

CAMPUS EMERGENCY RESPONSE GUIDE

Standing Ready & Prepared



IN CASE OF EMERGENCY

Fire

Crime

**Hazardous
Material
Spill**

**Medical
Emergency**

CAMPUS POLICE

707-654-1176

911

Note: Dialing 911 directly will not immediately dispatch Campus Police. Dialing 707-654-1176 will simultaneously dispatch Campus Police as well as other Local Agency Emergency Responders

IMPORTANT CONTACT NUMBERS:

Department of Safety & Risk Management	707-654-1076
Cal Maritime Police Department (24 hours)	707-654-1176
Facilities & Maintenance Department	707-654-1120
Human Resource Department	707-654-1135
Student Health Services	707-654-1170

CRITICAL INCIDENT INFORMATION REPORTING FORMAT EXAMPLE

... the campus senior leadership shall be informed whenever the following incident or events occur...

- **Death or serious injury of any person on campus property, including contractors and guests.**
 Note: A Serious Injury is defined as needing immediate medical attention, ambulatory transportation to an hospital emergency room.

Notification Tree At A Glance:

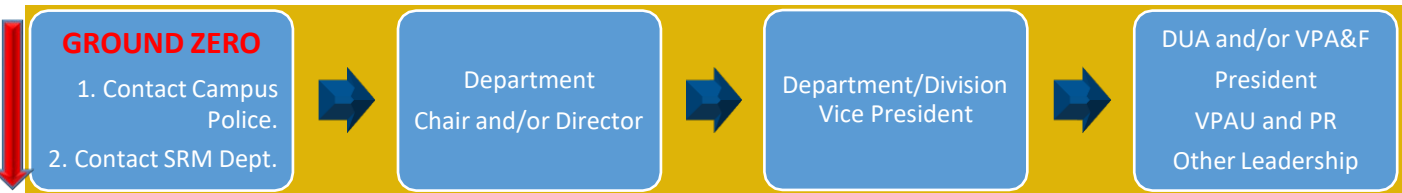


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Cal Maritime Commitment to Health & Safety...

Cal Maritime is dedicated to providing exceptional educational opportunities while ensuring the safety of students, faculty, staff and visitors. Given that emergencies cannot always be avoided, our common first line of defense is our own initial actions (i.e., those things that we do before emergency responders arrive).

The resources and personnel presented herein are intended to provide you the tools, understanding, and encouragement in order to institutionalize the safe and healthful learning environment we all expect and have come to know.



What is an Emergency

An emergency is an unexpected serious situation demanding immediate action. These can range from a minor medical emergency to a large-scale natural disaster. Emergency preparedness is the process by which individuals, organizations and governments consider possible emergencies and take precautions, in advance, to avoid and/or effectively respond to such emergent circumstances.

In an emergency, you should:

Be Aware of Your Surroundings. Being aware of where you are and what is happening around you can help you to understand how information, events and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

Protect Yourself. Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others.

Call for Help. Any emergency service can be summoned by calling Campus Police at 911 from a Campus phone or use your cell phone and dial (707) 654-1176. You can also call 911 directly, but keep in mind dialing 911 will not automatically dispatch our Campus Police. It will send outside agencies and the contact our Camus Police.

Help Others. Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.

Cal Maritime Alert:

California State University Maritime Academy utilizes the Blackboard Mass Notification System messaging platform to enhance our emergency communications during crisis situations. This system will allow us to broadcast critical information in real time to mobile devices as well as through email. This is particularly important for people who may be in or near the crisis zone. Your information is automatically loaded into the Alert system by means of your personnel file in PeopleSoft. Make sure you go to your file and ensure your information is correct.



SECTION 1: Personal Safety

While Cal Maritime has done much to make this a safe campus, safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings. This next section describes ways that you can protect yourself in situations involving:

- Active Shooter
- Concerning Behavior
- Bomb Threat
- Suspicious Letter/Package
- Suspicious Substance



Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

For links to safety videos on how to survive an active shooter situation, please visit <https://www.youtube.com/watch?v=5VcSwejU2D0&feature=youtu.be>

RUN. HIDE. FIGHT.

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

RUN. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call Campus Police when you are safe



HIDE. If an evacuation is not possible, find a place to hide.

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet
- Hide behind large objects
- Remain very quiet

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement



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

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way



Armed Citizen Intervention

Individuals with a license to carry a handgun should follow the "Run, Hide, Fight" principles. Remember, your weapon is for your defense. You should not go on the offensive and seek out the shooter. You could be mistaken as the shooter by a civilian or law enforcement.

Remember law enforcement officers will be responding to the scene. Should you have to engage the shooter, contact the calling Campus Police at 911 from a Campus phone or use your cell phone and dial (707) 654-1176 when it is safe to do so. Provide your location, your description, and what has taken place for first responders.

Be aware, responding officers could potentially see you as a threat. Secure or distance yourself from your weapon as soon as possible and make your hands visible to arriving officers.

Concerning Behavior

Oftentimes after a tragedy, people come forward with information and observations that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Cal Maritime is committed to a proactive approach and needs your help. As a member of this University community, if you observe any behavior that is concerning contact Campus Police and provide detailed information on the report form. This report goes to members of the Special Situations Team. This team is comprised of University faculty and staff charged with helping students, faculty and staff who are exhibiting concerning behavior. If you prefer to speak to someone over the phone during business hours, please see below.

In reference to student behavior support:

Student Health Services
 (707) 654-1174
 Dean of Student Development.
 (707) 654-1070



In reference to staff and/or faculty behavior support:

Cal Maritime Human Resources
(707) 654-1135
Employee Assistance Program
(800) 227-1060

**SECTION 2: Bomb Threat**

A bomb threat is generally defined as a verbal or written threat to detonate an explosive or incendiary device to cause property damage, injuries or loss of life whether or not such a device actually exists.

- There are two main reasons someone may call with a bomb threat:
- The person knows of an explosive device that is in place and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal office/building functions
- Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough investigation is conducted. This means that there will always be a response to the threat by emergency services personnel (police, fire and medical).

If you receive a call on a campus phone:

Immediately after the call is terminated

- Call Campus Police 911 from a Campus phone or use your cellphone to dial (707) 654-1176 and the dispatcher will notify University Police
- Document the conversation using the Bomb Threat Checklist:
- Notify the department head/building proctor
- Meet with and assist University Police personnel
- As directed by University Police, help locate/identify suspicious items
- Evacuate the building, as directed
- **DO NOT** reenter the building until cleared by authorized personnel

Campus-Wide Bomb Threat**Evacuation Procedures**

In the event that you are asked to evacuate campus due to a campus-wide bomb threat:

- Evacuation orders will be disseminated via Cal Maritime Alert
- Do not activate the building fire alarm system to achieve evacuation
- Remain calm but act quickly
- Promptly secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation order to others as you exit the building
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- Pedestrians should exit campus by the shortest route
- Exit campus as directed in the Cal Maritime Alert message
- You may use your vehicle to leave campus unless directed otherwise in the Cal Maritime Alert message
- If possible, Transportation Services will continue to operate off-campus routes, outbound only. Bus pickup locations may be altered, changes will be announced.

- **DO NOT** call 911 unless there is an immediate, life-threatening emergency
- Go to emergency.csum.edu for regular updates on the emergency situation and information on returning to campus

Suspicious Letter, Package or Substance

If you receive a suspicious letter or package:

- **DO NOT** Handle
- **DO NOT** shake or bump
- Isolate immediately
- **DO NOT** open, smell or taste
- Treat it as suspect!!
- Call Campus Police (707) 654-1176 or 911



Common Features of Suspicious Packages:

- Are unexpected or from someone unfamiliar to you
- Have no return address or a return address that can't 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 handwritten or poorly typed addresses

If a package or letter is open and/or a threat is identified:

For a bomb

- Evacuate immediately
- Call Campus Police at x1176 from a Campus phone, or use your cell phone to dial (707) 654-1176 or 911

For radiological

- Shield yourself from the object
- Limit exposure—**DO NOT** handle
- Evacuate area
- Call Campus Police (707) 654-1176 or 911

For biological or chemical

- Isolate—**DO NOT** handle
- Call Campus Police (707) 654-1176 or 911
- Wash your hands thoroughly with soap and water



Suspicious Substance in a Campus Building

- Clear and isolate the contaminated area. Do not touch or disturb anything

- Call Campus Police at (707) 654-1176 or 911
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- **DO NOT** leave premises until dismissed by authorities



SECTION 3: Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. This next section describes ways that you can protect yourself in situations involving:

- First Aid
- Poison
- Radiation

When Dialing Campus Police (707) 654-1176:

- Stay calm.
- Tell the dispatcher your location.
- Answer the questions.
- **DO NOT** hang up until told.
- Follow all directions given

Medical Emergency Quick Hitters

If an ambulance is needed:

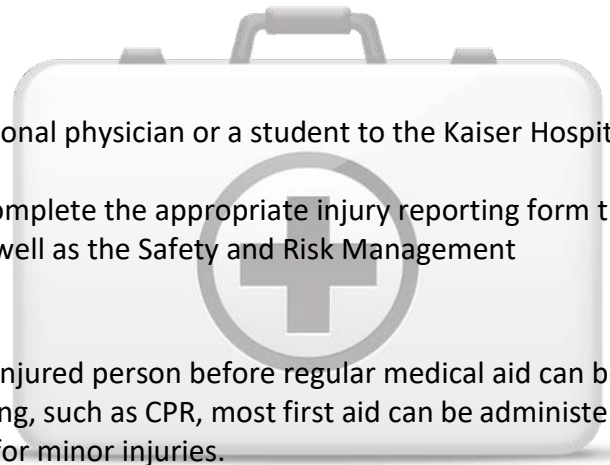
- Call Campus Police (707) 654-1176 or 911
- Provide dispatcher with:
 - ⚓ Location of emergency
 - ⚓ Type of injury, if known
 - ⚓ Brief description of injured person (gender, age, etc.)
- Render first aid, as trained
- Make injured as comfortable as possible
- If incident involves a faculty or staff member, please complete the appropriate injury reporting form that can be found at the Human Resources Department as well as the Safety and Risk Management Department website

If an ambulance is not needed:

- Render first aid, as trained
- Assist with transportation of an employee to their personal physician or a student to the Kaiser Hospital or Solano County Emergency Center, if appropriate
- If incident involves a faculty or staff member, please complete the appropriate injury reporting form that can be found at the Human Resources Department as well as the Safety and Risk Management Department website.

First Aid

First Aid is any emergency care or treatment given to an ill or injured person before regular medical aid can be administered. Although some aspects of first aid require training, such as CPR, most first aid can be administered by a lay person using common sense and minimal equipment for minor injuries.

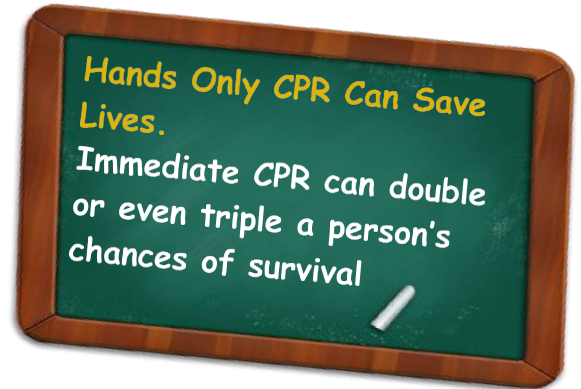


There are three main aims of first aid:

- Preserve life
- Prevent further injury
- Promote recovery

The aims are met in the following ways:

- Preventing heavy blood loss
- Maintaining breathing
- Preventing shock
- Getting the victim to a physician or Emergency Medical Service (EMS)



People who provide first aid must remember the following:

- Avoid panic
- Inspire confidence
- Do only what is necessary until professional help is obtained
- Remember, the first step in any serious emergency is to dial Campus Police (707) 654-1176 or 911. Emergency medical dispatchers will give basic first aid instructions over the phone while the ambulance is on its way.

Hands-Only CPR Instructions

- Call Campus Police (707) 654-1176 or 911 if a teenager or adult suddenly collapses.
- Push hard and straight down at least two inches. Push fast, giving between 100–120 compressions per minute until help arrives. Limit pauses between compressions to only a few seconds. Allow the chest to come back to its normal position. Use the classic disco song “Stayin’ Alive” to help with your compression rate.
- Use an AED if available. When an AED arrives, turn it ON and follow the prompts.

Note: To become certified in CPR, contact the Department of Safety and Risk Management.

Poison

Poison is a substance that through its chemical action can kill, injure or impair an organism. Acute poisoning is exposure to a poison on one occasion or during a short period of time. Symptoms develop as a result of exposure or in close proximity of a substance. Poisonous materials can be found in a variety of household items as well as in laboratory reagents and chemicals.

Many poisons react differently to various treatments, so if you suspect a victim has been poisoned through ingestion, inhalation or skin exposure:

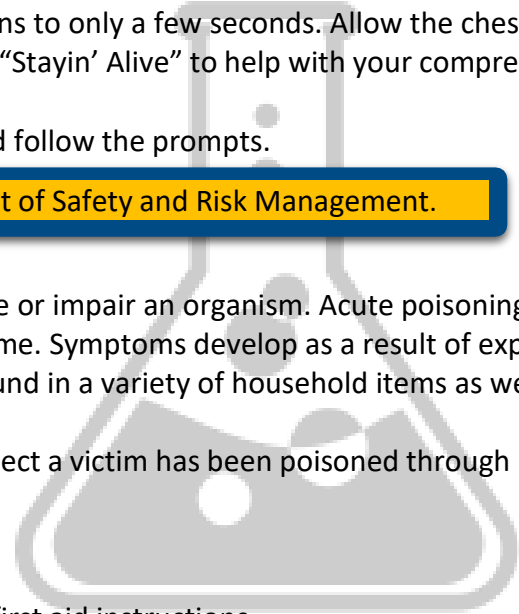
- Try to determine what the poisoning agent is
- Call Campus Police (707) 654-1176 or 911
- Or call Poison Control Center at (800) 222-1222 for specific first aid instructions

Radiation

Radiation is energy in the form of waves or moving subatomic particles. It can be classified in two categories:

- ionizing or non-ionizing.

The most common use of the word “radiation” refers to ionizing radiation. Radioactive material is a physical material that emits ionizing radiation. Ionizing radiation has many practical uses in medicine, research, construction and other areas. However, it also presents an external and internal health hazard to humans if used improperly.



For Personnel Injury Involving Radioactive Material Contamination:

- Provide First Aid immediately for serious injuries
- Call Campus Police (707) 654-1176 or 911
- Notify Environmental Health and Safety at (707) 654-1076
- Monitor the injury. If it is possible to remove the contaminated clothing without harming the victim, do so.

For Radioactive Contamination of Personnel:

- Remove and bag all contaminated clothing
- Call Environmental Health and Safety at (707) 654-1076 to report the incident
- Skin contamination should be cleaned using mild soap and tepid water. Use portable survey meter to monitor for remaining contamination. If not free of contamination, rewash and resurvey
- Survey for contamination elsewhere on the body as well as on clothes, shoes, floor, door handles, telephones, etc.
- Document the entire incident with either a signed memo/letter or an e-mail from an official university e-mail account to EHS.

For Radiation Spill or Release:

Stop work and confine the spill immediately using an absorbent, enclosure, etc.

- Call Environmental Health and Safety at (707) 654-1076 to report the incident
- Warn others of the hazard and isolate the area
- Monitor personnel during and after cleanup for contamination
- Collect all used cleanup materials as radioactive waste and bag all contaminated clothing or cleaning items for removal by EHS
- Commence wipe surveys and decontamination.
- Perform surveys of surrounding areas to ensure that all contaminated areas are identified
- Document the entire incident with either a signed memo/letter or an e-mail from an official university e-mail account to EHS

**SECTION 4: Fire**

A major fire occurring on the Cal Maritime campus could involve areas where multiple-occupancy residences and/ or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. Thus, it is very important for the campus community to recognize fire hazards, practice building evacuations and know what to do when the fire alarm sounds.

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 calling Campus Police x1176

Confine

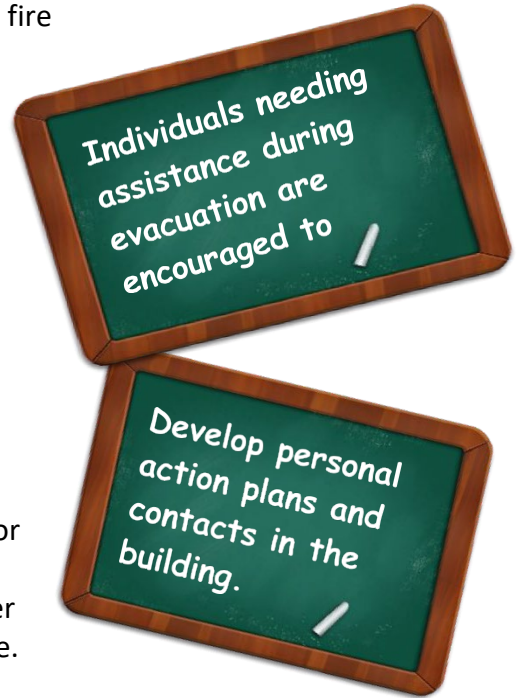
- Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.

Extinguish

- Extinguish the fire by using a portable fire extinguisher only if safe to **do so**.

In preparation for a fire:

- Plan and practice an escape route
- Post emergency numbers near telephones
- Get training from Environmental Health and Safety on using fire extinguishers
- **DO NOT** store combustible materials in closed areas or near a heat source
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day
- Pay attention to housekeeping issues. **DO NOT** clutter exits, stairways and storage areas with waste paper, empty boxes and other fire hazards



How to use a Fire Extinguisher

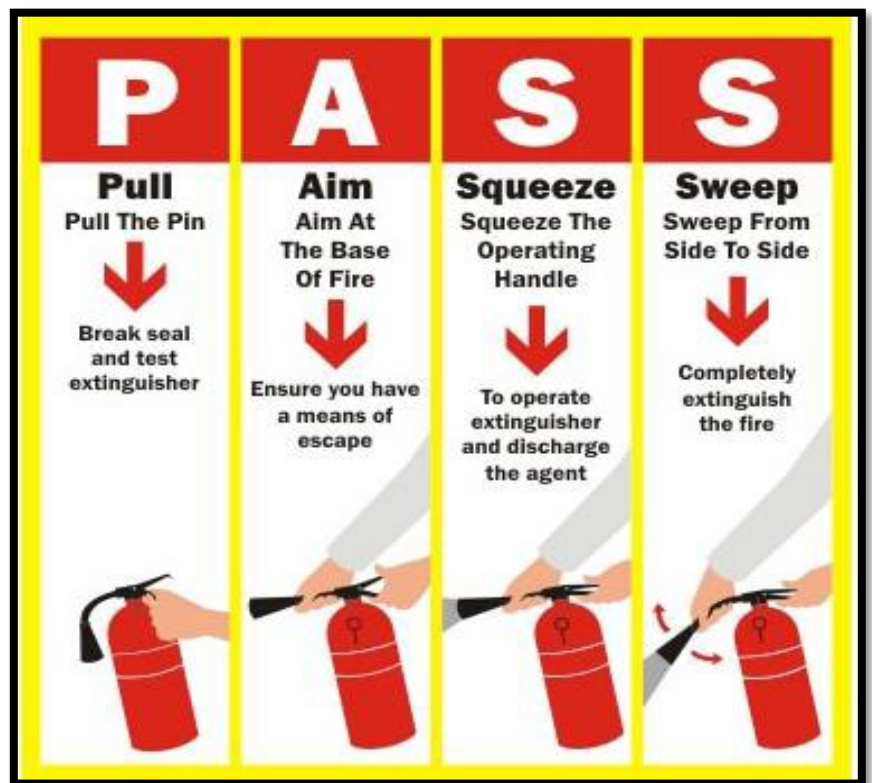


If there is a fire inside a building:

- Activate a fire alarm or pull station
- Call Campus Police (707)654-1176 or 911 and give your name, building name, address, floor, location and related information
- Evacuate the building using Building Evacuation instructions

In case of a fire threat:

- • Call Campus Police (707)654-1176 or 911
- • If fire is in building, activate nearest fire alarm pull station and evacuate building
- • **DO NOT** enter building until authorized by emergency personnel
- • Follow instructions from emergency personnel





SECTION 5: Hazardous Materials

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Many products containing hazardous chemicals are used and stored in homes routinely, and in the university research setting, these materials are handled daily. Hazardous materials in various forms can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property.

Hazardous Materials Management

- Pay attention to housekeeping issues. **DO NOT** clutter exits, stairways and storage areas with waste materials, used/soiled rags and other contaminated materials
- Post emergency numbers near telephones
- Get training from Environmental Health and Safety on using fire extinguishers, and spill clean-up.
- **DO NOT** store combustible materials in closed areas or near a heat source
- Ensure all hazardous materials and waste are kept in a container that is labeled and the container lid present and functioning.

Chemical Spills

Hazardous material release/chemical spill inside a building:

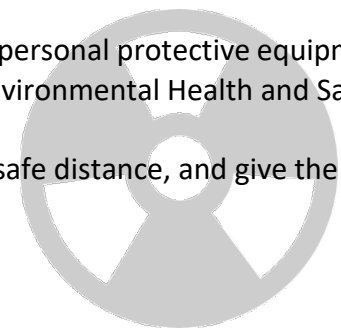
- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt cleanup if trained and if you have appropriate personal protective equipment
- If assistance is needed, call Campus Police x1176 and give the location and type of material spilled
- Evacuate the building if required (use of public address system preferred or use of building fire alarm system)
- Meet with and assist emergency response personnel

Hazardous material release/chemical spill outside the building:

- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt cleanup if trained and have appropriate personal protective equipment
- If unable to cleanup but conditions do not require evacuation, contact Environmental Health and Safety at (707) 654-1076
- If assistance is needed, call Campus Police (707) 654-1176 or 911 from a safe distance, and give the location and type of material spilled
- **DO NOT** wash spilled material into storm drain
- Meet with and assist emergency response personnel

Chemical Contamination:

- Assist with emergency eyewash/shower use, as appropriate provide first aid immediately for serious injuries
- Call Campus Police (707) 654-1176 or 911 and give the location, type of material involved and extent of injuries



- Notify Environmental Health and Safety at (707) 654-1076
- If it is possible to remove contaminated clothing without harming the victim, do so
- Obtain a Safety Data Sheet for the material involved.
- A Safety Data Sheet is a document created by a manufacturer or distributor of a chemical that provides information about the contents, characteristics, physical hazards and health hazards associated with the chemical.
- For Safety Data Sheet information visit the Safety & Risk Management webpage

Gas Leaks

A gas leak refers to a leak of natural gas, from a pipe or other containment, into any other area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added to assist in identifying leaks.

As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks IMMEDIATELY.

If you smell a gas odor, or if a gas monitor alarm sounds and reads "GAS":

- Evacuate and secure area Warn others in the immediate area
- Call the Facilities Services Communications Center at (707) 654-1120 during normal business hours or contact Campus Police (707) 654-1176 and give your name and the location of odor
- Notify department head/Building Proctor/Resident Advisor (RA)
- Meet with and assist emergency response personnel

If there is a major leak such as a pipeline break:

- Call Campus Police (707) 654-1176 or 911 and give the dispatcher your name, location of odor and related information
- Initiate an evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent source of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- **DO NOT** reenter building or the evacuation zone until cleared by authorized personnel



SECTION 6: Evacuation

If you need special assistance, contact your Resident Advisor, Building Proctor or other appropriate emergency contact. If these persons are not available, call Campus Police at (707) 654-1176 for assistance.

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using building emergency plan procedures
- Walk to nearest exit/stairwell



- (close doors behind you)
- **DO NOT** use the elevators
- Proceed to the designated gathering area outside the building and report to your Floor Proctor (for a headcount)
- **DO NOT** re-enter the building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs

If the fire is outside a building:

- Call Campus Police (707) 654-1176 or 911 and give your name, building name, address, floor, location and related information
- **DO NOT** activate the building fire alarm system

You can use a portable fire extinguisher if:

- You are properly trained (you have had hands-on training)
- It is a small, contained fire (e.g., wastebasket)
- You can extinguish it within 12 seconds (evacuate if it takes longer)

If you are unable to leave the building, you should create an area of refuge:

Seal the room. Use wet cloth to stuff around cracks in floors and seal up vents to protect against smoke

- **DO NOT** break windows, unless as a last resort for escape
- Stay low under smoke. The freshest air is near the floor.
- Keep a wet cloth over your nose and mouth; breathe through your nose only
- Signal for help. call Campus Police x1176 or hang something in the window

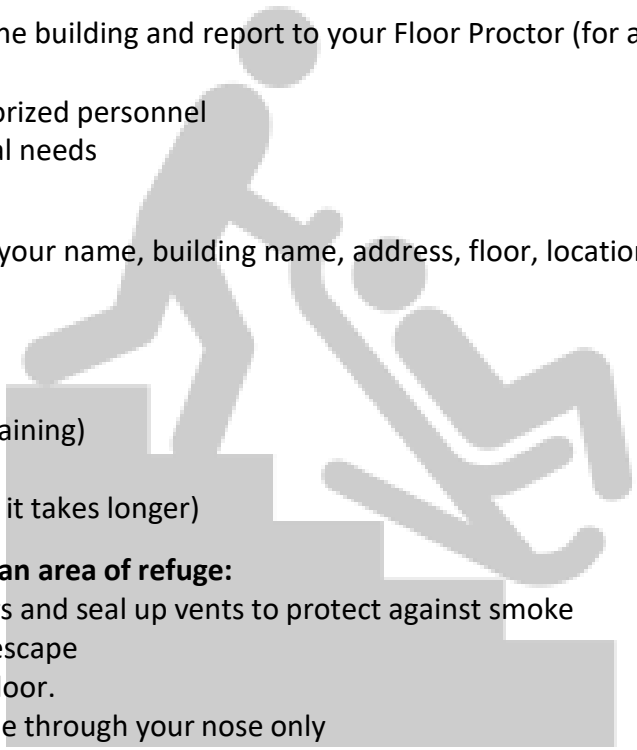
After a fire:

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately
- Stay out of damaged buildings. Return to buildings when local fire authorities say it is safe
- Look for structural damage
- Discard food that has been exposed to heat, smoke or soot
- **DO NOT** discard damaged goods until after an inventory has been taken

Area Evacuation

An evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards)—do not pack belongings
- Turn off unnecessary equipment, computers and appliances
- Close the door as you exit your room or office
- Follow the directions provided for safe routes of evacuation
- Listen to radio, if available, to monitor emergency status
- **DO NOT** use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off





SECTION 7: Shelter-in-Place

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus.

Typically, these protective actions are to evacuate to a safer area or to shelter-in-place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via the Cal Maritime Alert System, public address systems, loudspeakers, door-to-door notifications or other appropriate means.

Method to Protect

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there—avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders.
- **DO NOT** call 911 for information.



If hazardous materials are involved:

- Turn off all ventilation systems and close all inlets from the outside
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible



SECTION 8: Earthquake

- **Drop, Cover, Hold** under a table or desk or against an interior wall until the shaking has stopped.
- After shaking has stopped check yourself and others for injuries.
- Evacuate the building.
- Move towards the safest location away from building, tree's, power lines.
- Follow the instruction of the building monitors or Campus officials and be prepared for aftershocks



SECTION 9: Severe Weather

Severe weather is defined as any aspect of the weather that can pose a threat to life and property.

This next section describes ways that you can protect yourself in situations involving:

- Thunderstorms
- Lightning
- Tornado

- Severe Winter Weather
- Flood



Severe Weather Quick Hitters

If severe weather threatens, you should:

- Follow instructions as provided by your Department/University
- Listen to radio and television for weather updates
- Check with media for return-to-work status
- Code Maroon may be used to issue information on delays

Where to get local weather conditions:

Local media outlets will provide updates and information on severe weather. Cal Maritime officials will notify local outlets regarding closings or return-to-work situations. (Below are suggested local channels and radio stations.)

(Below are suggested local channels and radio

Television (cable/satellite channels may vary)

- NBC
- CBS
- ABC
- FOX

Radio

- KCBS, 740 AM
- KGO, 560 AM
- KCBS, XXXX FM

Online

- National Weather Service: www.weather.gov



Severe Thunderstorms

The typical thunderstorm is relatively small in size and affects a limited geographic area. Every thunderstorm produces lightning and severe thunderstorms can produce high winds, hail and/or tornadoes. Heavy rains associated with these storms can also cause flooding. All thunderstorms are potentially dangerous.

Lightning

An average of 300 people are injured and 80 people are killed each year by lightning in the United States alone. To protect the campus community, the University personnel have weather monitoring devices. Warning when atmospheric conditions are favorable for lightning a communication will be sent out via the Cal Maritime Alert System. When the danger has passed a new message will be communicated.

When the warning is sounded:

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid:

- Open areas; places near water, trees, metal fences, overhead wires or power lines; elevated ground or open vehicles
- Using radios or cellular phones outdoors

Remember:

- The best source of information during a thunderstorm is your local news, radio stations and any NOAA weather radio
- The 30/30 lightning safety rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder

High Winds

Micro-burst

A microburst is a small concentrated downburst that produces an outward burst of damaging winds at the surface. Microbursts are generally small (less than 4km across) and short-lived, lasting only 5-10 minutes, with maximum wind speeds up to 168 mph. There are two kinds of microbursts: wet and dry. A wet microburst is accompanied by heavy precipitation at the surface. Dry microbursts, common in places like the high plains and the intermountain west, occur with little or no precipitation reaching the ground

Straight line Winds

Damaging winds are often called “straight-line” winds to differentiate the damage they cause from tornado damage. Strong thunderstorm winds can come from a number of different processes. Most thunderstorm winds that cause damage at the ground are a result of outflow generated by a thunderstorm downdraft. Damaging winds are classified as those exceeding 50-60 mph.

Tornado

Tornados are considered to be one of nature’s most violent storms. With winds that can reach 300 miles per hour and damage paths in excess of one mile, this deadly phenomena can form in a matter of seconds. Although rare in California, they have been steadily increasing in frequency over the past 10 years.

First, familiarize yourself with the differences between a tornado watch and tornado warning.

- **Tornado Watch**—This means that tornados are possible. You should remain alert for approaching storms, watch the sky and stay tuned to NOAA Weather Radios, commercial radio or the local news for more information.
- **Tornado Warning**—This means that a tornado has been sighted or indicated by weather radar. You should take shelter immediately.

If a tornado warning has been issued, you should:

- Go to the basement or lowest floor of the building
- Stay away from exterior walls, doors and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call 911 if emergency help is needed

Once the storm has passed, you should:

Check yourself and those around you for injuries • If you smell gas or hear a hissing sound indoors open windows and leave the building.

- Monitor your portable or weather radio for instructions or an official "all clear" notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations and the extent of damage
- Evacuate damaged buildings. Do not reenter until declared safe by authorities
- Call Campus Police (707) 654-1176 or 911 only to report a life-threatening emergency

Winter Weather

Winter storms are known as deceptive killers because most deaths are indirectly related to the storm, such as vehicle accidents caused by winter road conditions, improper use of heaters, and exposure/hypothermia. Severe winter weather includes freezing temperatures, freezing rain, ice, heavy snow and blizzards. Accumulation of ice or snow can knock down trees, power lines, and structures causing power outages, utility disruptions, and communication interruptions.

What to do during a Winter Storm:

- Monitor local weather broadcasts and weather conditions
- Stay indoors and minimize travel
- If you must travel, drive slowly and increase distance required for stopping
- Watch for downed trees and power lines
- Keep a full fuel tank to prevent ice in the tank and fuel lines
- Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.

Note: Cal Maritime Alert may be used to issue information concerning University delays and cancellations.









EMERGENCY PROCEDURES

911

Campus Police: 707-654-1176

Note: Dialing 911 will not immediately dispatch Cal Maritime Police Department.

Dialing 707-654-1176 will simultaneously dispatch Cal Maritime Police Department as well as other Local Agency Emergency Responders.

Evacuation	Fire	Hazardous Spill	Medical
 <ul style="list-style-type: none"> • Do not use elevators, use nearest stairs and exit. • Follow directions given by the building monitors or Campus Officials. • Go to designated evacuation point and do not return to building until instructed to do so. • Assist persons with mobility needs. 	 <ul style="list-style-type: none"> • Evacuate the building and notify occupants as you leave. • Do not return until authorized by emergency personnel. • Do not use elevators. • Fire Extinguisher Instructions if trained: <ul style="list-style-type: none"> • P – Pull pin • A – Aim at the base of fire • S – Squeeze handle • S – Sweep from side to side 	 <ul style="list-style-type: none"> • For spills not involving immediate danger, that are confined; contain and notify the Department of Safety & Risk Management (SRM) at 707-654-1076. • For uncontained spill, contact Cal Maritime Police Department & SRM. • If immediate hazard or emergency exists, dial 707-654-1176. • Move away or evacuate the area. 	 <ul style="list-style-type: none"> • For all medical emergencies dial 707-654-1176. • Be ready to describe natures and severity of the medical emergency. • Provide the Campus location. • Keep the victim calm and comfortable. • Provide basic first aid/CPR/AED if trained. • Report all work-related injuries immediately to: Department of Safety & Risk Management and to Human Resources.
Earthquake	Bomb Threat	Shelter in Place	Active Shooter
 <ul style="list-style-type: none"> • Drop, Cover, Hold under a table or desk or against an interior wall until the shaking has stopped. • After shaking has stopped, check yourself and others for injuries. • Evacuate the building. • Move towards the safest location away from building, trees, power lines. • Follow the instruction of the building monitors or Campus officials and be prepared for aftershocks. 	 <ul style="list-style-type: none"> • Report all threatening call to Cal Maritime Police Department. • Ask Caller: When the bomb is going to explode. • Where the bomb is located? • What does the bomb look like? • Why did you place the bomb? • If suspicious object is found: Do not handle and dial 707-654-1176 immediately. 	 <ul style="list-style-type: none"> • Stay in building; close and lock doors and windows. • Move away from windows. • Do not use elevators. • Remain in shelter area until emergency personnel announce that it is safe. 	 <ul style="list-style-type: none"> • RUN: leave your belongings behind. If there is an escape path, attempt to evacuate. Help others if possible. • HIDE: If you cannot get out safely. Hide. Lock or barricade doors. Silence your cell phone and stay quiet. • FIGHT: as a last resort, and if your life is in danger, you may attempt to incapacitate the shooter. Work in unison with others.

Non-Emergency M-F Business Hours	Police Department	Safety & Risk Management	Facilities & Maintenance	Human Resources
	707-654-1176	707-654-1076	707-654-1120	707-654-1139
For more information and training, contact the Cal Maritime Police Department or the Department of Safety & Risk Management.				

