

EMERGENCY ACTION PLAN

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INTRODUCTION

An Emergency Action & Evacuation Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal-OSHA regulations](#) require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

This template is provided to assist in the development of the Department Emergency Action Plan. An Emergency Action Plan is generally required for each Administrative and Academic work space, and should be considered part of every School or Department's basic health and safety responsibility.

Department Emergency Plans are essential for the preparedness and safety of the building occupants and support the broader Campus Emergency Operations Plan. Assistance is available in completing the plan by contacting the Emergency Management Department at (714) 516-4565.

It is important for staff and faculty to read and understand their department's Emergency Action Plan **BEFORE** an emergency occurs. Managers and Building Coordinators should share safety information with faculty, staff, and students, briefing all new personnel as they join the department and communicating changes to the plan or building environment.

IMPORTANT: This document contains procedures to assist you in responding to an on-campus emergency. A variety of scenarios are included, but this document does not purport to cover all possible emergencies nor building specific instructions. It is important for Schools and Departments to tailor the Emergency Action Plan to the building and operations contained therein. When in doubt as to whether an event or incident meets the criteria of an emergency, call Chapman University Public Safety.

EMERGENCY NOTIFICATION AND TELEPHONE NUMBERS

IN CASE OF EMERGENCY, CALL: (714) 997-6763

Call this number at the Department of Public Safety (DPS) to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, suspicious persons or packages, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

The Public Safety communication center will dispatch DPS officers, the fire department, Environmental Health and Safety responders, Facilities Management staff, or any other assistance required.

If you dial 911 from any campus phone, you will be connected to Chapman University Public Safety. NOTE: A 911 call from your cell phone will go to a central station and you could experience considerable delay in being routed to local officials. If you use your cell phone to contact Chapman University Public Safety, dial (714) 997-6763. You may designate a speed dial in your cell phone to speed access to this number.

Additional Telephone Numbers

Department of Public Safety	(714) 997-6763
Student Health Center – Nurse	(714) 997-6851
Facilities Management	(714) 997-6658
Environmental Health & Safety	(714) 628-2888
Risk Management	(714) 532-7794
Dean of Students Office	(714) 997-6721
Student Psychological Counseling Services	(714) 997-6778
Campus Operator	0, from a campus telephone
	(714) 997-6815, from off-campus telephone

For any on-campus emergency requiring **Ambulance** (Paramedic), **Fire Department** or **Police Department**, please dial (714) 997-6763, or extension 6763 from a campus phone. You may also dial 911 from any campus phone. A Chapman University Public Safety officer will respond and will solicit outside assistance as necessary.

DUTY ASSIGNMENTS

CONTROL

The Chief of Public Safety implements emergency procedures and directs the assignment of duties as outlined.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility to perform certain duties in times of emergency, as assigned. Specific assignments are outlined below.

The EOC Director or a designated representative will assume overall direction of disaster procedures including:

- a. Evacuation of student and university personnel when their safety is threatened.
- b. Relocation of students and university personnel to designated areas of safety when such action is deemed necessary.

Building Coordinator: Consistent with the guidelines established in the Chapman University Multi-Hazard/Disaster Response Handbook, the Building Coordinator is designated as the primary emergency contact for a specified building where they are responsible for department training, development and implementation of the building emergency plan,

- a. Assisting with the safe evacuation of the work area, and
- b. Assessment of injuries and damage to the work
- c. Area or personnel/property during an emergency.

Floor Warden: Consistent with the guidelines established in the Chapman University Multi-Hazard/Disaster Response Handbook, Floor Wardens are designated employees who assist the Building Coordinator in building evacuations by directing persons out of their respective areas.

Other Members of the Chapman University Emergency Operations Center (EOC) and Emergency Preparedness Team as described in the Chapman University Multi-Hazard/Disaster Response Handbook will assist and provide support and resources necessary to facilitate a well-managed recovery of operations at the disaster site.

Faculty: Each instructor will be responsible for the direct supervision of their class. Each instructor will:

- a. Direct the evacuation of students to designated assembly areas, in accordance with warning signals, written notification or orders from a university official.
- b. Report the names of students who are unaccountably absent.
- c. Seek medical attention for injured students.

Designated personnel, under the direction of Public Safety and/or the Chapman University Emergency Operations Center (EOC), will be responsible for the use of emergency equipment, the handling of supplies, and the safe use of available utilities. They will:

- a. Survey the area of responsibility and report damage to the Chapman University Emergency Operations Center (EOC) and any Police or Fire Emergency Command Post in operation
- b. Assist in rescue operations, as required.
- c. Assist in fire-fighting activities, if directed to do so.
- d. Assist in controlling main shut-off valves for gas, water and electricity.
- e. Disburse emergency equipment as needed.

Director of Student Health Services or designated representative will assume overall direction of medical procedures.

Special Department Instructions:

GENERAL EVACUATION PROCEDURES

Many incidents, such as building fire, earthquake, and hazardous material spills could require an evacuation of a building or all or portions of the campus. Following are the general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.

The fire alarm sounds like:

All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building emergency staff.

After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

Building emergency staff will guide and assist the evacuation to the extent possible.

All occupants should exit the building through the nearest safe exit or exit stairwell. Elevators should never be used in an emergency evacuation.

In this building, emergency exits and exit stairwells are located:

During an emergency evacuation, use the nearest door or stairway if available. Each employee should be aware of at least two exit routes in their building in the event one is compromised. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell. During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.

Once outdoors all occupants should move to the _____ Evacuation Assembly Point (EAP), located at _____. If this area is deemed to be unsafe your Building Coordinator or Zone Captain will designate an alternate site.

Staff members should ensure that proper assistance has been summoned if necessary by calling the Department of Public Safety at (714) 997-6763.

Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building. All building occupants should remain at the Evacuation Assembly Point until released by the Building Coordinator.

Building emergency staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.

Building occupants should not re-enter the building until cleared by emergency personnel.

BUILDING EVACUATION MAP

CAMPUS ZONE MAP

SELF-IDENTIFIED PERSONS WITH DISABILITIES OR ACCESS AND FUNCTIONAL NEEDS

List self-identified persons with disabilities who request evacuation assistance during an emergency. Designate assistants to wheelchair users to assist them during an emergency.

Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Disability or Access/Functional Needs:						
Instructions:						
Assistant	Email	Office Phone	Mobile Phone	Floor	Room	Department

Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Disability or Access/Functional Needs:						
Instructions:						
Assistant	Email	Office Phone	Mobile Phone	Floor	Room	Department

Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Disability or Access/Functional Needs:						
Instructions:						
Assistant	Email	Office Phone	Mobile Phone	Floor	Room	Department

Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Disability or Access Functional Needs:						
Instructions:						
Assistant	Email	Office Phone	Mobile Phone	Floor	Room	Department

Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Disability or Access Functional Needs:						
Instructions:						
Assistant	Email	Office Phone	Mobile Phone	Floor	Room	Department

ASSISTING PERSONS WITH DISABILITIES

Non-Ambulatory Persons

IMPORTANT: People in wheelchairs who have respirators attached, MUST have priority assistance if there is smoke or fumes, as their ability to breathe is seriously jeopardized.

WARNING: Some people have limited ability to move. Lifting them may be dangerous to their health. ALWAYS consult the person first as to his/her needs.

Things to consider when evacuating *WITHOUT* chair:

1. Ways of being removed from chair.
2. The number of people necessary for assistance.
3. Whether a stretcher, chair with cushion pad, car seat or paramedic assistance will be needed after evacuation.

Things to consider when evacuating *WITH* chair:

1. Powered chairs - turn motor OFF and remove batteries before transporting.
2. If seatbelt is available, secure person in chair. LOCK foot rests.
3. Many wheelchairs have weak or movable parts NOT constructed to withstand stress of lifting.
4. Lift chair using RIGID FRAME AREAS ONLY (such as hand grips on the back of the chair and leg bars).

If carrying the person down more than two flights, a relay team may be needed.

Limited Ambulatory Persons

For evacuation purposes, limited ambulatory persons should be treated as if they were injured.

Carrying options:

1. Use a two-person locked-arm position "chair."
2. Have the person sit in a sturdy chair. (One with arms is best.) If possible, secure in chair with belt, rope or tie.

Carry them out to safety. If more than two flights, a relay team may be needed.

Visually Impaired Persons

NOTE: Most visually impaired persons will be familiar with their immediate area.

Tell the person the nature of the emergency and offer to guide him/her.

This is the preferred method when acting as "sighted guide."

As you walk:

1. Tell the person where you are.
2. Advise of any obstacles.

When you have reached safety:

1. Orient the person to where he/she is.
2. Ask if any further assistance is needed.

Hearing Impaired Person

Persons with impaired hearing MAY NOT hear or perceive emergency alarms.

VISUAL:

1. Turn light switch ON and OFF to gain attention.
2. Gesture - What is happening. What to do.

WRITTEN:

1. Define the emergency on paper or blackboard
2. Give nearest evacuation route. Example: Fire - out rear door, turn right, go down. NOW!)

Special Department Instructions:

EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below.

If indoors:

1. Seek refuge under a sturdy desk or table. Immediately DROP, COVER and HOLD ON to the piece of furniture as it is likely to move during the shaking. As you hold on, bury your face in your arms, closing your eyes and making your body as small as possible.
2. Whenever possible position yourself along an interior wall, staying away from glass windows, shelves and heavy equipment which may topple over.
3. Protect yourself at all times and be prepared for aftershocks. Do not run outside unless your building is believed to be in imminent danger of collapse.

If outdoors:

1. Move quickly away from buildings, utility poles and other structures. Stay in an open area.

When the shaking stops, check for injuries to others in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required. If emergency help is needed, call:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Attempt to coordinate with your supervisor and Floor Warden or Building Coordinator, checking the area for safety hazards such as building damage, fires, spills of flammable or combustible liquids, or leaks of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures.

Turn off sources of ignition, heat, and gas before evacuating if it is safe to do so. This may include laboratory equipment, workshop equipment, or electrical equipment in offices.

Be aware of structural damage and as you evacuate and do not use the elevators. Assist anyone who needs help to safety.

Once outside, move to the designated evacuation zone for your building. If this area is deemed unsafe, your Building Coordinator or Zone Captain will designate an alternate site. Move away from the affected building(s). Keep the walkways clear for emergency vehicles.

To the best of your ability and without re-entering the building, help Public Safety and your Floor Warden and/or Building Coordinator determine that everyone has evacuated safely.

An Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.

DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CHAPMAN UNIVERSITY PUBLIC SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.

Damaged facilities should be reported to Facilities Management at (714) 997-6658 (x 6658).

Potential Building or Department Hazards in an Earthquake:

Special Department Instructions:

Department Shut-Down Procedures

FIRE

Be familiar with the locations and use of emergency exits, manual fire alarms, and fire extinguishers in your area. You are encouraged to know the identity of the Floor Warden(s) and Building Coordinator for your area and work with them to map out a personal strategy to use in the event of a fire or other disaster.

If you hear or see a fire alarm:

1. Never assume the alarm is a false alarm. Everyone is required to evacuate.
2. Move to the nearest exit or exit stairwell.
3. Never use the elevators to evacuate the building.
4. Close doors as you leave the area.
5. Exit the building and move to the designated evacuation site at .

If you discover a fire or smoke:

1. Close all doors to contain the spread of the fire. **DO NOT LOCK THE DOORS.**
2. Immediately pull the building fire alarm as you exit.
3. Alert other occupants to evacuate the building. Assist anyone who needs help in exiting the building.
4. Touch closed doors with the back of your hand prior to opening them. If it is hot or if smoke is visible do not open that door. Seek another exit path.
5. If caught in smoke drop to the floor and crawl to exit.
6. Call Public Safety. Give your name and describe the exact location and size of the fire.

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

7. You may attempt to put the fire out with a portable fire extinguisher **ONLY** if:
 - a. Someone has pulled the building fire alarm and notified Public Safety
 - b. You have been properly trained and have the correct extinguisher
 - c. The fire is small and contained, such as the size of a wastebasket
 - d. The room temperature is only slightly increased and there is good visibility
 - e. You are not alone
 - f. There is a clear and safe escape route behind you

IMPORTANT: If you have any doubt in your ability to use an extinguisher to control the fire, immediately exit the building after pulling the fire alarm.

Otherwise: remember P-A-S-S

Pull the pin on the extinguisher.
Aim the hose or nozzle at the base of the fire.
Squeeze the handle to activate the extinguisher.
Sweep the extinguishing agent back and forth at the base of the fire.

8. Once outside, move to the designated evacuation zone for your building. If this area is deemed to be unsafe your Building Coordinator or Zone Captain will designate an alternate site. Keep the walkways clear for emergency vehicles.
9. Locate the Floor Warden and/or Building Coordinator and communicate the details of the fire and status of other occupants.
10. Await further instructions from the Building Coordinator and/or Public Safety.
11. An Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.

DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CHAPMAN UNIVERSITY PUBLIC SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.

The fire alarm sounds like:

In this building, emergency exits and exit stairwells are located:

Special Department Instructions:

ACTIVE SHOOTER/TERRORIST ACTION

RUN - If it is possible to do so safely, exit the building or area as soon as you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

Notify anyone you may encounter to exit the building or area immediately if it can be done safely.

1. Evacuate to a safe area away from the danger, and take protective cover. Assist anyone who needs help. Stay there until told by emergency responders to relocate.
2. Call the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Tell the dispatcher:

- a. Your name.
 - b. Location of the incident (be as specific as possible).
 - c. Number of shooters (if known).
 - d. Identification or description of shooter(s).
 - e. Type and number of weapons that may be involved.
 - f. Your exact location.
 - g. Number of persons in the immediate area who may be at risk.
 - h. Injuries to anyone, if known.
3. If you are not immediately affected by the situation, take protective cover, staying away from windows and doors until otherwise notified by police, Public Safety officers or other university officials.

HIDE - If you are directly involved in an incident, but it's not possible to exit the area safely, the following actions are recommended:

1. If you are not in an enclosed room, then go to the nearest enclosed room or office.
2. Close and lock the door, if an interior lock is available. Otherwise, barricade the door.
3. Turn off the lights.
4. Seek protective cover. Stay away from doors and windows.
5. Place cell phones on vibrate. Keep quiet and act as if no one is in the room.
6. Do not answer the door.
7. Call the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Provide the dispatcher with the following information:

- a. Your name.
- b. Location of the incident (be as specific as possible).

- c. Number of shooters (if known).
- d. Identification or description of shooter(s).
- e. Type and number of weapons that may be involved.
- f. Your exact location.
- g. Number of persons in the immediate area who may be at risk
- h. Injuries to anyone, if known.

8. Wait for police to assist you out of the building.

FIGHT – If the active shooter enters the room or office where you are located, as a last resort, your only option may be to fight.

- 1. Trust your instincts and DO SOMETHING!
- 2. If you decide to FIGHT you must commit to it and not hesitate.
- 3. Coordinate an attack with the others in the room, charging together.
- 4. Use improvised weapons and throw items at head
- 5. Yell “gun!”
- 6. Grab the gun, pointing the barrel away from you, and twist
- 7. Even if shot do not stop

An Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.

NOTE: In the event of such an incident in the areas that comprise the Chapman University campus, the University relies on the services of the City of Orange Police Department, which is trained and equipped to respond to an emergency incident that may involve an act of terrorism and/or an active shooter. During the initial phase of any such incident, the City of Orange Police Department will evaluate the situation to determine the best course of action for the safety of the Chapman University community.

Special Department Instructions:

BOMB THREAT

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Refer to the following steps for further instruction.

1. Any person receiving a phone call that a bomb or other explosive device has been placed on campus should remain calm and get as much information as possible from the caller, including:
 - a. When is the bomb going to explode?
 - b. Where is the bomb?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
 - f. What is your name?
2. Keep talking to the caller as long as possible and record:
 - a. Time of call.
 - b. Age and sex of the caller.
 - c. Speech pattern, accent.
 - d. Emotional state.
 - e. Background noises.
 - f. Copy the numbers and/or letters on the phone display.
3. If the bomb threat is received by mail, do not further handle the letter, envelope or package. If you received the threat by Email, do not delete the Email. Evacuate the area at once, report to your supervisor or other university official who is in the area, and call Public Safety.
4. The Police and/or Public Safety officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Police or Public Safety officers. **DO NOT TOUCH ANY SUSPICIOUS OBJECT**. All persons are encouraged to remain alert to their surroundings at all times and to immediately report to Chapman University Public Safety any object believed to be suspicious.
5. Evacuate the building by quickly walking to the nearest exit and direct others to do the same. If you are above or below ground level, direct Persons with disabilities to elevator lobbies until further direction by Public Safety Personnel. Assist anyone who needs help in exiting the building.
6. Public Safety Officers may activate the building alarm, if complete and immediate evacuation is required.
7. Once outside the building, move to the designated evacuation zone for your building. If this area is deemed to be unsafe, your Building Coordinator or Zone Captain will designate an alternate site. Keep the walkways clear for emergency vehicles.
8. To the best of your ability and without re-entering the building, help Public Safety or university staff determine that everyone has evacuated safely.

9. An Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.
10. DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CHAPMAN UNIVERSITY PUBLIC SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.

Special Department Instructions:

BOMB THREAT CHECKLIST

Date:		Time:	
Time Caller Hung Up:		Phone Number Where Call Received:	

Ask the Caller:			
Where is the bomb located?	Building:	Floor:	Room:
When will it go off?			
What does it look like?			
What kind of bomb is it?			
What will make it explode?			
Why Did you place the bomb?			
What is your name?			

Exact Words of Threat:

Information About the Caller	
Where is the caller located? (Background noise)	
Estimated age:	
Is voice familiar? If so, who does it sound like?	
Other points:	

Caller's Voice:		<input type="checkbox"/> Female	<input type="checkbox"/> Male
<input type="checkbox"/> Accent	<input type="checkbox"/> Angry	<input type="checkbox"/> Calm	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Distinct	<input type="checkbox"/> Excited	<input type="checkbox"/> Laughter	<input type="checkbox"/> Lisp
<input type="checkbox"/> Nasal	<input type="checkbox"/> Normal	<input type="checkbox"/> Ragged	<input type="checkbox"/> Rapid
<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter

Background Sounds:				
<input type="checkbox"/> Animal Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Booth
<input type="checkbox"/> PA System	<input type="checkbox"/> Conversation	<input type="checkbox"/> Music	<input type="checkbox"/> Motor	<input type="checkbox"/> Clear
<input type="checkbox"/> Static	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Factory	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance

Threat Language:				
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message Read	<input type="checkbox"/> Taped	<input type="checkbox"/> Irrational	<input type="checkbox"/> Profane
<input type="checkbox"/> Profane				

HAZARDOUS MATERIALS EXPOSURE

1. Any spillage or unplanned release of a dangerous chemical, hazardous waste, compressed gas, or radioactive material is to be reported immediately to Chapman University Public Safety which will immediately contact the Chapman University Environmental Health & Safety Officer and the Risk Manager. On any such spill or release, phone the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

2. When reporting, be specific about the nature of the material involved and the campus location. Public Safety will contact the necessary specialized authorities and medical personnel. Locate the Safety Data Sheet (SDS), formerly known as Material Safety Data Sheet (MSDS) for any materials known to be involved in the spillage/release and have those available for any emergency responders.
3. All persons should evacuate the affected area at once and seal it off to prevent possible contamination of others. Assist persons who need help in exiting the building.
4. Anyone who might be contaminated because they were in the immediate area affected by the spill must avoid contact with others as much as possible, remain in the vicinity, and give their names to Public Safety officers. Offer first aid to anyone who was injured. Immediately begin decontamination as necessary, using the most convenient eyewash, handwash or shower station available. Emergency responders will help assess the need for additional specialized decontamination and treatment.
5. If complete evacuation is necessary or if directed by Public Safety, activate the building alarm system and follow the remaining steps. Note: The alarm and complete building evacuation should only be activated under extreme circumstances.
6. Notify your supervisor and/or the Building Coordinator or Floor Warden. If complete building evacuation is necessary, evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for any persons who are disabled or otherwise unable to evacuate using the stairs. Direct any persons who are disabled to available elevators when they are located on floors above or below ground level. Assist them in exiting the building on ground level floors.
7. Once outside, move to the designated evacuation zone for your building. If this area is deemed unsafe, your Building Coordinator or Zone Captain will designate an alternate site. Be aware of the wind pattern, as your goal in evacuation is to move to an area that is upwind and away from the path of noxious odors and substances. Keep the walkways clear for emergency vehicles.
8. To the best of your ability, and without re-entering the building, help Public Safety Officers or university staff determine that everyone has evacuated safely.
9. As necessary, an Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.
10. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CHAPMAN UNIVERSITY PUBLIC SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.**

Special Department Instructions:

EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT

A violent accident such as an explosion or aircraft crash on campus could endanger lives or render a building or area unsafe. In such an event:

1. Immediately take cover under a table, desk or other object that provides protection against glass or debris.
2. After the immediate effects of the incident have subsided, call the Chapman University Department of Public Safety:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Give your name and describe the location and nature of the emergency.

3. If complete evacuation is necessary or directed to do so by a Public Safety officer or university staff, activate the building alarm system.
4. Notify your supervisor, Floor Warden, or Building Coordinator then evacuate the immediately affected area.
 - a. Be aware of structural damage.
 - b. Stay away from glass doors and windows.
 - c. Do not touch or move any suspicious object.
5. Help others, especially the injured and persons who are disabled, evacuate the building.
6. Once outside, move to the designated evacuation zone for your building. If this area is deemed unsafe; your Building Coordinator or Zone Captain will designate an alternate site. Keep the walkways clear for emergency vehicles.
7. To the best of your ability, and without re-entering the building, help your Building Coordinator, Public Safety officers or other university staff determine that everyone has evacuated safely.
8. An Incident Command Post will be set up near the emergency site or at the designated university Emergency Operations Center (EOC). Keep clear of the command post unless you have important information to report.
9. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CHAPMAN UNIVERSITY PUBLIC SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.**

Special Department Instructions:

MEDICAL AND FIRST AID

1. If a serious injury or illness occurs on campus, immediately phone the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

2. Remain calm. Give your name. Describe the nature of the medical problem and the campus location of the affected individual(s). Remain with him or her until help arrives.
3. If you are trained and/or comfortable in doing so, quickly:
 - a. Check breathing and give artificial respiration if necessary.
 - b. Control serious bleeding by direct pressure on the wound.
 - c. Keep the affected individual(s) still and comfortable. Have them lie down, if necessary.

Special Department Instructions:

UTILITY FAILURE

1. If the electricity or another utility fails during regular working hours (8 a.m. through 5 p.m., Monday through Friday), immediately notify Facilities Management at extension 6658.
2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, on a weekend or a holiday, notify the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

3. Notify your supervisor and Floor Warden or Building Coordinator, and if necessary, carefully evacuate the building by walking to the nearest exit, alerting others to do the same as you exit.
4. Help others, especially the injured and persons who are disabled, evacuate the building.
5. Once outside, move to the designated evacuation zone for your building. If this area is deemed unsafe; your Building Coordinator or Zone Captain will designate an alternate site. Keep the walkways clear for emergency vehicles.
6. To the best of your ability, and without re-entering the building, help your Building Coordinator, Public Safety officers or other university staff determine that everyone has evacuated safely.
7. DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO.

ADDITIONAL INFORMATION AND PROCEDURES:

Electrical/Light Failure: Certain campus buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. Your department may also have flashlights available. For immediate assistance, phone Public Safety at extension 6763.

Elevator Failure: All campus elevators are equipped with emergency phones. If you discover an elevator failure, immediately phone Public Safety at extension 6763.

Plumbing Failure/Flooding: Cease using all electrical equipment, including light switches. Vacate the area and immediately phone Public Safety at extension 6763.

Serious Gas Leak: Cease all operations. Immediately vacate the area and phone Public Safety at extension 6763.

Heating, Ventilation and Air Conditioning (HVAC): If you smell smoke or burning odors from the HVAC system, immediately phone Public Safety at extension 6763.

Special Department Instructions:

VIOLENT OR CRIMINAL BEHAVIOR / TERRORIST THREAT

1. Everyone is asked to assist in making the Chapman University campus a safe place by being alert to suspicious situations and by reporting them as outlined below.

DO NOT TAKE ANY UNNECESSARY RISKS.

2. If you are a victim or observe a terrorist threat or any on-campus criminal activity such as an assault and/or battery, robbery, theft, aggressive or inappropriate sexual behavior, etc., call the Chapman University Department of Public Safety:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Be prepared to supply Public Safety with:

- a. Your name.
 - b. Nature of the incident.
 - c. Campus location of the incident.
 - d. Description of person(s) involved.
 - e. Description of property involved.
3. Assist Public Safety officers when they arrive by describing characteristics of possible suspect(s) such as height, weight, hair color, physical appearance and similar other detail. Identify other potential witnesses who may be interviewed by Public Safety Officers and ask them to share similarly descriptive information.
 4. Public Safety officers will conduct the required campus search and will evacuate areas as necessary and will enlist the support of local law enforcement as may be required/necessary. If evacuation is ordered, assist anyone who needs help in exiting the building. Follow the instructions of Public Safety and law enforcement officials.
 5. Report to your departmental office the presence of anyone who appears to be loitering, soliciting, or otherwise on campus without an apparent legitimate reason. These people may be kindly asked to leave the campus if they do not offer evidence of proper permission or a proper reason for being on campus. Public Safety (ext. 6763) is to be called if such persons offer any resistance or refuse to leave when asked.

Special Department Instructions:

CIVIL DISTURBANCE

1. The University supports the free exchange of ideas by members of the community when done in an orderly fashion in accordance with our policies. Most campus demonstrations are peaceful. In these circumstances everyone should attempt to carry on business as usual. Avoid provoking or obstructing the participants.
2. Upon observing a civil disturbance on campus that appears to be unsafe for the community or if at any time you believe there is an immediate threat to your safety or the safety of others, call the Chapman University Public Safety Department:

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

3. To avoid causing further disturbances, be discrete when making the call.
4. Public Safety and a university administrator will assess the situation and take appropriate action.
5. If safety is a concern:
 - a. Alert all employees in the area to the situation.
 - b. If directed by Public Safety, cease operations, lock all doors and secure all files, documents and equipment. If evacuation is indicated, you will be assisted by Public Safety.
6. If a class or lecture is disrupted it is best to try and diffuse the situation by taking a break in class or requesting those disrupting the class to leave. If they refuse, call Public Safety and your immediate supervisor.

Special Department Instructions:

SEVERE WEATHER/THUNDERSTORMS

Severe weather, including thunderstorms and Santa Ana winds, can present significant risks to the Chapman University community. These risks include high winds, lightning, heavy rain, and hail. The procedures outlined here are designed to mitigate risks and ensure safety.

Severe Weather Watch vs Warning

- **Watch:** Conditions are favorable for severe weather to develop. Be prepared to act.
- **Warning:** Severe weather is occurring or imminent. Take immediate action to ensure safety.

Department of Public Safety
From Chapman phone: extension 6763 or 911
From outside line: (714) 997-6763

Facilities Management Department
From Chapman phone: extension 6768
From outside line: (714) 997-6768

Before a Storm

1. All senior staff monitor the National Weather Service and local weather stations.
2. Bring in or secure items that could become projectiles.
3. Use Panther Alerts to inform students, faculty, and staff of an impending storm.

During a Storm

1. Move indoors away from windows. Preferably, shelter in interior rooms on the lowest floor.
2. Refrain from using electrical appliances and landline phones.
3. Continue to monitor weather updates via NOAA weather radios or other reliable sources.
4. Avoid driving unless absolutely necessary. If caught driving, pull over to a safe location and stay in the vehicle.

After a Storm

1. Report any structural damage or hazards to Facilities Management.
2. Stay clear of downed power lines, broken glass, and debris.
3. Check on individuals with disabilities or those requiring additional assistance.
4. Provide updates and instructions via Panther Alerts and the Public Safety blog.

Special Department Instructions:

SHELTER IN PLACE

Certain incidents may require you to Shelter in Place when there is an increased danger from leaving the building rather than to stay in your current location. These incidents can include hazardous outdoor atmospheres, sustained police action, or active shooter events. **See Terrorist Action/Active Shooter/Severe Weather Tab for specific Shelter-in-Place instructions.**

For hazardous outdoor atmospheres:

1. Select a small, interior room, with no or few windows and close all windows and exterior doors.
2. Turn off all fans, heating and air conditioning systems.
3. If instructed, use whatever is available to seal all cracks around the door and any vents into the room.
4. Remain indoors until Public Safety or the authorities tell you it is safe or you are told to evacuate.

Special Department Instructions:

BUILDING EVACUATION TEAM

	Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Building Coordinator							
Alternate							
Zone Captain							

	Name	Email	Office Phone	Mobile Phone	Floor	Room	Department
Floor Wardens							

EMERGENCY SUPPLIES LIST

Item	Quantity	Floor	Room	Date Last Inventoried

