

# CAMPUS EMERGENCY QUICK PLAN SPECTRUM CAMPUS



16355 Laguna Canyon Rd.

Irvine, CA 92618

Administration 113

24-hour Dispatch: **(949) 214-3000** | Email: [campussafety@cui.edu](mailto:campussafety@cui.edu)

Website: [www.cui.edu/safety](http://www.cui.edu/safety)

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# EMERGENCY AND REFERENCE TELEPHONE NUMBERS

Campus Department	Phone (949)_214-	Location
Department of Campus Safety	Ext. 3000	Admin 103
Dean of Students	Ext. 3057	Admin 300
Concordia University Wellness Center	Ext. 3102	Student Union
Campus Pastor's Office	Ext. 3111	Center for Student Leadership 103
Campus Human Resources Office	Ext. 3134	Admin 200

<b>Suicide and Crisis Lifeline—dial 988</b>			
Service	Number	Service	Number
Irvine Police Department	(949) 724-7200	CSP Victim Assistance Service	(949) 476-4855
Orange County Fire	(714) 573-6000	Rape Crisis Hotline	(949) 831-9110 (24-hour)
Fire Information	(714) 573-6200	OC Suicide Crisis Line	(800) 273-TALK (24-hour)
Animal Control	(949) 724-7092	Alcoholics Anonymous	www.aa.org (714) 566-4555
Sand Canyon Urgent Care	(949) 417-0272	Domestic Abuse Helpline	(877) 531-5522 (24-hour)
Orange County Infolink	211 (24-hour)	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 Department of Campus Safety is dedicated to keeping Concordia University students, faculty, and staff 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](http://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.

## **ANNUAL SECURITY and FIRE SAFETY REPORT Cont.**

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.

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: Executive Director of Campus Safety at **949-214-3007**

## **DEPARTMENT OF CAMPUS SAFETY**

Campus Safety Dispatch Number: **949-214-3000 or Ext.3000**

Security services are available at the Spectrum Campus from 6 AM to 9:30 PM and a contracted security service conducts a periodic vehicle patrol of the facility after hours.

The Department of Campus Safety serves the University community by providing professional security services and actively promoting community involvement through progressive community policing strategies. The Department is staffed by professional, certified Campus Safety Officers and contracted security guards. Campus Safety maintains a close working relationship with the Irvine Police Department. Per a Memorandum of Understanding, the Irvine Police Department maintains operational responsibility for all law enforcement activities on all parts of the campus including the investigation of crimes. The Irvine Police Department provides annual reports of all reported crimes that occur on University property.

Campus Safety Officers and the Irvine Police Department communicate regularly on the scene of incidents that occur on campus. Campus Safety staff work closely with the Irvine Police Department when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information.

# CRIME PREVENTION TIPS:

## General

- Be aware! Recognize your vulnerability.
- Notify Campus Safety of loiterers or suspicious persons in the corridors or washrooms at **949-214-3000**.
- 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 maintenance at [helpdesk.cui.edu](http://helpdesk.cui.edu).
- If you see someone being victimized, get involved and notify the 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.

# 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	<a href="http://www.cui.edu/studentlife/title-ix">www.cui.edu/studentlife/title-ix</a>
Department of Campus Safety	(949) 214-3000
Dean of Students	(949) 214-3057
Irvine Police Department	(949) 724-7200 or 911



# CRIME AND INCIDENT REPORTING

If you witness or suspect any illegal activity on or about the Spectrum campus or if there is a medical event occurring:

- Contact 911 if the criminal activity or medical event is severe in nature. If not, please contact Campus Safety at **(949) 214-3000**.
- Tell the 911 operator or the Campus Safety Dispatcher 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.
- After calling 911, you must always contact Campus Safety as soon as possible at (949) 214-3000.

**If you are the victim or witness of a crime occurring on or about the Spectrum Campus:**

- Immediately call **911** for all **serious crimes in progress**. Then call Campus Safety at **(949) 214-3000**.
- 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.

# VIOLENT INTRUDER

**A violent intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms and/or other weapons.**

## **WHEN IN A VIOLENT INTRUDER SITUATION**

### **RUN-HIDE-FIGHT**

**Call 911** right away. Identify your exact location. Try to remain calm and answer the dispatcher's questions. The dispatchers are trained to obtain necessary information for a proper 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.
- Run away from the threat as far as you can.

### **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 of 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. Velcro strips are used on some locks to keep doors open. Remove the strip.
- 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.
- Find objects to use to defend yourself against and distract the intruder (i.e. fire extinguisher, heavy bag, chair, etc.).
- 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.

## **SITUATIONAL AWARENESS**

- 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.

Pease visit:

[www.cui.edu/campus-safety/critical-incident-guidelines](http://www.cui.edu/campus-safety/critical-incident-guidelines)

# 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 the Campus Safety Department at (949) 214-3000 and provide the same information.

**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 Campus Safety 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.
- Notify Campus Safety of event.

## **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 Official clears everyone for reentry into building.

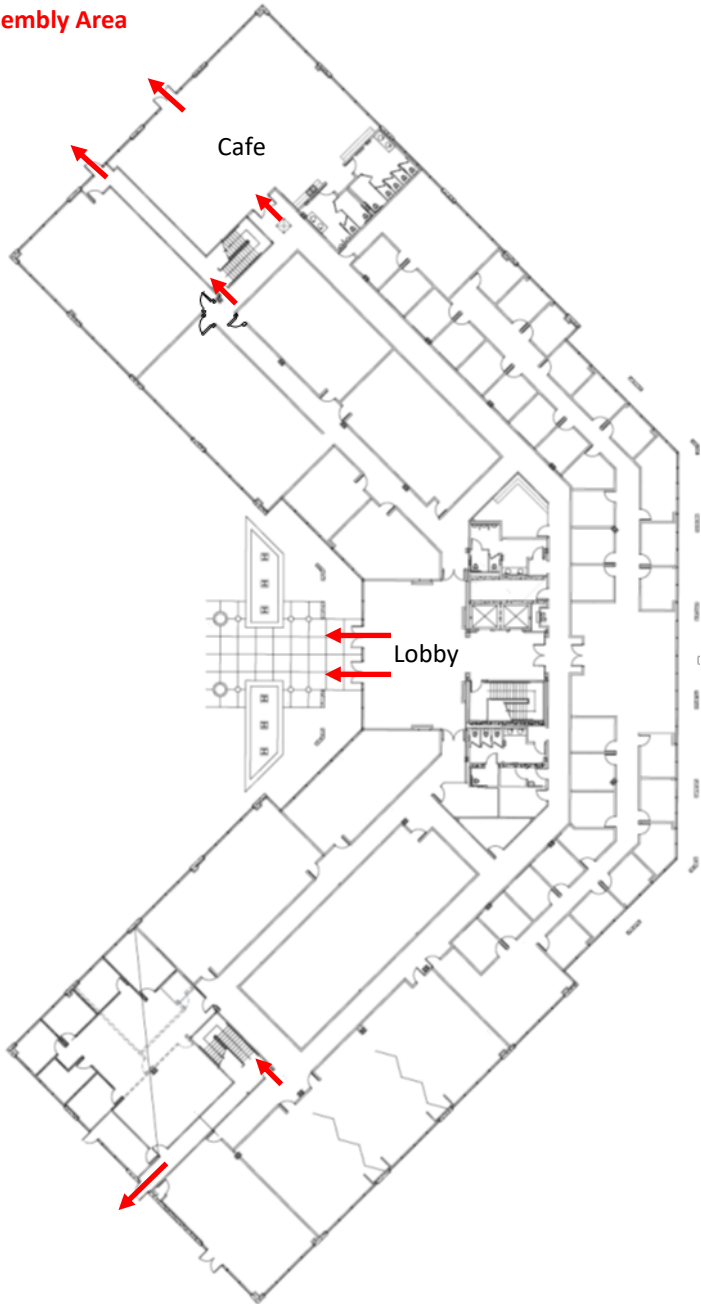
**For location of Assembly Area Map see page 15.**

# **BUILDING EVACUATIONS ASSEMBLY AREA ROUTE**

The evacuation assembly area at the Spectrum Campus is located in the section of the outside parking lot north of the parking structure. Exit the building through the nearest exit and do not use elevators.



**To Evacuation  
Assembly Area**



# 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

- Duck, 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.
- Call if possible 949-214-3000 and give your campus status.
- Remain in the assembly until building authorities clear the building for reentry or are directed to leave the area.



# **EARTHQUAKE DROP, COVER, and HOLD ON**

**DROP!**



**COVER!**



**HOLD!**



# HAZARDOUS MATERIAL SPILL

Any spill involving hazardous materials shall be reported to Campus Safety immediately at **(949)-214-3000**.

- 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 Campus Safety.

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 Irvine, evacuation of the Spectrum campus may be necessary. Be prepared to cooperate with traffic control, Campus Safety and Public Safety officials.

All laboratory personnel should be prepared to assist in assessment of spills within their area.

Chemical containers and gas cylinders shall be restrained to prevent spills during an earthquake.

Material Safety Data Sheets (MSDS) for all chemicals are kept by University Services at (949) 214-3139.

In the event of a spill, contact **911**.

# 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 Spectrum campus 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 Campus Safety at (949) 214-3000.

## **GAS LEAK**

- Call **911**.
- Notify Campus Safety 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. Your telephone call will be answered by Dispatch 24-hours a day. Help will be dispatched right away.
- 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.
- If the phone does not work attempt to use a Cell Phone.
- If the cell phone does not work bang on the doors to signal that you are in the elevator.

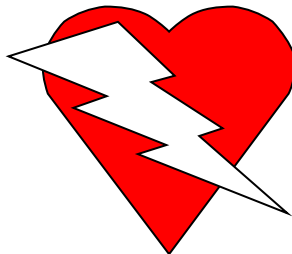
# AUTOMATED EXTERNAL DEFIBRILLATOR

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.

Unlike regular defibrillators, an Automated External Defibrillator requires 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.**
- Have someone contact Campus Safety.
- 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.

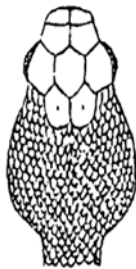


# RATTLESNAKE BITES AND WILDLIFE

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

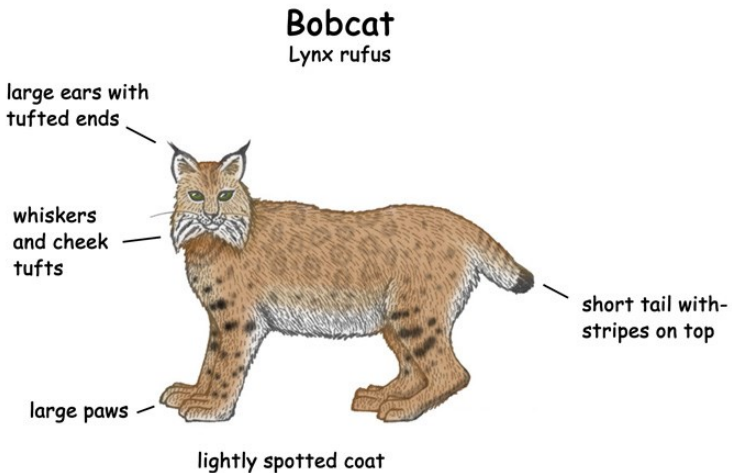
## BITE TIPS



- 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 your 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 [www.cui.edu/mycui](http://www.cui.edu/mycui)
- Step 2: Click on “My Records”
- Step 3: Click on “My Information”
- Step 4: Select “Update Addresses and Phones” and then click on your “current” address and phone
- Step 5: Select “Cell Phone” from the drop down menu and then enter your cell phone

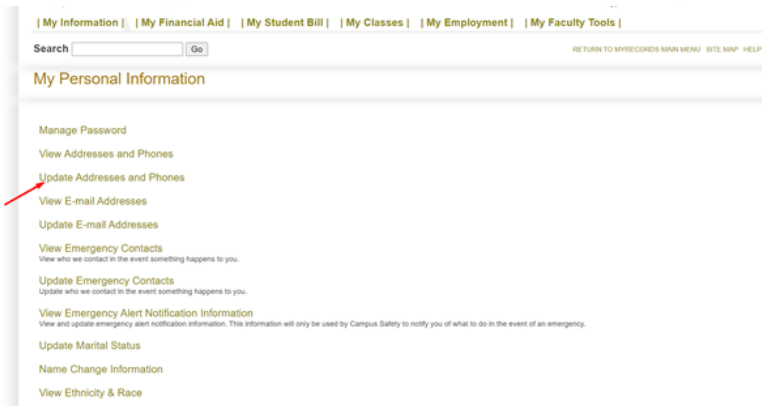
## **Visitors:**

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 CUIvisit” to 848261. Subscribers will be enrolled for 3 days only.

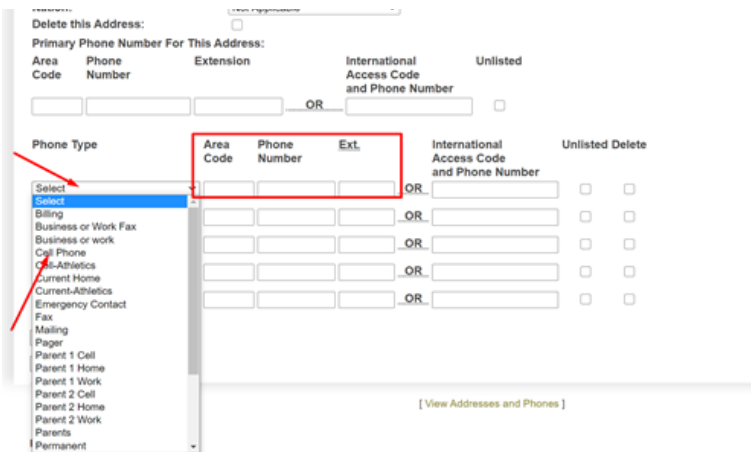


# Emergency Notification Sign Up

In MyRecords, click “My Information” at the Main Menu and then select “Update Addresses and Phones.”



Select your “current” phone and then update your cell number as shown below.



# ***Department of Campus Safety***

It is the mission of Concordia University's Department of Campus Safety to provide a safe environment for members of the campus community 24/7, 365 days a year. Our department is staffed by professional, certified Campus Safety Officers and Community Service Officers who seek to provide excellent customer-based services to the community in accordance to the Christian mission and goals of the University.

**Emergencies Dial 911**  
***then Campus Safety***

24-hour Dispatch: **(949) 214-3000**