPLC Grade	EMD Millipore Corporation	5/22/2019 12:00:00 AM	67-56-1	9/10/2019
N,N-Dimethylformamide For Peptide Synthesis OmniSolv	EMD Millipore Corporation	11/23/2018 12:00:00 AM	68-12-2	9/10/2019
n-Hexane 95% For HPLC, Spectrophotometry & Gas Chromatography OmniSolv	EMD Millipore Corporation	3/29/2016 12:00:00 AM	110-54-3	9/10/2019
Penicillin-Streptomycin Solution, 100x	Mediatech Inc., A Corning Subsidiary	2/21/2017 12:00:00 AM		9/10/2019
Phosphoric Acid Orthophosphoric Acid 85% (w/w) HPLC Grade	EMD Millipore Corporation	5/16/2017 12:00:00 AM		9/10/2019
Propylene Glycol	Avantor Performance Materials, LLC.	12/14/2018 12:00:00 AM		9/10/2019
RPMI 1640 with L-glutamine - EXEMPT LETTER	Corning Life Sciences	10/31/2018 12:00:00 AM		9/10/2019
Sulfuric Acid	VWR International, LLC	1/8/2016 12:00:00 AM	7664-93-9	9/10/2019
Tetrahydrofuran	VWR International, LLC	3/25/2015 12:00:00 AM	109-99-9	9/10/2019
Thiazolyl Blue, Tetrazolium Bromide	VWR International, LLC	1/8/2016 12:00:00 AM	298-93-1	9/10/2019
VWR Eosin	Leica Biosystems Richmond, Inc.	8/1/2009 12:00:00 AM		9/10/2019
VWR Hematoxylin Stain Premium	Leica Biosystems Richmond, Inc.	6/29/2016 12:00:00 AM		9/10/2019
WD-40 Smart Straw Aerosol	WD-40 Company	3/10/2013 12:00:00 AM		7/15/2019

**APPENDIX E – Emergency Procedures Chart**

**CHSU EMERGENCY PROCEDURES**

In case of an emergency  
**CALL 9-1-1**

- CHSU utilizes an emergency alert system that will text or email enrollees regarding campus-wide emergencies
- Remain aware of your surroundings; during emergencies, follow the instructions of safety personnel and emergency broadcasts
- Visit [chsu.edu/emergency](http://chsu.edu/emergency) for more information on emergency procedures and services

**CAMPUS** \_\_\_\_\_

**BUILDING** \_\_\_\_\_

**ROOM** \_\_\_\_\_



**POWER OUTAGE**

1. Remain calm and provide assistance to others if necessary
2. Move cautiously to a lighted area, follow the exit signs
3. Go to: [chsu.edu/emergency](http://chsu.edu/emergency) for information on extended outages



**EARTHQUAKE**

1. Take cover under desk or table
2. Protect head and neck, wait for shaking to stop
3. Stay away from windows
4. Evacuate building after shaking has stopped, do not use elevators



**FIRE**

1. Activate fire alarm
2. Call 9-1-1
3. Evacuate the building, move away from fire and smoke
4. Use stairs only, do not use elevators
5. Provide assistance to others



**BOMB THREAT OR SUSPICIOUS OBJECT**

1. Do not touch or disturb the suspicious object. If bomb threat comes via phone call, write down all details
2. Report suspicious object or threat to local law enforcement by calling 9-1-1
3. Alert others to stay away from the area



**ACTIVE SHOOTER**

**R** Run from danger - run to safety  
**U** Plan in advance how you would get out  
**N** When safe, call 9-1-1  
*If you cannot run, HIDE*  
**H** Find location away from windows  
**I** Lock and barricade doors  
**D** Turn off lights, silence your cell phone Be quiet  
*If you cannot run or hide, FIGHT*  
**F** Last Resort! Attempt to disrupt or  
**I** Incapacitate the shooter  
**G** Be aggressive - commit to your actions  
**H** Throw items - improvise weapons  
**T** (e.g., chair, fire extinguisher)



**HAZARDOUS MATERIALS RELEASE**

1. Move away from hazard area
2. Move upwind and uphill if possible
3. Alert others to keep clear of the area
4. Call 9-1-1



**MEDICAL EMERGENCY • CALL 9-1-1**

1. Call 9-1-1. Be prepared to provide the 911 dispatcher the following information if known: Name of victim; Campus address and telephone number; Exact location of victim; Apparent nature of illness or injury; Age of victim (if known); Your name; Standby at the scene to direct Emergency Personnel to the victim.
2. Follow directions of 911 dispatcher. Look out for emergency first responders/ambulance. Help direct first responders to the victim.
3. Contact Human Resources if employee, Student Affairs if student. File incident paperwork as directed.

**NON-EMERGENCY**

**Call CIS Security for Escort or Non-Emergency Concerns**

**559-495-3000**

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