



California Health Sciences University

CHSU Emergency Action Plan

1/22/2026

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1. PURPOSE

The purpose of the **CHSU Emergency Action Plan** is to provide detailed information and response procedures related to specific events or incidents that could occur on campus. It identifies necessary management, employee and student actions during fires and other emergencies. A comprehensive risk assessment is regularly conducted by the **CHSU Director of Security**. The **Emergency Action Plan** was developed to guide responses to those assessed risks.

Nothing in the EMERGENCY ACTION PLAN, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the EMERGENCY ACTION PLAN.

2. DEFINING A 911 EMERGENCY

A **911** emergency is any situation that requires **IMMEDIATE** public safety, police, fire, or medical response to preserve life or property. In an emergency, seconds count. This guide will help you use your best judgment when deciding whether a situation requires an emergency response. Calling **911** from a cellular telephone on or near the campus will connect you to the Clovis Police Department. The Clovis Police Department will then either send the resources needed or connect you directly to the emergency provider that is needed.

Call 911 to report problems such as:

- Fires
- Explosions
- Chemical spills
- Assault or immediate danger of assault
- Severe injuries or illnesses
- Crimes in progress
- Unusual odors
- Someone choking or drowning
- Bomb threats
- Natural disasters
- Power outage
- Suspicious persons or behavior
- Accidents
- Personal threats



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During a crisis, the **CHSU Director of Security** will:

- Act responsibly
- Bring the situation under control
- Assure or restore the safety of students and employees
- Keep CHSU operations running with minimal interruption
- Disseminate accurate and needed information in a timely manner

3. REPORTING EMERGENCIES

Any CHSU student or employee upon discovering an emergency, shall immediately notify others in the area of the situation and sound an appropriate alarm, if applicable. As soon as possible, the situation shall be reported to the **CHSU Director of Security at (559) 701-2131**. If CHSU Security is unavailable, call **CIS Security at (559) 495-3000**.

<u>Type of Emergency</u>	<u>Contact</u>	<u>Phone Number</u>
Fire or Medical Emergency	Clovis Fire Dept.	911 or (559) 324-2800
Criminal Act	Clovis Police Dept.	911 or (559) 324-2800
Building Hazard	Operations	(559) 701-2130
Other Safety or Health Hazards	CHSU Security	(559) 701-2131

4. RECEIVING EMERGENCY ALERTS

In the event of a fire or other emergency requiring a building evacuation, the fire alarm system will be utilized. Most fire alarm systems on campus consist of multiple alarm initiating devices such as smoke detectors, water flow sensors and manual pull stations. When the alarm system detects smoke, excessive heat from a fire or a change in water flow to the fire sprinkler system, the alarm will activate. Most alarms will sound in a loud single tone noise or with a repeating beeping noise and a pre-recorded message. Strobe lights will also flash.

Operations may utilize the **Alertus Emergency Alert System** to notify occupants of emergencies other than a fire. Typically, **Alertus** would be used to warn of a shelter in place situation or lockdown situation.



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All current students and employees are also automatically registered to receive approved CHSU emergency communications and other important information via the **Alertus Emergency Alert System**. This system will be used in the event of an emergency to provide alerts and response procedures.

5. EMERGENCY ACTIONS

The three most common emergency actions required are listed in this section.

Evacuation: Occupants will be directed to evacuate a building in the event of a fire, natural gas leak, large chemical spill, or other hazard requiring all occupants to exit the building.

Shelter in Place: Occupants will be directed to shelter in place during large storms or large-scale hazardous materials release in the area.

Lockdown: A Lockdown will be initiated whenever there is an active violent threat anywhere on campus or in the near vicinity of the campus. Refer to the Lockdown section in this manual for more information.

6. GENERAL SAFETY RULES

The health and safety of the entire California Health Sciences University campus community is of critical concern. Employees, students, and guests are required to be conscientious about campus safety, including proper operating methods. Any unsafe or dangerous conditions or potential hazards should be reported to the **CHSU Director of Security**, Campus Security Officer, or any supervisor immediately, even if the problem appears to be corrected.

Periodically, CHSU may issue rules and guidelines governing workplace, campus safety and health. CHSU may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All CHSU employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.



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Any work-related injury, accident, or illness must be reported to the employee's **Supervisor** and the **Office of Human Resources** as soon as possible, regardless of the severity of the injury or accident. Any student-related accident or illness must be reported to the **CHSU Director of Security** and the **Office of Student Affairs**.

CHSU is committed to providing a safe and healthy environment for all employees, students, and visitors. As such, it will not knowingly require anyone to work or study in an unsafe environment or under unsafe conditions. In addition, it will make every effort to provide constituents with necessary safety equipment, information, and training.

- When in doubt, proceed in a safe manner, safety first.
- Use available equipment, proper lifting techniques, and/or obtain assistance when lifting or handling heavy materials.
- Fire exits must be visible and always remain unobstructed.
- Food and drinks are permitted only in designated areas.
- Machine adjustments and electrical work must be performed by authorized personnel only.
- Employees are not to operate equipment without appropriate safety guards and/or equipment.
- Personal protective equipment must be worn in designated areas or when performing certain high-risk jobs or lab work.
- When operating a CHSU vehicle or a personal vehicle on CHSU business, constituents are expected to wear seat belts and drive the vehicle safely in compliance with state and local laws.

These General Safety Rules are in addition to those which may be set out in other CHSU safety-related documents, as well as any/all federal, state, and/or local regulations, such as the Occupational Safety and Health Act (OSHA) or the California Department of Transportation (DOT).



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7. PREPARING FOR AN EMERGENCY

Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our campus, students, and employees. The midst of a crisis is not the time to start figuring out what to do. At that moment, everyone involved, from top to bottom, should be prepared. There are a few actions that should be taken before an emergency that will help reduce panic and inability to perform in a time of crisis.

- Familiarize yourself with this **Emergency Action Plan**. Know your escape/evacuation routes and locations, which can be found in your building's Emergency Evacuation map and this **Emergency Action Plan**.
- Learn the locations of emergency equipment such as fire extinguishers, first aid kits, blue-light security stations, etc.

In addition to the above-mentioned actions, an emergency supply kit is always recommended and should be assembled before a crisis or emergency. A basic emergency supply kit could include the following items:

- Water, one gallon of water per person per day. This water will be utilized for drinking and sanitation purposes.
- Food, non-perishable food should be kept on hand.
- Battery powered or hand crank radio
- Flashlight with extra batteries
- First aid kit
- Whistle
- Dust mask
- Moist towelettes, garbage bags and plastic ties
- Cell phone charger for your current cell phone
- Any prescription medications you are currently taking

See Emergency Phone Number list on Next page.



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CHSU Campus Emergency Numbers

CHSU Director of Security (559) 701-2131

CIS Security 24-hour number (559) 495-3000

Vice President, Operations (559) 549-6375

City of Clovis Emergency Numbers

Emergency (Fire, Police, Ambulance) Call 911

Clovis Police (Non-Emergency) (559) 324-2800

Poison Control Center (24 Hour) (800) 222-1222

WHEN REPORTING AN EMERGENCY, THE MOST IMPORTANT INFORMATION IS THE LOCATION, FOLLOWED BY THE NATURE OF THE EMERGENCY. IF A LINE IS DISCONNECTED AFTER THIS INFORMATION IS GIVEN, RESPONDERS WILL AT LEAST KNOW WHERE TO GO.

8. RESPONDING TO EMERGENCIES

CHSU utilizes Hoffman Alarm who will report all emergency calls that go through the alarm system to the proper authority needed. This also includes the Blue Emergency boxes on campus. **Call 911** to reach emergency responders. Call the **CHSU Director of Security at (559) 701-2131** or call **CIS Security at (559) 495-3000** for most non-emergency incidents.

If an incident overwhelms the capacity of the CHSU Security teams, outside assistance will be contacted. During a large-scale incident, to communicate directly with responding police and fire agencies, a member from **Operations and/or the CHSU Director of Security**, may be imbedded with the local responding agency. This ability will aid in the coordination of efforts during a large-scale incident where the Incident Command System has been activated. In the event the Incident Command System has been activated, the CHSU location where the event is occurring will be the designated Incident Command.

The following sections outline responses to specific risks and threats that can occur on campus.



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9. ACTIVE SHOOTER EVENT

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims in past incidences have been selected at random. The event is unpredictable and evolves quickly. Knowing what to do in advance can save lives. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes -- before law enforcement arrives on the scene -- individuals must be prepared both mentally and physically to deal with an active shooter situation.

When an Active Shooter is in your immediate vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

1. RUN (if you can clearly escape)

- Be sure to have an escape route and plan.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- **Call 911 when you are safe**

Information to provide to 911 operators:

- Location of active shooter
- Number of shooters
- Physical description of shooter/s
- Number and type of weapons the shooter has
- Number of potential victims at location



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2. HIDE (if there is a good place to hide or lockdown and escape is not possible)

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT (as a last resort)

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons (chairs, etc.) or throw items at the active shooter
- Commit to your actions...your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding onto them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.



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10. REPORTING SUSPICIOUS ACTIVITY

The nationwide campaign, "**If you see something say something**," is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities.

If you see something suspicious taking place, then report that behavior or activity to the **CHSU Director of Security at (559) 701-2131** or in case of emergency, **call 911**. Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, only suspicious behavior and situations (e.g., an unattended backpack in a crowded public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity should be reported.

A critical element of the mission is ensuring that the civil rights and civil liberties of people are not diminished by our security efforts, activities, and programs. Consequently, the "If you see something, say something," campaign respects civil rights or civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity. Only reports that document **behavior reasonably indicative of criminal activity related to terrorism** will be shared with local, state, and federal partners.

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time, and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information (optional)



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11. SUSPICIOUS PACKAGES AND LETTERS

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. If you receive a suspicious letter or package, DO NOT open it. Do not handle the package unnecessarily. Call **Clovis Police Department** and the **CHSU Director of Security** immediately and back away from the package. Do not use any radio or cell phone equipment that emits RF or VF frequencies.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address or a return address that cannot be verified as legitimate.
- Are marked with restrictive endorsements such as "Personal," "Confidential," or "Do not X-ray."
- Have protruding wires or aluminum foil, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight given their size or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.



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With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of content. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the package to the **CHSU Director of Security** immediately.

List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

12. BUILDING RELATED EMERGENCIES

CRITICAL BUILDING EMERGENCIES

Call **911** and evacuate campus buildings according to your specific building's Emergency Evacuation map and this Emergency Action Plan in cases of:

- Fire
- Smoke
- Explosion
- Gas leak
- Structural damage or collapse
- Chemical spills or hazardous odors or fumes
- Unknown odors
- Hazardous conditions

SIGNIFICANT BUILDING EMERGENCIES

For electrical, heating, or air-conditioning problems, flooding, or water leaks contact the appropriate department. **Facilities (559) 701-2130 or Operations (559) 549-6375**



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ELECTRICAL EMERGENCIES

In electrical emergencies, avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks. Contact **Operations**, **Facilities**, and the **CHSU Director of Security** immediately to report an electrical emergency.

POWER OUTAGE DEFINITIONS:

LOCAL OUTAGES - Generally caused by wires or poles down, pole fires or transformer problems. Usually, it will only affect a local area.

FEEDER OUTAGES - Damage or problems at one of the substations or major distribution lines. Feeder outages will normally cause a larger area to be without power.

ROLLING BLACKOUTS - As a last resort power companies will discontinue electricity to circuits to reduce power consumption and allow the company time to reroute power to compensate for the outage.

PLANNED TEMPORARY OUTAGE – A scheduled and known outage, generally due to construction or routine maintenance.

The purpose of this plan is to describe actions that will be followed during short term non-emergency power outages as well as extended power outages with extreme (heat or cold) weather conditions. The aim of this plan is to assess the extent of the outage and to secure the welfare of the CHSU campus community in the outage area that may be at high-risk due to health/impairments, or immobility's. Most buildings have emergency lighting and back-up generator power to critical buildings; however, power outages can occur at any time.

Operations will dispatch staff to every building on campus to check for power. **Operations** will keep track of which buildings have reported power and which buildings do not. Information should be reported to the **CHSU Director of Security** or the **Vice President of Operations**. Alertus Emergency Alert System messages will be sent out to advise the campus community which buildings have power and can be used as temporary shelter. Most buildings with elevators have an emergency generator that will turn on in the event of an outage. The **CHSU Director of Security** or **Operations** will still check all elevators in every building during a power outage.



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Operations will contact PG&E to advise of the outage and obtain an estimate of the expected duration. **Operations** will work with PG&E as needed until power is restored.

The **CHSU Director of Security or Operations** will notify campus administration of the extent and expected duration of the outage. If the outage is anticipated to last for several hours, arrangements will be made to provide the campus community updates and further notifications will need to be made.

BUILDING FLOODS

In the case of a building flood, never enter areas where there is submerged electrical equipment. Unless you are trained to do so, and it is safe:

- Do not touch electrical equipment if you are wet or standing in water.
- If it is safe to do so, unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas only if it is safe to do.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.

TRAPPED IN AN ELEVATOR

If you are trapped in a stalled elevator on campus, summon help by using the elevator's emergency telephone, **call 911** from a cellular phone, call the **CHSU Director of Security at (559) 701-2131** or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator. Unless you are experiencing a life-threatening medical emergency, NEVER attempt to exit a stalled elevator.

All elevators on campus are built, maintained and are in compliance with elevator codes regulated under ASME A17.1. A stalled elevator is engineered to remain in position without risk to passengers. Attempting to exit a stalled elevator will greatly increase your risk of injury and should never be attempted, unless there is a life-threatening emergency taking place.

Elevator entrapment and rescue operations are complex and potentially hazardous operations that require emergency procedures and use of trained personnel.



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13. CRIME

To report a crime or criminal behavior in progress on campus, **call 911**.

Criminal behavior examples (not all inclusive) which should be reported includes:

- Homicide
- Robbery
- Assault
- Sexually related offenses
- Civil disturbance
- Personal threat
- Obscene or threatening phone calls
- Property crimes

Do **not** approach or attempt to apprehend the persons involved unless you are in danger. Take only actions necessary for self-defense. If you are safe, stay where you are until help arrives. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, gender, clothes) and if they have any weapons.
- Direction of travel away from the scene, if applicable
- Vehicle description (color, year, make, model, license plate number)
- **Note: Information concerning registered sex offenders as required under the California Penal Code Sections 290 can be obtained from the Clovis Police Department or the Fresno County Sheriff's Office. The information may also be obtained by visiting <http://meganslaw.ca.gov/>. Sex offenders are required to register with local law enforcement.**

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call **the CHSU Director of Security at (559) 701-2131 or CIS Security at (559) 495-3000**.



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14. BOMB THREAT

When a bomb threat is received, immediately alert the **CHSU Director of Security at (559) 701-2131** or **CIS Security at (559) 495-3000**. Inform them that a bomb threat has been received. Security will notify the Clovis Police and Fire Departments for further assistance. If you do not make contact with Campus Security, **call 911** and advise them of the situation.

Follow evacuation procedures outlined in your building's Emergency Evacuation map and Emergency Action Plan. If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Utilize the checklist below as a guide. Check to see if the caller's phone number or location is displayed on your phone.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Gender
- Age
- Distinctive voice, pronunciation or accent, or speech patterns
- Tone of voice and attitude
- Was it a recorded voice?
- Background noises or voices or other clues about location or caller

If the threat came in a form other than a call (e.g., a note was left or delivered):

- Report the time, location, content of the threat, your location and phone number.
- Stay on the line until the dispatcher terminates the phone call. Answer the dispatcher's questions and do exactly what the dispatcher tells you to do (try to take written notes).



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- Take a quick visual look around your area for any suspicious objects. Do not touch or move the object. If you are told to evacuate the area, take your notes about the call with you.

Bomb Threat Telephone Checklist

Time call received: _____ Time call terminated: _____

Exact words of caller: _____

Questions to Ask

(Be calm, delay caller, ask to have message repeated)

When is the bomb going to explode? _____

Where is the bomb located? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Description of Voice

Male ____ Female ____ Young ____ Middle-aged ____ Old ____ Accent ____

Background noise (type of noise)

Additional information:

Signature of person receiving call: _____ Date: _____



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15. EXPOSURE TO BLOOD OR BODILY FLUIDS

Since people often carry blood-borne infections unknowingly, follow the universal precaution of treating all bodily fluids as if they were infectious and avoid contact with them.

- If an emergency occurs, **call 911**.
- If you must assist an injured student, employee, or guest who is bleeding, put on protective gloves and other personal protective equipment. Wear gloves even when treating such minor injuries as skinned knees or bloody noses.
- Once your assistance is no longer needed, carefully remove your gloves and dispose of them in a proper receptacle. The recommended procedure is to peel one glove off from the wrist and hold it in the gloved hand. With your bare hand, now peel the glove from the other hand from the inside, tucking the first glove inside the second.
- Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective precaution against blood-borne pathogens. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
- If you feel that you may have been exposed to blood-borne pathogens during a workplace accident, report the incident to your **Supervisor** and **Office of Human Resources** immediately. They will help you arrange confidential medical evaluation and any treatment if necessary. Students should notify the **CHSU Director of Security** and **Office of Student Affairs**.

Do not attempt to clean up any blood spills yourself. Please contact Operations for cleanup.

Note: Contact the CHSU Director of Security at (559) 701-2131 to document the situation regardless of the severity of the injury.



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16. FIRE, SMOKE, EXPLOSION

All fires occurring on campus must be reported to the **CHSU-Director of Security**, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. If you see smoke or fire:

- Alert people in the immediate area of the fire and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate a fire alarm by pulling on an alarm box. **Call 911** or use an emergency phone to report the location and size of the fire.
- Always call from a safe location.
- Evacuate the building, using the building Emergency Evacuation map. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. **Know where the fire extinguishers are located in your building before a fire occurs.** This information can be found in your building's Emergency Evacuation map and this Emergency Action Plan. If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:

- Drop to the ground or floor and roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water.
- Seek medical attention for all burns and injuries.

Operations in conjunction with the **CHSU Director of Security**, conducts routine fire drills throughout the year. These drills play a vital part in planning and evaluating how quickly and safely occupied areas can be evacuated. All records of drill results and schedule of drills are kept on file as part of the fire maintenance records.



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17. HAZARDOUS MATERIALS: Chemical, Radioactive and Biological

All hazardous-materials spills on campus must be reported to the **CHSU Director of Security and Operations**. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident.

A hazardous-material emergency exists when:

- Clean-up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.

In a hazardous-materials emergency:

- Alert people in the immediate area and evacuate the room. If an explosion hazard is present, do not create sparks by turning electrical equipment on or off. Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers (if available) as needed to wash off spilled chemicals. Flush the affected area with copious amounts of water for at least 15 minutes. **Call 911** to report any personal contamination. Seek medical attention as required.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Once outside, identify yourself to emergency responders and report the location, nature, and size of the incident. Provide any additional information you believe would be helpful.
- Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
- Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.
- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
- Follow decontamination instructions from local authorities. You may be advised to take a thorough shower, or you may be advised to stay away from water and follow another procedure.
- Seek medical treatment for unusual symptoms as soon as possible.
- Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.



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Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance. Refer to the table on the following page if there is a large-scale hazardous materials incident off campus but directly impacting the area.

Instructions for Large-Scale Hazardous Materials Incidents Off Campus

If you are:	Then:
Asked to evacuate	<ul style="list-style-type: none">• Do so immediately.• Stay tuned to emergency communications for information on evacuation routes, temporary shelters, and procedures.• Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.• If you have time, minimize contamination in the building by closing all windows, shutting all vents, and turning off fans.• Remember to help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.
Caught Outside	<ul style="list-style-type: none">• Stay upstream, uphill, and upwind. Move away from the accident scene and help keep others away.• Do not walk in to or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes, and smoke. If possible, cover mouth with a cloth while leaving the area.• Stay away from accident victims until the hazardous material has been identified.
In a motor vehicle	<ul style="list-style-type: none">• Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.



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Requested Shelter in Place	<ul style="list-style-type: none">• Close and lock all exterior doors and windows.• Close vents and as many interior doors as possible.• Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If not possible, ventilation should be turned off.• Seal gaps under doorways and windows with wet towels.• Seal gaps around window and air conditioning units, use material to fill cracks and holes in the room.• If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.• If office communications are not available, communicate by cell phone.• Continue to follow instructions given by authorities: tune into your local news radio or TV station for emergency broadcast information.
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18. MEDICAL AND MENTAL HEALTH EMERGENCIES

In the event of a medical emergency, call **CHSU Director of Security at (559) 701-2131** and/or **call 911**.

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved

Procedures:

- It is recommended that trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).



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DRUG OVERDOSE/ALCOHOL INTOXICATION/POISONING:

1. Alcohol poisoning can be fatal. Stay beside the person and **call 911** immediately if the person:
 - cannot be roused
 - is incoherent and is vomiting
 - breathes shallowly
 - has cold, clammy skin
 - looks bluish or pale
 - has taken other drugs with alcohol
 - has a head injury
 - no Pulse
 - not breathing
 - in the event of a drug overdose administer NARCAN/NALOXONE which is readily available in first aid kits located on campus.

FAINTING, UNCONSCIOUSNESS OR SHOCK:

1. Have victim lie on their back or sit up with head lowered toward knees. If unconscious, place victim in a side-lying position.
2. Do not give liquids; keep victim warm.
3. Ask and/or look for a medical identification bracelet and /or necklace. Ask witnesses about any known health problems, recent illnesses, etc.
4. Treat any other injuries with First Aid, as necessary.

SEVERE BLEEDING:

1. Apply direct pressure to the wound with your hand wrapped in paper, cloth, or plastic wrap. Apply pressure to adjacent major artery if necessary.
2. Add more cloth or paper if blood soaks through. Keep pressure on wound until emergency crew arrives.
3. If possible, elevate the injured body part.
4. If bleeding is copious from nose, ear, or mouth area, apply pressure externally at the area where nose or ear meets the skull.
5. If bleeding is copious and steady from the genital area, elevate hips and legs.



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BREATHING PROBLEMS OR CHOKING:

1. Be sure the victim's mouth and airway are clear.
2. Ask about history of asthma if breathing is very difficult; medications for asthma may be in the victim's pocket or bag.
3. If choking on a food particle, give the Heimlich maneuver if trained to perform it. If not, have the victim lean forward and use the heel of your hand to give a strong blow to the area between victim's shoulder blades.
4. Ask a witness to **call 911** even if victim seems to have recovered.

MINOR CUTS & PUNCTURES:

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention to check tetanus status.
3. If impaled by a foreign object - **DO NOT REMOVE THE OBJECT**. Seek medical attention immediately.
4. Report incident to **Supervisor** and **Office of Human Resources**. The Supervisor is responsible to notify the appropriate authority. Students should report to the **CHSU Director of Security** and **Office of Student Affairs**.

MATERIAL SPLASHED IN EYE:

1. Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes
2. Forcibly hold eye open to ensure effective wash behind eyelids
3. Obtain medical attention
4. Report incident to **CHSU Director of Security**.

SELF-HARM:

1. If an individual has inflicted physical harm to him/herself or has admitted to or been reported as taking a substance in attempt to cause physical harm, you should first **call 911**. Make no attempt to transport the individual yourself.
2. It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person within the workplace to their immediate **Supervisor, Office of Human Resources**, the **CHSU Director of Security**, and the appropriate **Police Department**.
3. Such reports will be promptly and thoroughly investigated as appropriate.



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19. NON-EMERGENCY INJURIES

Non-emergency injuries may include:

- Sprains
- Strains
- Mild concussion (with no loss of consciousness)
- Illness
- Abrasions, minor cuts, contusions, etc.

In the event of a non-emergency injury:

- Provide appropriate first aid care.
- Employees must notify the appropriate **Supervisor** and **Office of Human Resources**. Students must notify the **CHSU Director of Security** and **Office of Student Affairs**.
- Send the person to the appropriate medical care facility (if unsure of injury severity).
- Complete an Injury/Illness Report and Medical Referral Form, as necessary.
- Provide follow-up care as necessary.

Off-Campus School-Related Injuries

In the event a student or employee is injured while participating in a CHSU sponsored event off campus, the following guidelines should be followed:

- If an emergency, **call 911** to provide medical aid.
- If a non-emergency injury, provide appropriate medical care and/or send individual to appropriate medical care facility.
- For employees, notify the appropriate **Supervisor** and **Office of Human Resources**. For students, notify the **CHSU Director of Security** and the **Office of Student Affairs**. Provide injured individual's name, brief description of the injury/illness, and, if relevant, the name and phone number of the hospital/emergency facility where injured has been transported.
- For employees, it is the **Supervisor's** or **Office of Human Resources** responsibility to inform individual's designated emergency contact of any injured student and refer them to the hospital/emergency facility as appropriate. This responsibility falls on the **Office of Student Affairs** for students.
- It is the responsibility of the hospital/emergency facility to notify the individual's designated emergency contact with the latest and most accurate information concerning their condition.



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20. NATURAL DISASTERS & INCLEMENT WEATHER

Listen to [NOAA Weather Radio](#) for critical updates from the National Weather Service (NWS).

Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

- Follow instructions from **Operations**, the **CHSU Director of Security, Supervisors**, , or **emergency services** for safely turning off equipment.
- Duck or drop to the floor.
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, large windows, and heavy objects.
- Hold on securely and stay in your protected position until the shaking stops.
- Evacuate the building as soon as the shaking stops.

Be prepared to evacuate:

- Help direct people with special needs to a safe place if necessary.
- Wheelchair bound individuals should lock brakes.

If you are outdoors when you feel shaking:

- Move to a clear area away from trees, signs, buildings, electrical wires, poles, etc. 50 feet away from buildings and structures.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.



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After the shaking has stopped:

- Anticipate aftershocks, and plan where you will take cover from them. Check for injuries and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows, and leave the building immediately. Contact the **CHSU Director of Security and Operations** immediately.
- Tune to an emergency-broadcast radio or television station for bulletins.
- Stay out of damaged buildings.
- Stay away from downed power lines and report them immediately.
- Do not enter any building that is deemed or looks unsafe.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loudspeakers, fire alarms, or bullhorns.
- Notify the **CHSU Director of Security, Operations, or call 911**, if help is needed.

Flash Flooding

Even though CHSU is in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because we haven't experienced a major flood in the past, doesn't mean we won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

In the event of imminent major flooding, the campus will be evacuated immediately. Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent minor, weather-related flooding, the **CHSU Director of Security and Operations** will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes.

In cases of water main failure, affected areas of campus would need to be evacuated immediately.



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- Do not touch electrical equipment if you are wet or standing in water.
- Notify the **CHSU Director of Security and Operations**.
- Secure vital equipment, records, and chemicals if safe to do so (move to higher, safer ground).
- Shut off all electrical equipment if safe. Secure all laboratory experiments.
- Wait for instructions from **CHSU Security or Operations** for immediate action.
- Do not return to your building unless you have been instructed to do so by someone from **the CHSU Director of Security or Operations**. Do not walk-through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

21. SUICIDE ATTEMPTS AND THREATS

The purpose of section is to provide a plan of action in dealing with self-harm situations.

CHSU's definition of self-harm is any of the following:

- Suicide attempts (defined as engaging in self-destructive behavior in which there may or may not be an acknowledged suicidal intent)
- Suicide threats (defined as any verbal, written or oral communication on self-destructive behaviors)

Many self-harm situations can be mitigated with some form of early intervention. The sooner the self-harm situation is brought to the attention of mental health professionals the less likely a person will be able to succeed in harming themselves and/or others. Suicide attempts are generally preceded by signs of depression and/or threats. These signs and threats need to be addressed early on in order to prevent self-harm and potential harm to others.



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It is important to note that if anyone experiences thoughts of self-harm, there are always professionals ready and willing to assist. Anyone at any time can contact the **CHSU Director of Security at (559) 701-2131** for assistance. A student may also reach out to the **Office of Student Affairs**. If needed, a **Clovis Police Officer** will respond and make referrals to mental health professionals for assessments and treatment.

If any student or employee becomes aware of another person making suicide attempts or threats they will report it immediately. Any delay in reporting these situations will place the campus community in greater harm. At no time should anyone make an attempt to treat or transport a suicidal person themselves.

The following procedures should be adhered to.

Reporting Individual:

- **Call 911.** Be sure to give the exact location of the incident including the building you are in and location within the building. Call **CHSU Director of Security** to notify them of the anticipated arrival of medical personnel.
- For students, notify the **Office of Student Affairs**.
- If the subject does not have immediate means with which to carry out the threat AND it is safe to do so, remain with the individual until medical personnel arrive.
- Notification regarding students will be made to the **Assistant Dean of Student Affairs** and the **Director of Student Affairs** as immediate as practical.

Campus Security Personnel:

- Meet and escort medical personnel to the location of the situation. Send an officer to the site to secure the area.
- Assess the need to evacuate any portion of the building to ensure the safety of any campus population.
- Complete an Incident Report and submit it to the **CHSU Director of Security**, and for students, notify the **Assistant Dean of Student Affairs**, and the **Director of Student Affairs** as immediate as practical.



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Medical Personnel:

- Trained medical personnel responding to the 911 call will determine whether or not the individual should be transported.
- No CHSU employee should transport the individual to a care facility under any circumstance.

If the on-scene medical professionals responding to the 911 call determine that the individual is not being transported to a recovery facility, they will be escorted by the **CHSU Director of Security** to the **Office of Student Affairs**. The **Assistant Dean or Director of Student Affairs** will discuss and facilitate:

- A family member can be called for the individual to be released to until treatment begins and is cleared by medical personnel to return to the campus.

If the decision made by responding medical professionals to transport the individual to a recovery facility, the individual must provide a document of release from the treatment center before being allowed to return to campus.

Online Student Suicide Attempt/Threat Procedure:

While online students may not pose an immediate threat to campus population, the importance of an early intervention is just as critical. If any CHSU employee or student learns of a student suicide attempt or threat the following procedures will be followed.

- Attempt to find out where the student is. Keep in mind that online students may be in another city. The more information obtained from the student regarding their current location, the better the chances of intervening before a critical incident occurs will be.
- Be sure to have the student's correct name and spelling as this information will assist personnel to locate the student and send out appropriate city, county, state resources.

Campus Security Personnel Procedures:

- Ascertain the student's location from the employee or look up the student if no information was obtained.
- Call emergency personnel in the city where the student is believed to be to request a wellness check. You can **call 911** to get connected to that city's emergency personnel. Be ready to provide the student's full name and date of birth, address, and nature of the threats or attempt.



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22. WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem. The following actions should be followed to help calm the situation.

Do:

- Stay calm. Do not be in a hurry.
- Be empathetic. Show that you are concerned.
- Suggest the other person and you sit down. Sitting is perceived as a less aggressive position.
- Try to be helpful.
- Give positive outcome statements, such as "We can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel."
- Stay out of arms reach.
- Have limited eye contact.
- Take notes, if possible.

Do not:

- Patronize.
- Yell or argue.
- Joke or be sarcastic.
- Touch the person.

If someone becomes agitated, leave the scene immediately, if possible, **call 911**.

- Practice preventive measures: Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals, and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend, or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.



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- Report any strange or unusual activities in and around your workplace immediately to your **Supervisor, the CHSU Director of Security, Office of Human Resources, and the Police**.
- Do not leave money or valuable belongings out in the open. Purses and wallets should be locked in a desk or cabinet.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. **Call 911**
- Report to **Operations** any workplace locks, windows or lights that are in need of repair or attention.

23. PERSONAL THREAT, ASSAULT OR CIVIL DISTURBANCE

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

Stalking

- **Call 911, the CHSU Director of Security at (559) 701-2131, or CIS Security at (559) 495-3000** and seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers that you can report to the **Police** or the **CHSU Director of Security**.
- The **CHSU Director of Security** can provide information on obtaining court orders prohibiting harassment or restraining orders.

Assault

- **Call 911**
- Remain with victim until emergency assistance arrives, provided it is safe to do so.

Report of Relationship Violence

- **Call 911** if there is a medical emergency or immediate threat.



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24. ACCIDENTS

ACCIDENT REPORTS

Anyone witnessing an accident or involved in an accident including visitors, employees, or students should report the accident to the **CHSU Director of Security**, call the **Clovis Police Department at (559) 324-2800**, or **call 911**.

The term "accident" applies to any personal injury. Accident reports are not required unless injury results. Injuries sustained due to an illness are included in the definition of "accident."

If employees or student workers sustain injuries during their working hours, they should also contact the **Office of Human Resources**. However, if they are unable to do so, their direct Supervisor should contact Human Resources.

Note: Contact the **CHSU Director of Security** to document the situation regardless of the severity of the injury.

- **AIRCRAFT ACCIDENT** **Call 911**. Notify the operator of the accident location, the number of casualties and if any campus structures are affected.
- If the crash scene is close to your building, notify your Supervisor, and evacuate if smoke from the crash scene moves in your direction.
- **DO NOT** approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.

MOTOR VEHICLE ACCIDENT INVOLVING INJURIES

- **Call 911** immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and extent of injuries. Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- **DO NOT** attempt to move the injured unless it is more dangerous to leave them where they are, i.e., car fire.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations.



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MOTOR VEHICLE ACCIDENT WITHOUT INJURY

A driver involved in a traffic accident on CHSU property must report the traffic accident to **CHSU Director of Security** as soon as possible, but no later than 24 hours after the accident if it involves any of the following:

- Injury or death (must be reported immediately)
- Damage to CHSU property or a CHSU vehicle.
- Damage in excess of \$1,000 to any one vehicle or accidents involving hazardous material.

All drivers involved in a traffic accident must stop and exchange the following information:

- Names and addresses
- Drivers' license numbers and issuing states
- Vehicle license plate numbers and vehicle identification numbers
- Year and make of vehicles
- Insurance information

ACCIDENTS INVOLVING UNATTENDED VEHICLES

In an accident involving an unattended vehicle, the driver responsible for the accident must contact the **CHSU Director of Security** and leave a note with their name and address, as well as the name and address of the owner of the vehicle, and a statement of the circumstances.

If a vehicle owner becomes the victim of an unattended vehicle accident for which the responsible driver failed to leave their name and address and/or failed to report the incident to the **CHSU Director of Security** and **Police**, the vehicle owner should report the incident to the **CHSU Director of Security** and **Police**.



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25. ANIMAL INCIDENTS

Untrained persons should not attempt to approach any feral animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

CHSU has a "no pets or animals on campus" policy. Any animal that is wandering loose on campus should be reported immediately to **Clovis Animal Control at (559) 324-2800**.

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, **call 911** immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area and make the victim as comfortable as possible until medical or other assistance arrives.

26. EMERGENCY LOCKDOWN PROCEDURE

The following procedures should be followed when a threat or intruder is inside the CHSU facility or on campus property:

- **Operations** or the **CHSU Director of Security** will initiate and announce the lockdown on the **Alertus Emergency Alert System**.
- Remain calm. Encourage others to remain calm.
- Immediately cease all activity (i.e., teaching, group work, meetings, etc....)
- Enter the nearest classroom, office, or secured space.
- Lock or barricade all doors, where possible. Keyless entry doors will be locked during a lockdown but can be opened from the inside.
- Turn off all lights, computers, projectors, or any other devices that may indicate a room is occupied.
- Draw curtains and lower blinds where practical to do so. Stay away from all windows and doors.



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- Sit on the floor or crouch under or behind desks and bookshelves where possible to be as invisible as possible.
- Be as quiet as possible.
- DO NOT respond to anyone at the door until “all clear” is announced over the **Alertus Emergency Alert System** or if you are certain, it is safe to do so (i.e., if police are at the door).
- **Operations** or the **CHSU Director of Security** will provide additional information and direction using the **Alertus Emergency Alert System** when appropriate including notice of termination of the lockdown. If you are directed to leave your secured area, assist others in moving as quietly and quickly as possible.

AN INCIDENT COMMAND CENTER WILL BE SET UP IN THE EVENT OF A MAJOR EMERGENCY.
KEEP CLEAR OF THE COMMAND CENTER UNLESS YOU HAVE IMPORTANT INFORMATION TO REPORT.