



EMERGENCY OPERATIONS PLAN (EOP)

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I. Introduction

The safety and security of Cal Northern School of Law's (CNSL) students, faculty, staff, and visitors are a priority of CNSL's leadership and an integral part of our commitment to excellence. We strive to provide excellent, uninterrupted service to our constituency. This Emergency Operations Plan (EOP) has been designed to provide faculty and staff with information in identifying the protocol if and when an "event" occurs that may jeopardize the safety of those on campus and/or prevents us from continuing our normal daily operations. This information cannot cover every conceivable situation, but will supply the basic guidelines necessary to cope with the most common campus emergencies. Accordingly, all CNSL personnel should be familiar with and follow these procedures in the case of an emergency.

II. Reviewing, Exercising, and Updating the Plan

CNSL administration reviews the EOP annually and will revise the Plan if necessary to incorporate changes to guidance, standards, or laws concerning emergency responsiveness, changes in institutional officers, and changes in hazards or threat profile. Following any emergency event, the EOP will be reviewed and any revisions made that would improve responsiveness to future events. All changes shall be made with the advice and counsel of local authorities. CNSL administration will also conduct one emergency drill per year and provide a written summary of results and suggested changes to the plan, if any.

III. Emergency Notification and Telephone numbers

IN CASE OF EMERGENCY, CALL 911 and Notify administration at (530) 891-6900 during business hours or (530) 228-4898 (after hours).

Call 911 to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number. If possible, afterward call CNSL administration who can assess the situation and provide assistance.

A. Emergency Response and Evacuation Procedures

1. **Responsible Employees in an Emergency-** CNSL has designated the following employee to coordinate the organization in an emergency.

Campus Safety Coordinator-Dean, Sandra L. Brooks is CNSL's Campus Safety Coordinator and can be reached in person at CNSL, by telephone at (530) 891-6900, or by email at sbrooks@calnorthern.edu during business hours or (530) 228-4898 (after hours).

2. **Confirmation of an Emergency-** CNSL will ensure emergency and response evacuation procedures are communicated to the CNSL community. Emergency or dangerous situations involving an immediate threat to the health or safety of students

or employees occurring on the campus will first be confirmed by the Campus Safety Coordinator. They will make an assessment of the situation and make a determination of whether the threat is credible. In either case, all students and employees are well informed they will be notified of the emergency regardless of its credibility.

It is the policy of CNSL to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of the institution's personnel. CNSL will seek the assistance of the municipal police department, fire department and other local agencies on an as needed basis. CNSL will then coordinate with such local agencies and comply with their directives.

3. **Notification**-CNSL will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, on campus.

If the above conditions apply, Campus Safety Coordinator and/or designee will send an emergency notification. At times, the community members in the immediate area of the dangerous situation will receive notification first. Students, faculty and staff will also be provided emergency alerts by phone, email, and text message alerts. Information about the status of CNSL is posted online at www.calnorthen.edu.

4. **Emergency Procedures**-In the event of emergency, fire, evacuation, or inclement weather, students, and employees are alerted by a verbal, text, or email announcement from a CNSL staff member.
5. **Evacuation Procedures**- In the event an evacuation is initiated, follow the procedures below:
 - a. In the event of fire or other emergency requiring evacuation of the facility, all students and employees shall evacuate immediately following direction from an administrative staff member.
 - b. In event of emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
 - c. Portable fire extinguishers are provided throughout the building for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
 - d. In the event of emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: Dean and/or designated Office Personnel.
 - e. After an emergency evacuation, students and employees are to gather in the following location: near the dumpster in the student parking lot. Faculty must take attendance by completing roll calls.

- f. After an emergency evacuation, the procedure for accounting all students and employees is: All employees check-in with their direct supervisor, all student's check-in with the faculty member they were assigned to when they evacuated the building. If someone is not accounted for, immediately notify the fire department so they may send help.
 - g. In the event of an emergency (medical, fire, or other), please call 911.
 - h. A First Aid kit is available in the Administrative office. It is replenished periodically by the staff. If you have hurt yourself or witnessed an accident, please immediately notify a staff member.
6. **Annual Emergency Notification and Evacuation Drill**-A campus-wide evacuation drill will be scheduled annually and a designated staff member on campus will communicate to students, faculty, and staff to evacuate through the designated exits in a calm and orderly fashion.
- Description of exercise: Fire Drill
 - Date and Time of Most recent Annual Test: September 25, 2024 @ 6:30pm
 - Announced or Unannounced Test: Announced

IV. Fire Emergency Procedures

1. CALL 911 first and make sure you provide accurate information such as street address and location of fire or potential emergency.
2. Alert CNSL at (530) 891-6900 during business hours or (530) 228-4898 (after hours).
3. Move to safety or evacuate only if you are in immediate danger, otherwise stay where you are.
4. DO NOT PANIC.

V. Emergency Evacuation for People with Disabilities

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

Mobility-Impaired/Wheelchair-A building occupant should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person.

Only when the Fire Department is not available and there is an imminent hazard should occupants evacuate wheelchair users. If this must be attempted one technique is the Two-Person Cradle Carry:

1. With a second person, wait until other evacuees have cleared area.
2. Both of you stand on either side of the individual.
3. Reach under the individual and lift them out in a cradle.
4. Control the descent by walking slowly and cautiously.
5. Never leave the wheelchair in a hallway.

A second technique is the Chair Evacuation:

1. Transfer the individual to a sturdy office or classroom chair.
2. First helper gently leans the chair backward.
3. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
4. Control descent by bending legs slowly & keeping back straight.

Hearing Impaired-People with hearing impairments may not hear audio emergency alarms and will need to be alerted by other building occupants.

Visually Impaired-People who are visually impaired may need assistance in evacuating. The assistant should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route.

VI. Emergency Tips

A. Fire

1. If you are trapped inside a room by fire:
 - a. If you hear a fire alarm and you are inside a room, feel the door before opening it. If the door is hot, do not open it. Fire may be in the hallway.
2. If you must remain inside the room:
 - a. Call 911. Tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with cloth to prevent smoke from entering.
 - b. Do what you can to get yourself to an area where people would be able to hear you, or see you, so that they can help facilitate getting you out.
 - c. If you must have air and windows are available and operable, open the window. Break windows only as a last resort.
 - d. Signal from the windows to show the Fire Department your location.

B. Smoke-Smoke does not necessarily mean there is fire. Smoldering carpet, for instance, will produce great amounts of smoke without a fire. In any case, your prime objective should be to leave your office at the first sign of smoke. Smoke will start to accumulate at the ceiling and work its way down. "Exit" signs may begin to disappear. Smoke is very irritating to eyes and your eyes will automatically close. Lastly, fresh air is at or near the floor level. Get on your hands and knees (or stomach) and stay there as you crawl or make your way out to safety.

C. Emergency Exits- It is critical that you check the location of the nearest exit to your work area. You also should have alternative routes that will take you to the nearest exit. Keep in mind, if

there is an actual emergency the Fire Department may direct you to use a specific exit. It may be necessary to crawl on your hands and knees to avoid the smoke. Be aware of the landmarks and position of desks and doors at this level. Once you're at the designated safety exit, there are a few additional rules to follow. Before you open or touch a door, test it to see if it's hot. NEVER open a hot door! If doors are normal, then proceed. Once you are through the door, be sure to close it tightly. Doors are an excellent "stop" to smoke and active fire. Some doors have a fire rating up to two hours, which will serve as excellent protection to the occupants on the safe side.

D. Fire Safety Precautions-

- Keep hallway doors closed at all times. Never prop them open.
- Keep corridors and hallways clear at all times so as not to impede fire evacuation.
- All COL facilities are non-smoking areas. Smoke only in designated outdoor areas.
- Use of candles or any other open flame within buildings is prohibited.

E. Fire Extinguishers- The campus has several fire extinguishers located in various locations. These extinguishers can be effectively used on any type of fire within the building. Instructions on how to use the extinguishers are prominently displayed on the front of each extinguisher. Please familiarize yourself with the locations of and usage directions of these extinguishers.

To use a fire extinguisher remember P.A.S.S.:

1. PULL pin
2. AIM low and point the hose at the base of the fire
3. SQUEEZE the handle to release the extinguishing agent
4. SWEEP from side to side at the base of the fire until it appears to be out

Only use a fire extinguisher to fight a fire if the following conditions exist:

1. The fire is small (confined in a wastebasket, small piece of equipment, electrical box, etc.).
2. You can fight the fire with your back to an exit.
3. Your extinguisher works properly and you know how to use it.
4. You've been trained to get out quickly if your extinguishing effort is failing.

Do not attempt to fight a fire with a fire extinguisher if:

1. The fire is spreading rapidly.
2. The fire could block your escape route.
3. You are not sure or do not know how to operate an extinguisher.

F. Daily Fire Prevention Tips:

- Make sure appliances such as coffee makers and toaster ovens are turned off when not in use. If electrical equipment or a fluorescent light is not working properly, or if you smell an unusual odor, disconnect or turn off the light and notify CNSL administration at (530) 891-6900.
- Leave plenty of space for air to circulate around electric office equipment since it normally gives off heat.
- Space heaters are a fire hazard and are not allowed in the building.
- Do not overload electrical plugs or have extension cords running throughout the space where they can be stepped on and do not plug more than one extension cord into another.

- Do not block exit doors.
- Do not prop open room doors or allow office suite doors to remain open. Open doors permit the spread of fire and smoke.
- All aisles leading to an exit must maintain 44” wide path free of obstructions for a safe means of way out.

G. Utility Failure-In the event of a major utility failure contact CNSL administration at (530) 891-6900 during business hours or (530) 228-4898 after 6:30 p.m. or on weekends.

During a power outage:

- Remain calm.
- Provide assistance to students, visitors, and staff in your immediate area.
- Turn off computers and unplug electronic equipment to prevent a power surge from damaging equipment when the power comes back on.
- Evacuate the building upon notification by CNSL administration, or other emergency personnel.
- Before leaving, secure your files, lock windows and doors, turn off lights, and if time allows for you to do so safely, take your personal belongings.

H. Campus Closure- A campus closure directive may be issued when local situations and/or emergencies are endangering the CNSL community or prohibit CNSL from operating on a normal schedule. Examples could include:

- Severe weather, i.e., extreme winds, rain
- Gas leak
- Chemical spill/biological disaster
- Civil unrest/disruptive protests
- Natural disaster
- Fire or explosion in proximity to campus
- Prolonged road closures in proximity to campus
- Prolonged campus utility disruption, e.g., water, power, sewer

If order is issued to close campus, CNSL community will be contacted via email and the website. Once an order is given to reopen the campus, CNSL community will be contacted via email and the website that the campus is open and operating on a normal schedule.

I. Medical Emergency-In case of a serious medical emergency on campus:

1. Dial 911 and following instructions.
2. Contact CNSL administration at (530) 891-6900 during business hours and (530) 228-4898 (after hours)

Guidelines for medical emergencies:

- If you are assisting someone in an emergency, stay with the victim.
- If the victim is conscious, ask what the problem is.
- If the victim is unconscious, check for breathing and bleeding; only trained individuals should administer First Aid and/or CPR.
- Keep the victim still, comfortable, and warm.

- Protect the victim from any disturbances.
- Search for emergency identification.
- Wait for emergency personnel to arrive.
- **REMAIN CALM.**