



EMERGENCY ACTION PLAN



CAMPUS
SAFETY

Introduction

This guidebook was designed to give members of the University community a ready-reference on how to respond in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here's how you can do your part:

- **Verify Emergency Notification System information.**
Our ENS is the quickest way to get information in an emergency. Verify that your information is correct in your student/employee portal.
- **Plan ahead.** Take time to think about what you would do in an emergency. Please take a few minutes to read through these procedures and think about how you would respond.
- **Report suspicious activity.** Report crimes, suspicious behavior, and safety concerns to Campus Safety. Save (916) 521-0776 into your cell phone and do not hesitate to make a report.
- **Always carry your student/employee ID card.**

General Emergency Protocols

In the event of an emergency, William Jessup University employees should contact Rocklin Police Department by dialing **911** from a land line or from a cell phone before contacting Campus Safety at (916) 521-0776.

- Move to a safe location and call 911:
 - In the event of a medical emergency
 - To report all fire incidents, even if the fire is extinguished
 - To report criminal behavior
- Provide the following information to Rocklin Police Department and Campus Safety upon calling:
 - Where you are on campus
 - Nature of emergency
 - The location of the emergency and who is involved
 - Do not hang up the phone unless directed to do so

The Campus Safety Department has a variety of ways to alert employees and students to emergencies on campus and provide direction. These include:

- ENS (your cell phone will be notified via text and email)
- Verbal notification from Campus Safety members and department heads
- PA system using all campus phones

**General Emergency
Protocols**

Emergency Notification

In the case of a campus wide emergency, the Campus Safety Department will activate the Emergency Notification System (ENS).

Using our ENS, Campus Safety rapidly and reliably will be able to communicate with the entire campus in the event of an emergency.

If a notification is broadcasted, you will receive a text, phone call and/or email until you confirm the reception of the message. **These notifications allow Campus Safety to include crucial information and updates in their notifications.**

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus:

- **ENS Notification:** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phones and email accounts when there is an immediate threat to the safety of the University community. Keeping employee and student information up to date is essential to ensure prompt emergency communication.
- **Jessup.edu:** Critical information may be posted on the official University website.
- **Jessup Email:** Broadcast emails are sent to University students, faculty and staff.
- **Telephone:** In the event of an emergency, the University phone system may be used to broadcast important information.

**Emergency
Notification**

Lockdown

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders and Campus Safety may lock others manually. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

- STAY INSIDE! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
 - Take shelter in a lockable room if possible.
 - Close windows, shades and blinds, and avoid being seen from outside the room if possible.
- Emergency Notification System (ENS) alerts will be sent out for further instructions. A description of the area and person/entity responsible for causing the lockdown will be disseminated as appropriate.
 - Report any emergency or unusual condition to law enforcement and Campus Safety personnel.
- Use discretion in admitting anyone into a secure building. Require that all persons seeking shelter open all outer garments for visual inspection before allowing entry.
 - Once in a secure location, DO NOT LEAVE UNTIL RECEIVING THE “ALL CLEAR” from a police officer, campus safety officer, or ENS alert.

Evacuation

If an incident (e.g. building fire, police response) requires an evacuation of all or part of the campus, evacuate the building when notified to do so. The type of evacuation or protective measure may be specified as part of the notification. If not specified, follow these instructions:

- **All building occupants are required to evacuate** when the fire alarm sounds or upon the order of an authorized university official such as a campus safety officer.
 - If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
 - Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
 - Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- **Do not go back in the building** for any reason until an authorized university official deems it safe to re-enter.

Large-Scale Evacuation

- If evacuation of part or all of the campus is necessary, monitor ENS notifications via phone/text, email, and the University website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

Evacuation

Medical Emergencies

If there is a medical emergency on campus:

- **Evaluate scene safety**

- Do not move a seriously injured person unless there is a life threatening situation.

- **Call 911 and report the emergency**

- Do not hang up until directed to do so by the emergency operator.

- **After calling 911, call Campus Safety at (916) 521-0776.**

Campus Safety officers have basic medical training and can administer aid until medical personnel arrive.

- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.

- **Return** to the victim and keep the victim as calm and comfortable as possible.

- A Campus Safety officer will respond immediately to the scene while additional medical personnel are en route.

Active Shooter

Quickly determine the best way to protect your life:

“Get Out” - Evacuate if possible

- Have an escape route/plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding law enforcement.

“Hide Out”

- Hide in an area out of the active shooter’s view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

“Take Action”

- AS A LAST RESORT and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter as much as possible.

Call **911**, then Campus Safety (916) 521-0776 when it is safe to do so.

Fire

- **Activate the fire alarm system** by pulling a fire alarm station on your way out of the building.
 - Leave the building via the nearest exit. Warn others as you leave.
 - Do not use elevators.
 - Feel doors before opening; if the door is hot, don't open it.
 - Close doors and windows as you leave if safe to do so.
 - If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (e.g., such as a jacket or shirt) out of the window to attract attention.
- **Report the fire by calling 911 and Campus Safety** by calling (916) 521-0776 once outside.
 - Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
 - Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.

Severe Weather

Earthquake (indoors):

- Drop to the ground, take cover under a table or desk.
- Stay away from glass, windows, walls/windows, and anything that could fall.
- Stay indoors until the shaking stops.
- Do not use elevators.
- Be aware that electricity may go out or the sprinkler systems may turn on.

Earthquake (outdoors):

- Stay where you are.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls.

Tornado:

- Take shelter on the lowest level of your building or residence hall if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a shelter-in-place is ordered:

- **If outside, seek shelter in the nearest building**, preferably in an interior room with few windows.
- **Allow access to others seeking shelter.**
 - Remember: a shelter-in-place order means there are dangerous environmental conditions but NOT any known threat of violent behavior.
 - Close all exterior doors, windows and any other openings to the outside.
 - Avoid overcrowding by selecting several rooms if necessary.
- **Monitor ENS alerts and email for further instructions.**
 - Report any emergency or unusual condition to Campus Safety.

Do not leave the building until receiving the “all clear” from a police officer, Campus Safety officer, ENS alert, email or website communication.

Bomb Threat

If you receive a bomb threat, remain calm and obtain as much information as possible so you can inform law enforcement and Campus Safety. These questions can help guide you:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did you place the bomb?
- How many bombs are there?
- What is your address?
- What is your name?

Call **911** and notify Campus Safety by calling (916) 521-0776 to give the information you have obtained. Describe the caller's voice, background noises, and exact wording of the message. **Do not touch suspicious packages!** Be sure to inform Campus Safety of any suspicious packages, items or people in the area. Follow instructions from first responders in regards to evacuation assembly areas.

Suspicious Package

- **Do not open the suspicious package or item.** If you have opened it, remain calm.
- **Dial 911 to report the package. Then notify Campus Safety at (916) 521-0776 immediately.**
 - Do not move the letter or package or examine it further.
 - Keep others out of the area. Close off the area if possible.
 - If possible, limit the use of two-way radios and cell phones near the suspicious item.
- **If the package is leaking a substance or powder** and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
 - Wash your hands and arms from the elbow down with soap and hot water.
 - Do not attempt to clean or cover anything that might have spilled from a package
- **Follow all instructions given by emergency responders.**

Large Chemical Spill

- **Notify Campus Safety** at (916) 521-0776 immediately.
- **Do not attempt to clean up the spill.**
 - Remove yourself and others from the area.
 - Close doors to isolate the area.
- **If anyone had contact with the hazardous material,** they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
 - Do not pull the fire alarm unless there is a fire.
- **Provide first responders with information** about the spill, chemical and the spill area.
- **Evacuate the building** if first responders issue the evacuation order.
- **Re-enter the building only when an “all clear”** is provided by first responders.

Elevator Failure

If you become trapped in an elevator, the following actions should be taken:

- **DO NOT panic.** Use the elevator phone or your cell phone to call for assistance.
- **Press the HELP button: this will notify the elevator company and allow them to instruct Facilities and Campus Safety on how to safely resolve the situation.**
 - DO NOT attempt to force the door open or attempt to climb out of the elevator car. The elevator may restart without warning.
 - Your best course of action is to relax and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- **If there is a FIRE button in the elevator, press it and communicate to the fire department the issue.**
 - The fire department will come out to assist the situation, so the faster they are called the quicker the situation can be resolved.
- **If you have a cell phone, provide the following information to Campus Safety (916) 521-0776:**
 - Your name
 - Total number of people in the elevator
 - Report any injuries, medical conditions, or disabilities
- **If you get no response from the HELP or FIRE buttons and are unable to call Campus Safety, press the ALARM button to signal someone from around the area to assist.**

Reporting Crime

All crimes should be reported to the Campus Safety Department at (916) 521-0776. Campus Safety personnel will respond and will call local police for assistance if necessary.

If you witness a violent crime in progress (such as assault, battery, etc.) immediately call **911** to report the incident, then call Campus Safety so an officer can respond. Give as much information about the situation as possible from a safe location, and do not hang up the phone unless necessary.

If you witness a petty crime in progress (such as theft, trespassing, etc.) call Campus Safety immediately. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so.

Remain at the location until an officer contacts you **unless it is not safe to do so.**

You can also report crime on our website using this link:

<http://my.jessup.edu/campussafety/reporting-forms2/incident-report/>

Student In Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, quickly dial 911 and then call Campus Safety at (916) 521-0776.

Quick reference for helping students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct
- Unusual behavior or appearance
- Traumatic event or change in relationships
- Reference to suicide, homicide, or death

Respond to the Student

- Speak privately with student
- Directly and candidly discuss your observations and concerns
- Offer support and assistance



LEGEND



EVACUATION
ASSEMBLY



AED



FIRST AID KIT

FIRST RESPONDER
ACCESS

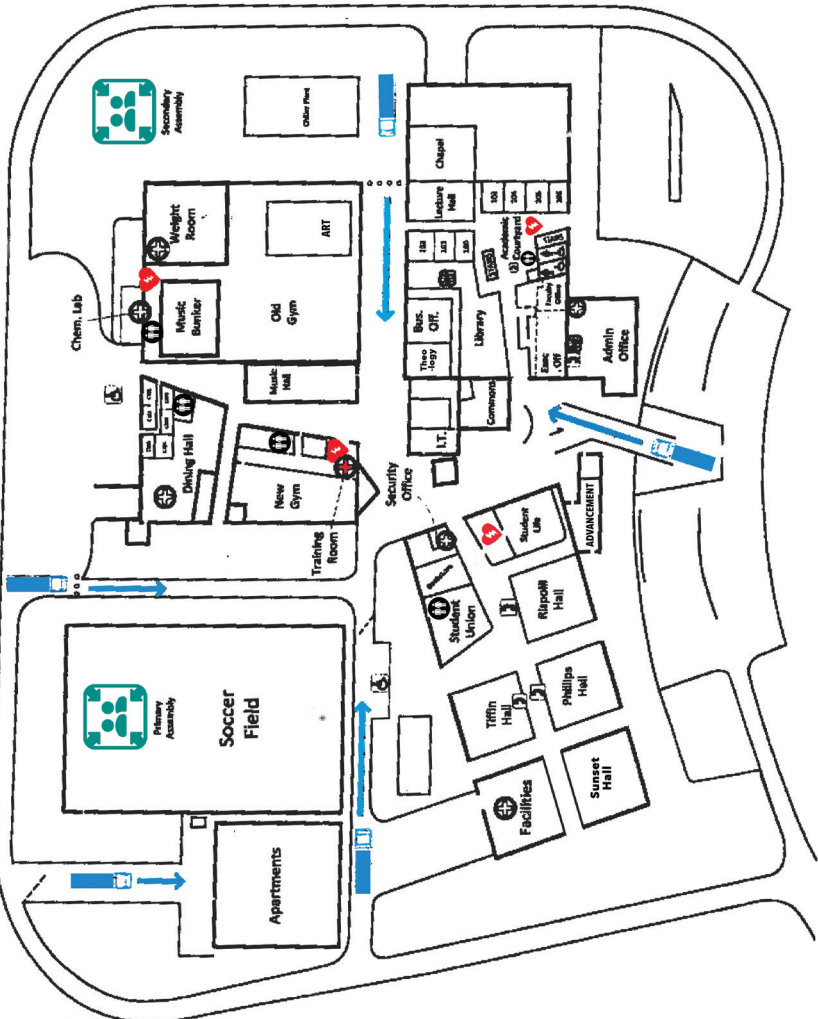


RESTROOMS



EMERGENCY
PHONE

MAP



Campus Map

Emergency Contacts and Resources

Campus Safety – Emergency	(916) 521-0776
Facilities	(916) 577-2380
Facilities (after hours/holidays)	(916) 577-7070
Off-Campus Emergencies	911
IT Helpdesk (Phone/internet outage)	(916) 577-2345