

CAMPUS EMERGENCY QUICK PLAN RANCHO CUCAMONGA



10750 4th Street, Suite 200

Rancho Cucamonga, CA 91730

Phone: (949) 854-8002 | Email: campussafety@cu.edu

Website: www.cui.edu

TABLE OF CONTENTS

Emergency Reference Telephone Numbers	3
Introduction	4
Property Management	5
Crime Prevention tips	6
Sexual Violence Response	8
Crime and Incident Reporting	9
Active Shooter	10
Bomb Threats	12
Building Evacuation	13
Building Evacuations Assembly Areas	14
Earthquake	16
Poisoning	17
Fires/Burns Injuries	18
Utility Emergencies	20
Automated External Defibrillator	21
Rattlesnake Bites and Wildlife	22
Emergency Alerts	24
Hazardous Material Spills	26
Notes	27

EMERGENCY AND REFERENCE TELEPHONE NUMBERS

Campus Department	Phone (949)_214-	Location
Department of Campus Safety	Ext. 3000	Campus Safety & Wellness Building
Dean of Students	Ext. 3057	CSLD
Concordia University Wellness Center	Ext. 3102	Campus Safety & Wellness Building
Campus Pastor's Office	Ext. 3111	Abbey West
Campus Human Resources Office	Ext. 3134	Admin 200

Suicide and Crisis Lifeline—dial 988			
Service	Number	Service	Number
Rancho Cucamonga Police	(909) 941-1488 911 Emergency	Rape Crisis Hotline	(909) 626-4357 (24-hour)
Rancho Cucamonga Fire	(909) 356-3805 911 Emergency	Suicide Crisis Line	988 (24-hour)
Animal Control	(909) 466-7387	Alcoholics Anonymous	www.aa.org
Rancho Cucamonga City Hall	(909) 477-2700	Domestic Abuse Helpline	(877) 531-5522 (24-hour)
San Antonio Regional Hospital	(909) 985-2811	Human Options Hotline	(877) 854-3594 (24-hour)
Veteran Crisis Line	1 (800) 273-TALK (8255)	Crisis Text Line	Text "HOME" to 741741

INTRODUCTION

Concordia University Irvine is dedicated to keeping Concordia University students, faculty, staff, and visitors secure and safe.

THE QUICK PLAN

The Quick Plan is intended to serve as a quick reference to inform the user of the key elements of the Emergency Management Plan.

THE EMERGENCY MANAGEMENT PLAN

A copy of the Emergency Management Plan (EMP) will be at each site that Concordia University Irvine owns or controls. The EMP will have additional detailed information in regard to the general response and protocol of the University. The Quick Plan is specific to each off site campus.

ANNUAL SECURITY and FIRE SAFETY REPORT

Concordia University Irvine is committed to assisting all members of the University community in providing for their own safety and security. The Annual Security and Fire Safety Report is available on the Department of Campus Safety's website at www.cui.edu/safety. You may also request that a copy be mailed to you by calling (949) 214-3007.

The Annual Security and Fire Safety report contains information regarding campus security and personal safety including topics such as crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus.

The report also contains information about crime statistics for the three previous calendar years concerning crimes that occurred on campus or other properties controlled by the University.

ANNUAL SECURITY and FIRE SAFETY REPORT Cont.

The Annual Security and Fire Safety Report is required by law under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Act. For further questions, please contact: Director of Campus Safety at **(949) 214-3007**

OMNINET PROPERTY MANAGEMENT'S ROLE

Concordia's Rancho Cucamonga campus is located at:

10750 4th Street, Suite 200 Rancho Cucamonga, CA 91730

Omninet Property Management is responsible for addressing all building and parking lot issues. Please report any building maintenance or unsafe conditions to Omninnet at the below numbers:

Office Number: **(626) 216-3557**

After-hours Number: **(323) 315-1101**

Omninet oversees the security contract with Allied Universal. For any non-imminent security concerns, contact Omninnet at the above numbers. For any suspicious activities or criminal events, contact Rancho Cucamonga police at (909) 941-1488 (non-emergency) or by dialing 911 in the event of an emergency or crime in progress.

Questions or concerns about the facilities, facility use, or access can also be directed to:

Pam Beck, Officer Manager: (909) 320-2558

Jennifer Dahl, Assistant Director of Nursing: (949) 214-3819

Madina Ali, Admissions Site Manager: (949) 538-3909

CRIME PREVENTION TIPS:

General

- Be aware! Recognize your vulnerability.
- Notify the police of any suspicious persons or activities in the corridors or washrooms.
- Use the "buddy system" and watch out for your neighbor.
- Keep your doors locked whenever you find yourself alone in a building.
- Report lights that are out and any hazardous conditions immediately to Property Management.
- If you see someone being victimized, get involved and notify 911 and the Management Office.
- Remember the location of phones in all buildings.

Walking

- Avoid traveling alone at night.
- Confine walking to well-lit, regular traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
- Do not accept rides from casual acquaintances.
- When walking to your vehicle have your keys ready in hand.
- When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.

Walking (Continued)

- When getting out of a car, take a look around to make sure that you are not being followed.
- If you think you are being followed, cross the street and, if necessary, keep crossing back and forth.
- If you are pursued, call for help and run into a building, enlist the aid of a passerby, flag down a passing motorist, or as a last resort pull a fire alarm.
- Do anything that might attract attention or summon assistance.
- If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
- you must keep calm and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life should be a determining factor in your decision. The key word in this type of situation is survival.

Elevator

- If, while waiting for an elevator, you find yourself alone with a stranger, let him take the elevator and wait for its return.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
- Always stand near the control panel, where you have access to the alarm and floor buttons.
- Emergency phones are installed in all passenger elevators. When you push the button, the phone will automatically dial a monitoring service.

SEXUAL VIOLENCE RESPONSE

Concordia University Irvine is committed to creating and maintaining a community where all persons who participate in University programs and activities learn and work together. Sexual offenses of any form, including sexual assault, domestic violence, dating violence and stalking, can be detrimental to the safe living and learning environment which Concordia University Irvine seeks to maintain and such behavior is prohibited by law and University policy. The University will respond promptly and effectively to reports of sexual assault, domestic violence, dating violence and stalking and will take appropriate action to prevent, correct and discipline behavior that violates University policy or state law.

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. All forms of sexual violence are violations of Concordia University's Code of Conduct.

If you or someone you know has been victimized on or off campus, you are strongly encouraged to report the incident to the Department of Campus Safety or the Irvine Police Department. Filing a report does not commit you to pursue an investigation or prosecution and the Department of Campus Safety will respect your decision. Many individuals experience sexual assault, domestic violence, dating violence or stalking and never tell anyone about it at the time of the incident. If you or someone you know were victimized weeks or years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past.

To report sexual offenses, you may contact any of the following:

Title IX website	www.cui.edu/studentlife/title-ix
Department of Campus Safety	(949) 214-3000
Dean of Students	(949) 214-3057
Rancho Cucamonga Police	911 or (909) 941-1488

CRIME AND INCIDENT REPORTING

If you witness or suspect any illegal activity on or about The Rancho Cucamonga campus or if there is a medical event occurring:

- Contact 911 if the criminal activity or medical event is severe in nature.
- Tell the 911 operator your name, location, and the nature of the incident. **Do not hang up the phone until the dispatcher hangs up.**
- If you are in a safe location, stay there.
- If the incident is a crime, DO NOT attempt to interfere with the situation except for self protection.
- Inform one of the site administrators listed on page 3 of the incident.

If you are the victim or witness of a crime occurring on or about the Rancho Cucamonga Campus:

- Immediately call **911** for all **serious crimes in progress**.
- DO NOT touch any property that may have been touched by a suspect(s).
- Leave all evidence in place until security or the police arrive.
- If you are sexually assaulted, do not shower or clean yourself. Also, do not throw away any clothes that you may have been wearing at the time of the assault, or bed sheets. This is necessary to preserve evidence of the crime so that the suspect(s) may be successfully prosecuted.
- Always try to write down any physical description of a suspect or vehicle that may have been involved in a crime.
- Inform one of the site administrators listed on page 3 of the incident.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through but not limited to the use of firearms.

WHEN IN AN ACTIVE SHOOTER SITUATION

RUN-HIDE-FIGHT

Call 911 right away. Identify your exact location. Try to remain calm and answer the police dispatcher's questions. The dispatchers are trained to obtain the necessary information for a proper emergency response. **If you cannot speak**, leave the phone on for the **911** dispatcher to listen to what is taking place.

RUN—EVACUATE TO A SAFE LOCATION

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

HIDE – HIDE OUT AND SHELTER IN PLACE (SHOOTER OUTSIDE OF BUILDING):

- Close and lock the outside door to the classroom if possible. Close blinds, turn off the lights and stay on the floor. **DO NOT** peek out the door or windows to see what may be happening.
- Silence all cell phones.
- Lock or barricade the door(s) with furniture if it can be done quickly and safely.
- Move to a location in your room where you will not be visible and stay clear of doors and windows.
- Find cover. Keep students/employees inside the room and down on the floor. Move behind available cover to keep objects between you and the shooter.
- Remain in place unless advised by law enforcement that it is safe to exit.

FIGHT– TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items as the active shooter.

WHEN LAW ENFORCEMENT ARRIVES

- Follow officers' instructions.
- Put down any items, raise your hands.
- Keep hands visible.
- Avoid quick movements toward the officers.
- Avoid pointing, screaming, or yelling.
- **DO NOT STOP OFFICERS** to ask for help or directions.

COPING

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- Attempt to take the active shooter down as a last resort.

BOMB THREATS

IF YOU RECEIVE A BOMB THREAT

Remain Calm and try to get important details such as:

- location of the alleged bomb
- background noise
- the caller's age
- gender
- accent
- other voice characteristics (i.e. hoarse, raspy, gruff, etc.)

Write down what the caller said on a piece of paper as soon as possible. If you have "Caller ID" on your telephone, note the telephone number and write it down also.

Do not hang up on the caller. Let him/her hang up the phone.

If a threat has been made, **call 911 immediately** and repeat all vital information to the 911 dispatcher.

When you have finished calling 911, contact one of the site administrators listed on page 3.

Inform your supervisor as soon as possible. Do not alert other people in the room of the threat unless absolutely necessary. Avoid undue panic.

Report any suspicious object(s) to Building Management or other emergency personnel. **DO NOT** touch the object(s).

Be prepared to evacuate. Follow all instructions given by emergency personnel. **DO NOT** re-enter any evacuated areas until authorized to do so.

REMEMBER TO CALL 911 EVEN IF YOU SUSPECT THAT THE THREAT IS A HOAX.

BUILDING EVACUATIONS

Emergency events such as fire, smoke, gas leak, earthquake, hazardous chemical spill, and bomb threat will necessitate an evacuation. The purpose of an established and exercised evacuation procedure is to ensure that all building occupants evacuate the building in a safe, orderly, and expeditious manner.

MEANS OF REPORTING AN EVENT

- Find and pull the nearest pull station. Pull stations are usually located near building exits.
- Contact 911 in the event of a fire or critical emergency.

EVACUATION PROCEDURES

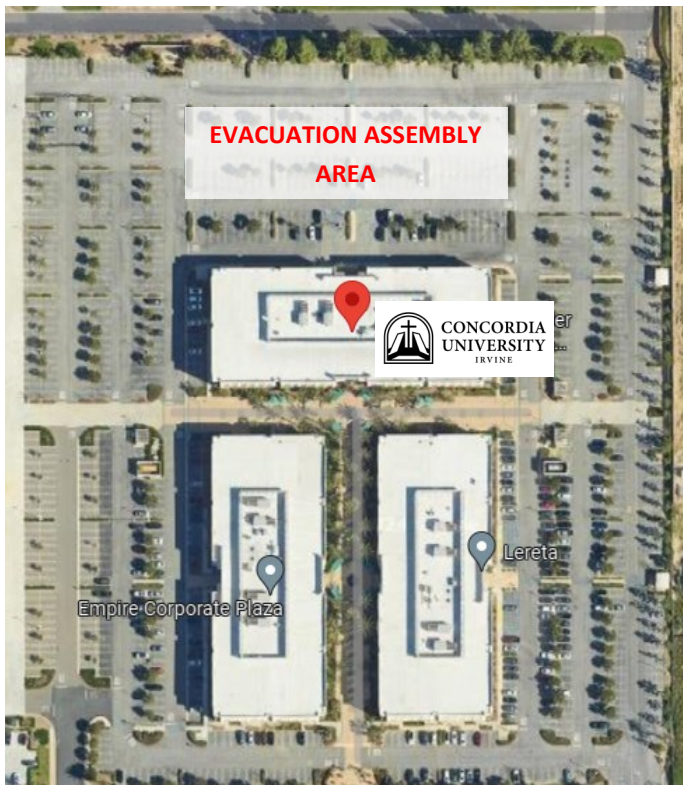
- Evacuate immediately. Do not attempt to locate the source of alarm or fire. Do not assume that the alarm is false.
- Do not use elevators during an evacuation. Elevators may not take people directly to ground level and shafts often act as chimneys for toxic smoke and fumes.
- Remove high heels and other encumbrances when evacuating.
- Stoop low to the ground or crawl to an exit if there is smoke in the room. Smoke will most likely be toxic.
- Assist disabled persons to the nearest exit.
- Tell others that they need to evacuate.
- Exit the building at the exit nearest you.
- Gather at the designated Evacuation Assembly Area for your location.

Remain in the assembly area until an emergency responder everyone for reentry into building.

For location of Assembly Area Map see page 14.

BUILDING EVACUATION ASSEMBLY AREA ROUTE

Concordia University Nursing Program's evacuation assembly area is located in the **north parking lot** opposite the courtyard. Wait in the assembly area until building officials or emergency responders clear the building for reentry. If there is a threat in the assembly area, seek safety elsewhere or shelter in a safe place.



EARTHQUAKE

To mitigate injury in the event of an earthquake, avoid putting heavy items or glass objects on the tops of shelves. Smaller items can be secured to the shelf with earthquake putty. During strong earthquakes, objects could become projectiles and cause injury. If possible, try to anchor shelves to wall.

DURING AN EARTHQUAKE

- **DROP, COVER, and HOLD ON.**
- Find shelter under a sturdy table or desk (avoid doorways), crouch down, and hold on.
- If you cannot find a sturdy table or desk, the most important thing to do is to protect your head when crouching down.

AFTER AN EARTHQUAKE

- Evacuate to the designated Evacuation Assembly Area after the initial shaking. **Do not use elevators.**
- Follow the evacuation procedures in the **Building Evacuations/Assembly Areas** section of this booklet on page 14.
- Keep a safe distance from the building.
- Do not call 911 unless there is a life threatening emergency.
- Remain in the assembly until building authorities clear the building for reentry or are directed to leave the area.



POISONING

What Does “Poisonous” Mean?

- Many callers to the Poison Center are afraid that if a substance is labeled toxic or poisonous, it is deadly. This is not necessarily true. To Poison Center staff, a substance is toxic or poisonous if it can cause ANY negative symptoms, even if only a mild rash.
- There are degrees of toxicity, depending on the substance, the amount, the length of time of the exposure and type of exposure (on the skin versus ingestion). Also, the age, weight and health status of the patient need to be taken into account. All these factors determine the toxicity and the treatment needed.

What Do I Do?

- Remain calm.
- If the individual is UNCONSCIOUS, CONVULSING, or having difficulty breathing, **call 911**.
- Otherwise call the Poison Control Center TOLL FREE NUMBER.

Information the Poison Center Specialist Will Need:

- AGE and WEIGHT of the person.
- What was ingested? Have the bottle or container with you.
- HOW MUCH was taken. This will help the Poison Center Specialist determine the severity of the incident.
- HOW the victim is feeling or acting right now.
- Your NAME and PHONE number.

Poison Action Line:
1-800-222-1222

FIRES/BURN INJURIES

FIRE

If a fire or smoke is discovered anywhere on the Concordia campus, please note the following:

- Persons trained in fire extinguisher usage can use extinguishers to fight small fires (flames are no taller than the person).
- Leave the area where the fire is located and isolate it by closing doors and windows if possible.
- Follow the evacuation procedures in the **Building Evacuations/Assembly Areas** section of this booklet.
- If your clothes catch fire, STOP, DROP and ROLL!
- Stoop low to the ground or crawl to an exit if there is smoke in the room.

BURNS

- First-Degree – Affects only outer skin with pain, redness and swelling.
- Second Degree – Affects both outer and underlying skin with pain, redness, swelling and blistering.
- Third Degree – Affects deeper tissues with white or blackened, charred skin that may be numb.



FIRST AID FOR MINOR BURNS

- If the skin is unbroken, run cool water over the area or soak in a cool water bath.
- After flushing or soaking, cover the burn with a dry, sterile bandage.
- Take aspirin to relieve pain.

FIRST AID FOR MAJOR BURNS

- If someone is on fire, tell the person to STOP, DROP and ROLL.
- **Call 911.**
- DO NOT remove burnt clothing that is stuck to the skin.
- Make sure that person is breathing. If not, give CPR.
- Cover the burn area with a dry, sterile bandage or clean cloth.
- Elevate the body part that is burned above the level of the heart.
- Take steps to prevent shock by laying the person flat and elevated the feet 12 inches.
- Monitor vitals signs until paramedics arrive.

UTILITY EMERGENCIES

If a utility problem is discovered, such as a gas leak or elevator failure, call Omninet Property Management (page 3).

GAS LEAK

- Call **911**.
- Notify Omninet Property Management as soon as possible.
- DO NOT attempt to locate the source of the gas leak or turn a gas valve off.
- Avoid all uses of open flames.
- Stay clear of the leak.
- Follow all directions to evacuate the building to the nearest safe staging area if a decision is made to do so.

ELEVATOR FAILURE

- If you are in an elevator that stops between floors or the doors will not open, use the emergency phone or alarm to summon help.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. This may cause injury to you or damage to the elevator mechanism.
- In the event that emergency phone is unavailable, you can also call 911 on your cell phone.
- If the cell phone does not work bang on the doors to signal that you are in the elevator.

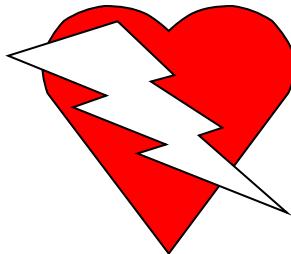
AUTOMATED EXTERNAL DEFIBRILLATOR

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

AEDs require very little training to use. It automatically diagnoses the heart rhythm and determines if a shock is needed. The AED will walk the rescuer through the process.

USE OF AED

- **Make sure that 911 is called as soon as possible.**
- Remove AED from the wall cabinet and remove from the case.
- Open top lid and follow verbal instructions.
- Place pads on the chest of the victim.
- The AED will automatically determine if a shock is needed and administer an appropriate shock.
- When the victim is transported to the hospital, contact campus safety.
- Inform one of the site administrators listed on page 3 of the incident.

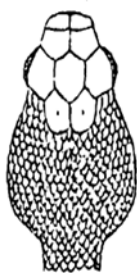


RATTLESNAKE BITES AND WILDLIFE

Rattlesnakes are a real threat in California even in the urban setting and more so in the Urban/Wildlife interface. Be aware of your surroundings. Snakes are found in areas of high grass or shrubs and the side walks next to high grass and shrubs. Treat all snakes as if they are venomous.

Don't know if it was a rattlesnake bite? Look for symptoms—fang marks, pain, swelling, nausea, weakness, rubbery taste in the mouth, black & blue discoloration of the bitten area within a few hours.

- Call 911 as soon as possible or get to the nearest hospital.
- Keep the bitten area **immobile**. You can immobilize the area with an improvised splint made from a board, magazines, or other stiff material tied to the limb. Do not tie it too tight – you want to keep the blood flowing.
- Keep the area of the rattlesnake bite lower than the heart.
- Wash the rattlesnake bite with soap and water if possible.
- If using a constricting bandage, the constriction should be loose enough to permit a finger to be inserted between the constricted extremity and the bandage. The purpose is to **NOT stop blood** flow but slow it.
- Be prepared to provide a description of the snake including its head, coloration, and color pattern. This description will be useful in treating the wound with anti-venom.



Venomous
Exception: Brown watersnake



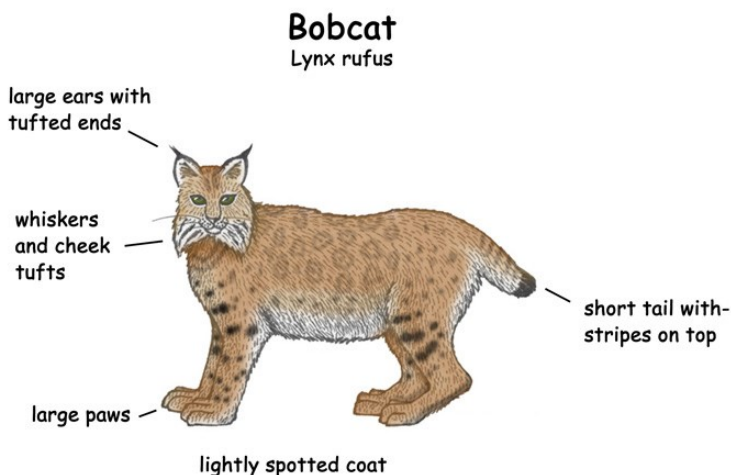
Nonvenomous
Exception: Coralsnake

BITE TIPS

- If bitten by a rattlesnake, **DO NOT** use ice to cool the bite.
- If bitten by a rattlesnake, **DO NOT** cut open the wound and try to suck out the venom.
- If bitten by a rattlesnake, **DO NOT** use a tourniquet. This will cut off blood flow and the limb may be lost.

WILDLIFE TIPS

- Do not approach wildlife. Most wild animals in Irvine are harmless if left alone (including bobcats). Animals usually bite people who attempt to make contact.
- Make noise when you encounter a wild or stray animal and bring a whistle or keys. Most noise scares animals.
- Look for the tell-tale signs of a rattlesnake, including the rattle and the arrow shaped head.



©Sheri Amsel

Emergency Notification Signup

Students, Faculty, and Staff:

Concordia University Irvine uses a mass notification system to keep students, faculty, staff, and guests informed of emergencies and critical incidents.

In order to receive time-sensitive voice and text messages to your cell phone, please verify your cell number is correct by following the below steps (see adjacent pictures).

- Step 1: Go to myrecords.cui.edu.
- Step 2: Click on the “General” tab.
- Step 3: Click on “Personal Information.”
- Step 4: Go to “Phone Number” and then review the numbers listed.
- Step 5: Select “Add new” if you would like to add a new number. Make sure to select “cell phone” when adding a new cell number.

Visitors:

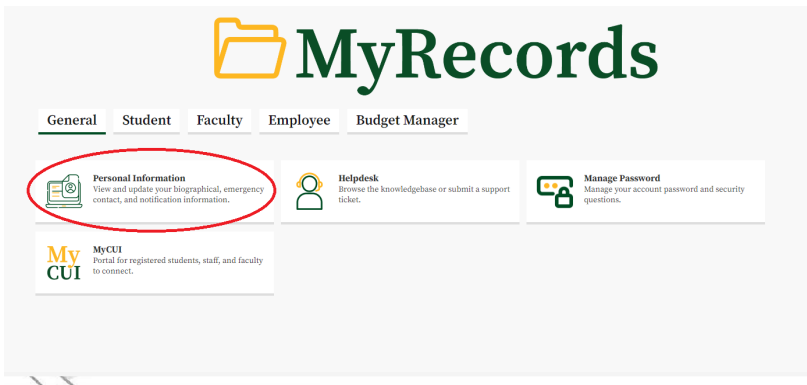
Visitors can sign up for Concordia’s emergency text alert system by scanning the below QR code with a smart phone or by texting “sub rcvisitor” to 848261. Subscribers will be enrolled for 3 days only.



Emergency Notification Sign Up

Access MyRecords by going to **myrecords.cui.edu**.

In MyRecords in the General tab, click “Personal Information” then go to the “Phone Number” section.



You can update a currently listed number or add a new number by clicking “Add New” on the upper right.

Phone Number			Add New
Business or work (Primary) 123 456789 	Cell Phone 123 456789 	Text # for Emergency Alerts (Unlisted) 123 456789 	
Phone # for Emergency Alerts (Unlisted) 123 456789 	Phone # 2 for Emergency Alerts (Unlisted) 123 456789 		

HAZARDOUS MATERIAL SPILL

Any spill involving hazardous materials shall be reported to **911** then to your Property Management contact (page 5).

- Do not attempt to clean up a spill. It will be assessed by trained personnel who will ensure that proper cleanup techniques are employed.
- Offensive odors from ventilation systems should be reported to your Property Management.

If necessary, be prepared to evacuate the building. Always stay upwind of the spill (wind blowing from behind you) at location that is at a higher elevation from the spill.

In the event of a chemical spill in the building, evacuation of the building may be necessary. Be prepared to cooperate with traffic control, and emergency responders.

NOTES

Department of Campus Safety

It is the mission of Concordia University's Department of Campus Safety to facilitate a safe environment for members of the campus community. Campus Safety has put together this emergency response booklet for your own personal safety and preparedness. Although Campus Safety Officers do not patrol or respond to incidents at the Concordia Rancho Cucamonga campus, we would like to hear from you if you have any safety concerns. To reach us, please email us campussafety@cui.edu.

Emergencies Dial 911