

Appendix A to CHSU Safety, Security and Emergency Response Policy

1. **Power Outage Procedure**

Incidents sometimes occur where the University suffers a total or partial power failure. In the event of a power outage, follow the following procedure:

Step 1 - Remain calm and provide assistance to others if necessary
Step 2 - Move cautiously to a lighted area, follow the exit signs

Step 3 - Go to chsu.edu/emergency-contacts for information on extended outages

2. **Earthquake Procedure**

In the event of an earthquake, follow the following procedure:

Step 1 - Take cover under desk or table

Step 2 - Protect Head and neck, wait for shaking to stop

Step 3 - Stay away from windows

Step 4 - Evacuate building after shaking has stopped, do not use elevators

3. **Fire Procedure**

In the event of a fire:

Step 1 - Activate fire alarm

Step 2 - Call 9-1-1

Step 3 - Evacuate the building, move away from fire and smoke

Step 4 - Use stairs only, do not use elevators

Step 5 - Provide assistance to others

4. **Bomb Threat or Suspicious Object Procedure**

Immediately upon finding a suspicious object or receiving a bomb threat:

Step 1 - Do not touch or disturb the suspicious object. If you receive a bomb threat via phone call, write down as many details of the call as possible.

Step 2 - Report suspicious object or threat to local law enforcement by calling 9-1-1

Step 3 - Alert others to stay away from the area

5. **Active Shooter Procedure**

Step 1 - RUN: Run from danger, run to safety. Plan in advance how you would get out. When safe, call 9-1-1

Step 2 - HIDE: If you cannot run then hide by find location away from windows, lock and barricade doors. Turn off lights, silence your cell phone. Be quiet.

Step 3 - FIGHT: Last Resort! If you cannot run or hide, attempt to disrupt or incapacitate the shooter. Be aggressive. Commit to your actions. Throw items to improvise weapons (e.g., chair, fire extinguisher).

6. **Hazardous Materials Release Procedure**

Step 1 - Move away from hazard area

Step 2 - Move upwind and uphill if possible.

Step 3 - Alert others to keep clear of the area.

Step 4 - Call 9-1-1.

7. **Medical Emergency Procedure**

Step 1 - Call 9-1-1. Be prepared to provide the 911 dispatcher the following information if known: Name of victim; Campus address and telephone number; Exact location of victim; Apparent nature of illness or injury; Age of victim (if known); Your name; Standby at the scene to direct Emergency personnel to the victim.

Step 2 - Follow directions of 911 dispatcher. Look out for emergency first responders/ambulance. Help direct first responders to victim.

Step 3 - Contact Human Resources if employee, Student Affairs if student. File incident paperwork as directed.