



Emergency Action Plan

Emergencies
911

Non-Emergencies
831-655-0268

Important Numbers

Emergencies: 911

Non-Emergencies

- **Campus Health Center: 831-582-3965**
- **Emergency Information
Update Line: 831-582-5044**
- **Emergency Management: 831-582-3589**
- **Facilities Management: 831-582-3700**
- **Enterprise Safety, Risk, Continuity, and
Sustainability: 831-582-3730**
- **University Police: 831-655-0268**

When calling 911 or the non-emergency University Police number, you are calling the Monterey County dispatch center. You must report that you are calling from CSUMB and provide location details as requested (building name/number, campus location, etc.).

**List of
Building Emergency
Coordinators**



Emergency Contacts



Hazardous Materials

1. Call 911. Give your name, location and nature of the emergency.
2. Vacate the area at once. If possible, seal the area so that other individuals are not exposed to the chemical.
3. Evacuate UPWIND and/or UPHILL from the spill.
4. DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do so and have the proper equipment.
5. Anyone with chemicals on his or her body or clothes should:
 - a. Flush with large amounts of water for at least 15 minutes.
 - b. If material is in the eyes, flush with water for at least 15 minutes.
 - c. After flushing with water, seek prompt medical attention.

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Earthquake Safety

Inside of buildings

1. Get under a sturdy desk or table, or in an interior corner, face away from glass. If notebooks, jackets or pillows are handy, hold them over your head for added protection.
2. Stay away from windows, bookcases, heavy objects and other falling hazards.
3. Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.
4. Maintain position until shaking stops.
5. Evacuate the building and report to the designated assembly area.
6. Only repopulate when directed to do so.
7. Be alert and expect aftershocks.



Outside of buildings

1. Assume drop-and-cover position in an open space away from wires, buildings and anything else that could fall and hurt you.
2. Maintain position until shaking stops. Move to the nearest open space away from roadways
3. Do not enter building until it is determined to be safe and authorized by police/fire and CSUMB officials.
4. Be alert and expect aftershocks.

Earthquake



Building Evacuation Procedures

1. **EVACUATE** when a fire and/or life safety emergency occurs; the fire alarm (audible and/or visual) sounds; or when notified to do so by emergency response personnel, or Building Emergency Coordinator.
2. Be aware of all exits from your area and building. Know the routes from your work area.
3. When the fire alarm sounds or you are told to leave, **WALK** quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed to do so.
4. **ASSIST** persons who are disabled to exit the building.
5. **DO NOT USE THE ELEVATORS!**
6. Once outside, move to your pre-designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
7. **DO NOT** return to an evacuated building unless directed to do so.

Refer to your building's evacuation map posted by the doors/exits for evacuation instructions.



Telephone Bomb Threats

Attempt to keep the caller on the line as long as possible while noting:

1. Phone number, if caller ID is available
2. Time and date of call; age and gender of caller
3. Caller's message
4. Distinguishing speech characteristics
5. Background noises
6. Any other conversation or comments
7. As soon as possible, call 911

If a threat comes from elsewhere (email, social media etc.):

1. Call 911

For suspicious objects:

1. Call 911
2. Do not touch, handle or move a suspicious object
3. Evacuate yourself and others immediately, taking your purse/briefcase and keys with you if possible

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Bomb Threat



Fire/Explosion

R-A-C-E

Rescue

Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. Use the stairs. Do not use elevators.

Alarm

Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 911. Notify the University Police Department of any extinguisher usage.

Confine

Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire.

Extinguish

Extinguish the fire by using a portable fire extinguisher only if safe to do so. Also, notify Facilities Management of any extinguisher usage.

If you can't evacuate

1. Move to a safe location away from the fire.
2. Call 911 to notify authorities of your whereabouts and how to locate you.
3. If possible, place wet towels or other material at the bottom of doors to keep fire and smoke out.

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Operation of Portable Fire Extinguisher

P-A-S-S

Pull

Stand back and pull the pin.

Aim

Aim the nozzle at the base of the fire.

Squeeze

Squeeze the handle.

Sweep

Sweep the nozzle from side to side at the base of the flames until the fire is completely extinguished.



Shelter in Place

In the event of an environmental event (chemical release, wildfire smoke, etc.) the campus will be directed to “shelter-in-place” to protect personnel from breathing harmful chemicals or other contaminants.

1. Shut and lock all windows and doors. If unable to do so, call Facilities Management.
2. DO NOT exit the building.
3. Stand by for further instructions.
4. When the “all clear” is announced, resume normal activities.

Facilities Management: 831-582-3700



Shooter on Campus

1. RUN:

When an active shooter is in your vicinity

- a. If there is an escape path, attempt to evacuate.
- b. Evacuate whether others agree to or not.
- c. If possible, help others escape.
- d. Prevent others from entering the area.

2. HIDE:

If evacuation is not possible, find a place to hide

- a. Lock and/or barricade the door.
- b. Silence your cell phone and turn off vibrate mode.
- c. Hide behind large objects.
- d. Remain quiet.

3. FIGHT:

As a last resort, and only if your life is in danger

- a. Attempt to incapacitate the shooter.
- b. Act with physical aggression.
- c. Improvise weapons.
- d. Commit to your actions.

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CSUMB

Active Shooter Video:



Active Shooter



Reporting Violent or Criminal Behavior

Do **NOT** take unnecessary chances!

Call 911.

Held Hostage

1. Stay calm and be alert to situations that you can use to your advantage.
2. Listen to what the person is saying. Cooperate within reason.
3. Do not raise your voice or make sudden movements.
4. Try to remember all activities including times in transit, direction, distances, speeds, landmarks along the way, special odors, and sounds of transportation like train whistles, bells, construction, etc.
5. Generally, do not expect a good opportunity for escape. Attempts to escape should not be made unless your life is in imminent danger. Carefully calculate the best possible odds for a successful outcome.

Suspicious Letter or Package

If you receive a suspicious letter or package:

1. Handle it with care. Do not shake or bump.
2. Stay calm.
3. Isolate it immediately. Do not allow co-workers to mingle nearby.
4. Do not open, smell, touch or taste.
5. Call 911 and follow instructions.
6. Notify your supervisor.
7. Wash your hands with soap and warm water for at least one minute.

Violent, Hostile or Suspicious Persons

Take precautions to protect yourself and others. Actions depend on events and may include evacuating, hiding or locking doors. Call 911 as soon as possible.

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Power or Utility Failure

Power Outage

1. Evacuate the building in a safe and orderly manner.
2. If safe to do so, assist those with access and functional needs.
3. Report to designated assembly area.
4. Call University Police non-emergency number.
5. Notify your supervisor, if applicable.
6. Do not reenter the building until directed to do so.

Elevator Failure

1. If trapped inside, use the elevator emergency phone to call 911, and also activate the emergency alarm.
2. If an elevator is out of order, call Facilities Management.
3. Notify your supervisor, if applicable.

Gas Leak

1. Call 911.
2. Stop all operations.
3. DO NOT switch lights on or off!
4. DO NOT turn electrical equipment on or off!
5. Evacuate the building or area.

Plumbing Failure/Flooding

1. Stop using all electrical equipment.
2. Call Facilities Management and notify your supervisor, if applicable.
3. Take reasonable actions to protect property and prevent damage (e.g. move adjacent equipment).
4. If necessary, evacuate the area.

Ventilation Problem

1. If odors come from the ventilation system, immediately call Facilities Management and notify your supervisor, if applicable.
2. If necessary, stop all operations and evacuate the area.

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