

**HUMBOLDT STATE UNIVERSITY
LIBRARY BUILDING
EMERGENCY PLAN**

**Make all calls for emergency assistance through the
University Police Department (UPD)
Dial 9-1-1**

**NOTE: Report all emergency situations to the Library Administration Office
at 826-3441. If no answer, call Circulation Unit at 826-3431.**

1. BUILDING EVACUATION PROCEDURES

1.1 Go to nearest pull box and set off alarm, if not already activated (except for gas leaks).

1.2 Notify the appropriate Building Marshal, who will work with Floor Captains to initiate the following evacuation procedures. (See Appendix V and VI for specific responsibilities.)

1.3 Clear all occupants from building:

- **Announce loudly and often (using megaphone, if available):**

"CLEAR THE BUILDING."

"USE NEAREST EXIT."

"WALK...DON'T RUN."

- Direct evacuees to the Rally Point at the flag pole next to Siemens Hall.
- Check all areas, including study rooms, offices, media resources area, computer labs, carrels, rest rooms, etc.
- **DO NOT** use elevators.
- Assist disabled persons down the stairs and out of building as necessary.

1.4 Call UPD at 9-1-1 to provide/receive updated information about the situation.

1.5 Rally Point Procedures:

Library building evacuees should assemble at the flagpole next to Siemens Hall.

At the Rally Point, university personnel assisting with the emergency response should:

- Provide basic first aid as necessary.
- Make note of persons who are present.
- Determine name/status/location of persons believed to be trapped inside building.
- Gather information from assembled witnesses regarding what happened inside.
- Meet responding public safety personnel and brief them with information about the situation.

Note: the Building Marshal should remain with the public safety personnel at the Incident Command Post, while Floor Captains should stay with evacuees at the Rally Point.

1.7 Moving to campus Emergency Assembly Point:

In the event of a campus-wide disaster, evacuees may be directed to an Emergency Assembly Point (EAP). **For the Library, the closest EAP is the Mill Street Lawn at the corner of Mill Street and Plaza Avenue** (see Appendix IV). Library personnel may need to provide leadership at the EAP until other emergency responders arrive.

1.8 Unless already reported, the Building Marshal should report any gas leaks, bomb threats, or other threats to public safety or other personnel as follows, once building has been evacuated:

- **Gas Leak:** Report to Plant Operations at 826-3646.
- **Bomb Threat:** Report to UPD at 9-1-1. See Section 6 on page 4.
- **Other Threats to Public Safety:** Report to UPD at 9-1-1. See Section 7 on page 5.

1.9 No one may re-enter to the building until authorized to do so by public safety personnel or the Building Marshal.

2. EARTHQUAKE

2.1 **Duck, cover, and hold:**

- Take shelter under desk, table, or other heavy furniture.
- Keep away from windows.

- Stay away from doorways, book stacks, display cases, and other potential hazards.
- Do not attempt to leave building until shaking has stopped.

2.2. Building Marshal will determine whether the building should be evacuated.

2.3. If building is to be evacuated, follow "Building Evacuation Procedures" in Section 1.

3. FIRE OR SMOKE

3.1 If fire or smoke is detected, set off closest fire alarm if not already activated.

3.2 Follow "Building Evacuation Procedures" in Section 1.

3.3 Call UPD at 9-1-1 to provide updated information about the fire or smoke

4. INJURY REQUIRING MEDICAL ASSISTANCE

4.1 Call UPD at 9-1-1 and describe nature and extent of injury, and status and location of the injured person.

4.2 Meet officer/ambulance team or other public safety personnel at the appropriate Library entrance and direct them to the injured person.

4.3 Report all injuries to the Library Administration Office, or to the Student Disability Resource Center office if the injury occurred in the lower level, as soon as possible after the above actions have been taken.

4.4. For work-related injuries involving University personnel, the employee's supervisor or the Building Coordinator on duty at the time of the incident should complete a *State of California/Employee Work Injury/Supervisor's Injury Prevention Report*, form number STD 620 (see Appendix III). Completed form should be submitted either to the Library Administration Office, or, if the incident occurred in the lower level, to the appropriate department office.

5. POWER OUTAGE

- 5.1 Contact Plant Operations at 826-3646 to report outage.
- 5.2 Use flashlights to guide people to lighted areas. Note: a generator should provide emergency exit lighting within several seconds after an outage occurs.
- 5.3 If power is not restored within 30 minutes:
 - During evening hours: Clear and secure the building, and send staff home.
 - During daylight hours: Library may remain open at the discretion of the Building Marshal, in consultation with University administration. If the decision is made to close the Library, clear and secure the building, and send staff home.

6. BOMB THREAT

- 6.1 Contact UPD at 9-1-1 and relay the threat as soon as it is safe to do so.
- 6.2 UPD will consult with Building Marshal to determine appropriate action.
- 6.3 **DO NOT** activate alarms or evacuate building unless directed to do so by Building Marshal or UPD.
- 6.4 If building is to be evacuated, follow "Building Evacuation Procedures" in Section 1.
- 6.5 Person receiving threat should remain calm and, if possible, determine as much information as possible about the nature and location of the bomb. In addition:
 - 6.5.1 If threat is received by telephone:

Make note of the time and distinguishing characteristics of the call, e.g., gender, accent, inflection, quality of voice, background sounds, etc.
 - 6.5.2 If threat is received in person:

Make note of the time and the personal characteristics of person making the threat, e.g., age, ethnicity, gender, height, weight, clothing, physical demeanor, etc.
 - 6.5.3 If threat is received in the form of an e-mail message or letter:

Save all accompanying materials, mailing envelopes, and any other information that might help public safety personnel gauge the credibility and nature of the threat, assess the level of risk, and identify the perpetrator.

6.6 Building Marshal will complete an *HSU Library Incident Report / UOR* (unusual occurrence report) form (see Appendix II), consulting with other involved staff as necessary.

6.7 Copies of *HSU Library Incident Report / UOR* form will be given to UPD and the Library Administration, or other administrative office as appropriate, and will be shared via e-mail with all building personnel at the earliest opportunity.

7. UNUSUAL STRESS (FOR OTHER NATURAL OR HUMAN-CAUSED DISASTERS AND/OR DISTURBANCES, e.g., active shooter, terrorist threat, chemical/biological threat, exhibitionist, personal assailant, emotionally disturbed individual, etc.)

7.1 For emergencies, contact UPD at 9-1-1.

7.2 For other stressful situations, contact the Building Marshal, who will assess nature of situation based on known facts.

7.3 If the Building Marshal decides to evacuate the building, follow "Building Evacuation Procedures" in Section 1.

7.4 If situation does not warrant immediate evacuation, Building Marshal will:

- Establish communication with UPD at 9-1-1.
- Instruct personnel in the Library to remain alert for further instructions and to report any unusual occurrences or behavior to the Building Marshal, UPD, or other public safety personnel as appropriate.
- Alert other Building Marshal, Floor Captains, and other appropriate persons to be prepared to receive instructions from Building Marshal, UPD, or other public safety personnel.

7.5 If the unusual stress situation exists at closing time, the Building Marshal will consult with UPD to determine if staff can leave the area, or if someone should remain on watch.

7.6 Building Marshal will complete an *HSU Library Incident Report / UOR* (unusual occurrence report) form (see Appendix II), consulting with other involved staff as necessary.

7.7 Copies of *HSU Library Incident Report / UOR* form will be given to UPD and the Library Administration, or other administrative office as appropriate, and will be shared via e-mail with all building personnel at the earliest opportunity.

**8. MALFUNCTIONING ELEVATOR, PLUMBING PROBLEMS, AND OTHER
MECHANICAL FAILURES**

- 8.1 Report problem to the Library Administration Office, Building Coordinator, or other administrative office as appropriate if the problem is in the basement. The Building Coordinator or her/his designee will contact Plant Operations at 826-3646 or UPD at 9-1-1, depending upon circumstances.

APPENDIX I:

LIBRARY BUILDING EMERGENCY RESPONSE TEAM

Library and Basement Storage Area

Building Marshal:

Wayne Perryman
Interim Dean of the Library
L 108A
(707) 826-3441 (campus)
(707) 826-5598 (campus)
(707) 845-8647 (cell)

Floor Captain(s):

M-F 8:00 a.m.-5:00 p.m.:

John Taloff
Circulation Unit Supervisor
L 110
(707) 826-3431 (campus)
(707) 832-3145 (cell)

Other Open Hours:

Lesa Coleman
Kathy Statzer
Circulation Unit
L 110
(707) 826-3431 (campus)

Floor Captain Assistants:

Circulation Unit Staff and Student Assistants

Runners:

To be assigned as needed.

Library Learning Commons/Lower Level

Building Marshal:

Kevin O'Brien
Student Disability Resource Center
LB 007
(707) 826-4678 (campus)
(707) 616-3690 (cell)

Building Marshal Alternate:

Nancy Portalupi
Testing Center
LB 018
(707) 826-5662 (campus)
(707) 498-5903 (cell)

Floor Captain(s):

Nancy Portalupi
Testing Center
LB 018
(707) 826-5662 (campus)
(707) 498-5903 (cell)

Su Karl
Learning Center
LB 009
(707) 826-5206 (campus)
(707) 502-9396 (cell)

Runners:

To be assigned as needed.

***Office for Academic Affairs
Emergency Operations Contact:***

Colleen Mullery
Associate Vice President for Faculty Affairs
Academic Personnel Services
SH 208
(707) 826-5086 (campus)

**APPENDIX II:
HSU LIBRARY INCIDENT REPORT / UOR**

Submitted by:

Date:

Time of incident:

Description of Incident (including name & description of "suspect" and names of staff / witnesses / Public Safety Officer(s) involved):

Action taken:

Persons notified:

Public Safety Recommendations:

APPENDIX III:
SUPERVISOR'S INJURY PREVENTION REPORT

WHITE - PERSONNEL CANARY - SAFETY PINK - SUPERVISOR		
STATE OF CALIFORNIA STD. 620 SUPERVISOR'S INJURY PREVENTION REPORT		EMPLOYEE WORK INJURY Date of Report
A. INJURED EMPLOYEE		B. MEDICAL TREATMENT
Date of Injury	Time	First Aid Given By:
Last Name	First Middle	<input type="checkbox"/> Treated Self
Home Address		Treated by (physician)
City or Town	Social Security Number	Office Address
Home Phone Number	Date of Birth	Supervisor's Office Mailing Address
Classification		Telephone Number
Place Injury Occurred (address)		Hospital
		Signature
SUPERVISOR'S COMMENTS: (Use other side for more information, sketches, etc.) 1. Describe nature of injury and part of body affected as employee tells about it: 2a. Facts available lead me to believe this work injury was caused by and happened during State work. <input type="checkbox"/> 2b. From the facts I need my superior's or a physician's advice. The alleged claim of injury is not clearly identified with State employment. <input type="checkbox"/> 2c. The facts do not indicate this claim of injury was work connected. <input type="checkbox"/>		
3. Give the facts that justify the items checked.		
4. Did injury result in disability beyond day of accident? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," give date last worked.		
Has employee returned to work? <input type="checkbox"/> YES <input type="checkbox"/> NO Date returned.		
5. What was injured doing at time of injury? (Explain so people at your headquarters will understand)		
6. Describe work place and conditions which contributed to the accident — also what safety devices were in use?		
7. Fully explain sequence of events that resulted in injury (how did employee's actions and work conditions combined, cause injury?)		
8. What steps are necessary to prevent reoccurrence of a similar injury?		8a. Have you taken these steps? <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO," explain.
9. Witnesses' names:		

Humboldt State University Map Key

Numerical Listing of Buildings

1	Siemens Hall	C3
2A	Art Building	D4
2B	Art Complex	D4
3A-E	Science Complex	D5, D6
3E	Greenhouse	D6
4	Harry Griffith Hall	C7
5	Forestry Building	D7
6	Founders Hall	D3
7	Jenkins Hall	D5
8A	Music	C4
8B	Music	D4
9	University Center Storage	A6
10	Theatre Arts	C4
10A	Van Duzer Theatre	C4
11	Wildlife & Fisheries	E6
13	Feuerwerker House	A3
14	Nelson Hall West	C3
17	Marine Wildlife Care Center	F7
18	Brookins House	CS
22	Redwood Manor Apartments	A6
23	Gist Hall	CS
24A-D	Forbes Complex	E5, E6
24A	East Gym	E5
24B	Natatorium	ES
24C	Field House	FS
24D	West Gym	E5
25	Tennis & Basketball Courts	F6
26	Van Matre Hall	D4
29	Greenhouse	DS
31	Child Development Lab	C6
34	Wildlife Facilities	E6
35	Fish Hatchery	E6
36	Mary Warren House	D9
37	Baiocchi House	D8
38	Walter Warren House	C9
39	Toddler Annex	C8
40	Natural Resources	D7
41	Library	B4
42	Student Health Center	B3
44	Nelson Hall East	C3
45	University Center	D3
46	Plant Operations	B8
47	Karshner House	E7
48	Hazardous Waste Handling	B8
49	Redwood Bowl	E4
49A	East Bleachers	F4
49B	West Bleachers	E4
51	Cypress Hall	C2, D2
52	Bret Harte House	BS
53	Warren House	BS
54	Telonicher House	B4
55	Balabanis House	B4
56	Hadley House	B4
60	Redwood Hall	C2
61	Sunset Hall	B2
62	Jolly Giant Commons	C2
63	Pepperwood Hall	D1
64	Tan Oak Hall	D1
65	Maple Hall	D1
66	Madrone Hall	D1
67	Hemlock Hall	D1
68	Chinquapin Hall	D1
69	Alder Hall	C1

70	Cedar Hall	C1
71	Little Apartments	B3
72	University Annex	B9
73	Wagner House	AS
74	Ceramics Laboratory	AS
75	Sculpture Laboratory	AS
81	Davis House	B6
82	Parking Services	B6
83	Hopkins House	B6
85	Spidell House	B6
87	Beard & Cables House	C8
88	Storage	C9
90	Schmidt House	C7
91	Hagopian House	B3
93	Brero House	B3
94	Jensen House	D8
96	Shipping & Receiving	C8
97	Campus Center for Appropriate Technology, Buck House	D8
99	Jenkins House	D8
100	Student & Business Services Building	C6
102	Lower Playing Field	B7
103	Campus Events Area	D6
104	South Campus Restrooms	B7
105	Boat Storage	G8
106	Redwood Science Lab	G7
109	Fern Hall	G3
110	Willow Hall	F3
111	Laurel Hall	F2
112	Creekside Lounge	F2
113	Juniper Hall	F2

Alphabetical Listing of Buildings

Alder Hall (69)	C1
Art Complex (2B)	D4
Art Building (2A)	D4
Baiocchi House (37)	D8
Balabanis House (55)	B4
Beard & Cables House (87)	C8
Boat Storage (105)	G8
Brero House (93)	B3
Bret Harte House (52)	BS
Brookins House (18)	CS
Campus Center for Appropriate Technology, Buck House (97)	D8
Campus Events Area (103)	D6
Cedar Hall (70)	C1
Ceramics Laboratory (74)	AS
Child Development Lab (31)	C6
Chinquapin Hall (68)	D1
Creekside Lounge (112)	F2
Cypress Hall (51)	C2, D2
Davis House (81)	B6
East Bleachers (49A)	F4
East Gym (24A)	E5
Fern Hall (109)	G3
Feuerwerker House (13)	A3
Field House (24C)	FS
Fish Hatchery (35)	E6
Forbes Complex (24A-D)	E5, E6
Forestry Building (5)	D7
Founders Hall (6)	D3
Gist Hall (23)	CS

Greenhouse (29)	D5
Greenhouse (3E)	D6
Hadley House (56)	B4
Hagopian House (91)	B3
Harry Griffith Hall (4)	C7
Hazardous Waste Handling (48)	B8
Hemlock Hall (67)	D1
Hopkins House (83)	B6
Jenkins Hall (7)	D5
Jenkins House (99)	D8
Jensen House (94)	D8
Jolly Giant Commons (62)	C2
Juniper Hall (113)	F2
Karshner House (47)	E7
Laurel Hall (111)	F2
Library (41)	B4
Little Apartments (71)	B3
Lower Playing Field (102)	B7
Madrone Hall (66)	D1
Maple Hall (65)	D1
Marine Wildlife Care Center (17)	F7
Mary Warren House (36)	D9
Music (8A)	C4
Music (8B)	D4
Natatorium (24B)	E5
Natural Resources (40)	D7
Nelson Hall West (14)	C3
Nelson Hall East (44)	C3
Parking Services (82)	B6
Pepperwood Hall (63)	D1
Plant Operations (46)	B8
Redwood Bowl (49)	E4
Redwood Hall (60)	C2
Redwood Manor Apartments (22)	A6
Redwood Science Lab (106)	G7
Schmidt House (90)	C7
Science Complex (3A-E)	D5, D6
Sculpture Laboratory (75)	A5
Shipping & Receiving (96)	C8
Siemens Hall (1)	C3
South Campus Restrooms (104)	B7
Spidell House (85)	B6
Storage (88)	C9
Student & Business Services Building (100)	C6
Student Health Center (42)	B3
Sunset Hall (61)	B2
Tan Oak Hall (64)	D1
Telonicher House (54)	B4
Tennis & Basketball Courts (25)	F6
Theatre Arts (10)	C4
Toddler Annex (39)	C8
University Annex (72)	B9
University Center (45)	D3
University Center Storage (9)	A6
Van Duzer Theatre (10A)	C4
Van Matre Hall (26)	D4
West Bleachers (49B)	E4
West Gym (24D)	E5
Wagner House (73)	A5
Walter Warren House (38)	C9
Warren House (53)	B5
Wildlife & Fisheries (11)	E6
Wildlife Facilities (34)	E6
Willow Hall (110)	F3

APPENDIX V:



EVACUATION CHECKLIST



BUILDING MARSHAL

Tip: Plan before "it" happens by storing personal cell phone numbers of your Floor Captains in your personal cell phone. You will be able to call them at the Rally Point and stay connected.

1. Grab your red Building Marshal "Grip-n-Go" pack.
2. Take your personal effects with you.
3. Put on your orange vest and red baseball cap.
4. Pull the alarm if not already sounding.
5. Shout, blow your whistle, and/or knock. Feel the doors for heat before you open them. If people refuse to leave, move on.
6. Do not prop doors open.
7. Instruct others to go to assigned Rally Point.
8. Help evacuate the disabled. (See reverse side.)
9. Find the ICP (Incident Command Post). Usually with UPD personnel, fire commander, and/or plant ops. Go up, identify yourself, and stay close by.
10. Assign people to be information "Runners" between you and the Rally Points.
11. Report information to ICP about the alarm, the emergency, any hazards, missing people, etc.
12. When safe, ICP personnel will authorize re-entry into building or if relocation is needed to the EAP (Emergency Assembly Point).
13. Use your Runner(s) to report to Rally Point Floor Captains updates from the ICP.
14. Obtain briefing of situation from your Floor Captains and report updates to ICP.
15. Turn in all documents, check-in lists, notes, and final status report of incident to UPD emergency management program coordinator.

8/18/2008

Emergency Evacuation Guidelines for Persons with Disabilities

- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons.

Guidelines to Consider When Evacuating Persons with Disabilities

- Communicate the nature of the emergency to the person.
- Ask the person how you can assist
- If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

Visual Impairments

- Describe the nature of the emergency and offer to guide the person to the nearest exit.
- Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects.
- When you have reached safety, orient the person to where you are and ask if further assistance is needed.

Hearing Impairments

- Many buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists.
- Communicate with the person by writing a note or using simple hand gestures.

Persons Using Wheelchairs

- Ask the person what method of assistance he/she prefers.
- Some people have minimal ability to move, and lifting them may be dangerous to them.
- Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately.
- If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

With Their Wheelchair

- Do not attempt to move a person in a wheelchair by yourself; seek help.
- Ask if they want to move forward or backward down the stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later.
- If a seatbelt is available, use it!

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their extremities or not.
- Ask whether they want to be moved down the stairs forward or backward.
- Ask whether the seat cushion or pad should be brought.

APPENDIX VI:



EVACUATION CHECKLIST



FLOOR CAPTAIN

Tip: Plan before "it" happens by storing personal cell phone numbers of your Building Marshal and fellow Floor Captains in your personal cell phone. You will be able to call them at the Rally Point and stay connected.

1. Grab your Floor Captain "Grip-n Go" Clipboard.
2. Take your personal effects with you.
3. Put on your orange vest.
4. Pull the alarm if not already sounding.
5. Shout, blow your whistle, and/or knock. Feel the doors for heat before you open them. If people refuse to leave, move on.
6. Instruct others to go to assigned Rally Point.
7. Instruct people evacuating to use the stairs. Affix your "Do Not Use Elevator" signs in Grip-n-Go Clipboard across elevator buttons near elevator doors.
8. Recruit willing volunteers to assist disabled persons and ask disabled individuals what they need to help them.
9. If volunteers are unavailable or someone is too injured to move, document the location and type of assistance that is needed.
10. Exit to Rally Point when floor check is complete. **Be a leader at your Rally Point.**
11. Complete Emergency Evacuation Sign-In Sheet as people gather at your Rally Point.
12. Document any persons that are unaccounted for on your yellow notepad.
13. Wait for the Building Marshal "**Runner**" to collect your documentation at the Rally Point.
14. After documentation is collected, check with Building Marshal for further instruction.
15. Do not re-enter building until cleared by authorized UPD personnel or Building Marshal (or his/her representative). Affix your "**Building Evacuated – Do Not Enter**" signs to building entrance doors.

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- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons.

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- Communicate the nature of the emergency to the person.
- Ask the person how you can assist
- If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

Visual Impairments

- Describe the nature of the emergency and offer to guide the person to the nearest exit.
- Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects.
- When you have reached safety, orient the person to where you are and ask if further assistance is needed.

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- If a seatbelt is available, use it!

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their extremities or not.
- Ask whether they want to be moved down the stairs forward or backward.
- Ask whether the seat cushion or pad should be brought.