Exhibit D

Emergency Action Plan

Summer Conferences
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Purpose of the Emergency Action Plan

Higher education institutions across the United States have recognized the importance of comprehensive all-hazard planning. Emergency management is an evolving field that now recognizes the unique vulnerabilities present on college campuses.

Summer Conferences at California State University San Marcos Emergency Action Plan (EAP) addresses preparedness measures and emergency response. The EAP is a way to plan for potential emergencies and hazards occurring on-campus as part of summer conference activities. Advanced planning will help reduce confusion during an emergency. It is important that all Program Staff read and understand campus emergency procedures.

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Lockdown / Shelter In Place / Evacuation Information for Conference Housing Facilities

North Commons

- ***Safe Rooms***
  - Interior Bathrooms on East & West Wings of 1st Floor, Student/Staff Bedrooms on the 2nd-8th Floors.
- ***Evacuation Zone***
  - Field area behind Parking Structure 2 (PS2), sidewalks surrounding the field area & PS2 Entrance.
- ***Stairwells & Elevators***
  - Stairwells: Accessible only from upper floors (2-8); at the furthest east and west ends of the facility.
  - Elevators: There are two elevators based at the central lobby.
- ***Nearest AED / Fire Safety Equipment***
  - AED: By 1st Floor Stairwell
  - Fire Extinguishers
    - 1st Floor: By Parcel Pending Lockers and Inside Rec Room.
    - 2nd-8th Floors: Directly next to every pod door.
  - Fire Alarm Pull Stations: Located at Front Desk.

The QUAD

- ***Safe Rooms***
  - Interior of Apartments in all buildings, interior bathrooms in office.
- ***Evacuation Zone***
  - Northeast of QUAD along Redel Rd, between Block C Apartments and Draft Republic. Stay on sidewalks and grassy areas and do not obstruct traffic. Use crosswalks to cross North City Dr.
- ***Stairwells***
  - *South Row, Units 01-12 & 25-28*
    - Two exit-only stairwells to the building exterior are located on the furthest east and west ends of the hallway. A central stairwell is accessible internally and located by the office and central entry gate.
  - *Center Row, Units 13-24*
    - Two exit-only stairwells to the building exterior are located on the furthest east and west ends of the hallway. There are two central stairwells that are accessible internally, with the center-east stairwell accessing units 13-18 and the center-west stairwell accessing units 19-24. The internal stairwells are also located directly next to the QUAD staff parking lot and rear entrance gates.
  - *North Row, Units 30-47 (Phase 3)*
    - There is a central stairwell from the Center Row to the North Row that extends above the QUAD staff parking lot and west exit point between the 1st and 2nd floors (as the North Row is floors 2 through 5 only). All other stairwells in the North Row require exiting the 1st floor QUAD gates and reentering the Phase 3 access gate to the west of the QUAD staff parking lot.
    - There are two stairwells in the North Row of units; one by the external access gate on the west side of the building facing the QUAD staff parking lot, and another exit-only stairwell on the east side of the building exiting to Redel Rd.
- ***Elevators***
  - *South Row, Units 01-12 & 25-28*
    - Located between units 1-2 and 25-26, this is the central elevator located by the office.
  - *Center Row, Units 13-18 (East Side)*
    - Located between units 13-14 and 17-18, this is the elevator adjacent to the swimming pool.
  - *Center Row, Units 19-24 (West Side)*
    - Located between units 19-20 and 21-22, this is the elevator adjacent to the west exit point to the QUAD lot. This elevator can also be used to access the North Row 2nd floor units, 230-247.
  - *North Row, Units 30-47*
    - *Located on the west side of the facility, entering from the access gate facing the interior QUAD staff parking lot.*

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- ***Nearest AED / Fire Safety Equipment***
    - *AED:* Fitness Room (1st Floor, Center Row) facing the swimming pool.
    - *Fire Extinguishers*
        - *South Row, Units 01-12 and 25-28:* Located outside rooms 03 and 09 on each floor.
        - *Center Row, Units 13-24:* Located outside rooms 13 and 22 on each floor.
        - *North Row, Units 30-47: Located across from 33 rooms and adjacent to 42 rooms.*
        - Other Areas: Located in Tukwut Classroom (Center Row, 1st Floor) and QUAD Office (South Row, 1st Floor).
    - *Fire Alarm Pull Stations*
        - Located by all security gates and egress points EXCEPT Center Row, West Side access gate (leading to interior QUAD staff parking lot.)
        - Located adjacent to all stairwells and elevators in the facility on every floor EXCEPT Center Row, West Side 1st floor elevator and stairwell.
        - Located adjacent to rooms ending in 02, 05, 07, 09, 13, 30, and 46.
        - Located on west wall of QUAD front office.

University Village Apartments

- ***Safe Rooms***
    - Interior of apartments in Buildings B-D, Back Office & Interior Kitchen of Building A (Office).
- ***Evacuation Zone***
    - Building B: Sidewalk on northside of building along Barham Drive.
    - Buildings C & D: Campus parking lot K & Public Safety Building.
- ***Stairwells & Elevators***
    - Stairwells: Located on each end of every building, and by central elevators.
    - Elevators: Located centrally in Buildings B, C, & D.
- ***Nearest AED / Fire Safety Equipment***
    - AED: Cycling Room (3rd Floor, Building C) and Front Desk in UVA Office (Building A).
    - Fire Extinguishers
        - Building A (Office): Kitchen Exterior, by mailboxes, across from the front desk, in back office.
        - Buildings B, C, & D: Central in every hallway of every floor.
    - Fire Alarm Pull Stations: By all egress points in Building A (Office).

Emergency Planning Implementation

The On-Site Contact(s) identified on the Summer Conferences Agreement serves as the responsible party for understanding and abiding by the EAP, reporting to CSUSM Summer Conferences Staff and by extension, California State University San Marcos and all other interested parties identified in Sections VI and VIII of the Summer Conferences Agreement.

The Role of the On-Site Contact

- Function as the primary emergency contact(s) for the group or organization.
- Coordinate the emergency planning efforts for the group or organization.
- Establish an Emergency Contact List that will provide information updates and emergency instructions to parents/families/guardians when needed whenever youth are present.
- Maintain an active attendee list to ensure that all attendees may be accounted for in case of emergency.
- Inform attendees and parents of the evacuation procedures, zones, and reunification sites.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. On-site contacts should discuss any special assistance needs with the CSUSM Summer Conferences Staff in advance of arrival, or at the earliest time following awareness of the special assistance need.
- Develop an emergency notification, reporting, and call-back procedure for attendees and parents.
- Provide an up-to-date attendee list with emergency contact information to CSUSM Summer Conferences Staff at or prior to check-in.

Staff Assignments & Responsibilities

It is expected that Summer Conference clients assign specific duties to their staff during and immediately following an emergency. Summer Conference clients should also identify on-site staff with special expertise/training who may offer assistance if necessary; i.e. First Aid, CPR, etc. It is advised that any staff with special expertise/training in emergency situations also be aware of any special assistance needs related to a condition/disability for any affected participants staying with the conference group.

Emergency Numbers

911 (from a Campus phone) *OR* **(760) 750-4567** (from a cell phone)	Campus Police – Emergencies Only
(442) 258-1359	Summer Conference Assistant On-Call
(760) 750-7475	Risk Management & Safety
(760) 750-3730	Housing Facilities
(760) 750-4600	Campus Facilities (Non-Housing)
(760) 750-4503	Campus Emergency Manager
(760) 750-4599	Campus Emergency Notification Line

Emergency Notification System

California State University San Marcos emergency notification system consists of (7) components working together to provide communication to the campus community during an emergency. This system is intended to provide critical communication to the greatest number of individuals on and off campus during an emergency.

- The campus utilizes a mass emergency alert system which is capable of communicating with the campus community using text messages, cell and landline phone calls, email, computer desktop alerts, digital signage, external public address system and internal intercom via our campus telephone system.
- Summer Conference participants and their families may register with the CSUSM emergency notification system to receive text alerts for up to 30 days by texting **csusmsummer** to **226787**.
    - Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use and Privacy Policy. Text **STOP** to **226787** to cancel or HELP for tech support.
- If needed, the campus is also capable of locking down the campus with our emergency door lock system.
- As soon as possible, pre-recorded emergency information will be placed on the University information line at (760) 750-4599.

Campus Evacuation Zones

To find a list of current campus evacuation zones, please visit the Emergency Management home page: https://www.csusm.edu/em/index.html

Campus Safety & Security Reporting

Pursuant to the Jeanne Clery Campus Safety Act, the Annual Security Report (ASR) is available for viewing. The ASR includes campus security policies and crime statistics for the previous three years. It covers a range of topics, including reporting crimes and emergencies, campus law enforcement, health and safety notifications, and prevention programs. The report also outlines specific policies and procedures related to sexual assault, domestic violence, and stalking.

Pursuant to the Higher Education Opportunity Act, the Annual Fire Safety Report (AFSR) is available for viewing. The AFSR contains policy statements and statistics related to fire safety in on-campus housing. This includes data on the number of fires, their causes, and any related injuries, deaths, or property damage. The report also covers fire safety policies, procedures, and education efforts.

Types of Emergencies On Campus

In the event of an emergency that threatens the well-being of participants the following should be followed:

Active Shooter + Lockdown/Shelter In Place

If the event of an Active Shooter on campus, University Police will activate lockdown/shelter in place procedures until the situation is secure. It is important to review the spaces listed above to identify Safe Rooms in advance for attendees and chaperones. If you are in your apartment/room or are on the floor of your apartment/room, it is best to barricade in your room, with doors locked and away from windows. If you or your group are on campus, follow directions from CSUSM on-site or barricade yourself into the nearest classroom or accessible enclosed space, away from windows.

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you are near an area where a shooting/shooter is identified, take whatever actions necessary to protect yourself and seek shelter. In the event of a campus shooting, you may be notified by University Police to "Lockdown/Shelter in Place" for your own protection. This means you should stay indoors and locked down until authorities tell you it is safe.

- Lockdown/Shelter in Place – Move quickly to your identified safe room or a room that is easily lockable. Stay in that location until University Police informs you that it is safe to exit your location.
- Lock and barricade all entrances with furniture, desks, or anything available all entrances to your location.
- Close blinds and turn off the lights.
- Seek cover that protects you from gunfire and/or conceals you from view.
- Silence cell phones.
- Stay low to the ground and hide until the situation has ended.
- Work in groups and develop a plan in the case the shooter is able to make it into your area.

Bomb Threat or Suspicious Object

Report all bomb threat calls to the University Police immediately. Call 911 from any campus phone. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

When is the bomb going to explode?	***What does it look like?***
Where is the bomb located?	***Why did you place the bomb?***
What kind of bomb is it?	

Keep the caller on the phone as long as possible. Listen carefully and try to determine and record the following:

Date & Time of Call	***Speech Patterns & Accents***
Exact Words of the Caller	***Background Noises***
Age & Perceived Gender of the Caller	***Emotional State***

University Police Officers will conduct a detailed bomb search. Staff is requested to make cursory inspections of their areas for suspicious objects and report their location to the University police at 911 from any campus phone. If you find a suspicious object, do not touch the object and report the item and it's location to University Police.

Earthquake

Should an earthquake strike while you are in an indoor location on campus, do the following:

- ***Duck*** - Duck or drop down on the floor.
- ***Cover*** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid windows, hanging objects, mirrors, doorways, or tall furniture.
- ***Hold*** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Other earthquake safety tips include:

- If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.
- If you are with visitors, shout "Earthquake! Duck, Cover and Hold!"

- Do not enter or exit the building during the shaking; there is danger from falling debris.
- Do not use the elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- Be prepared to repeat these exercises in the case of potential aftershocks.

Elevator Incident

If you are inside the elevator during an incident, take the following steps:

- Press the Alarm or Emergency Call Button in the elevator to activate the intercom.
- Speak to University Police personnel or call University Police on your cell if necessary at 760-750-4567.
- Report the elevator's location (community/building/location), describe the nature of the situation, and indicate the number of occupants in the elevator.
- Remain calm. Elevator engineers will be dispatched by University Police and/or CSUSM Housing to assist you. Lights inside the elevator may be inoperable.
- Do not force elevator doors open or climb out of the car's ceiling unless directed by an elevator engineer.
- Do not exit an elevator if the doors open between floors.

If you are outside the elevator during an incident, take the following steps:

- Call University Police by dialing 911 from a campus phone or 760-750-4567 from a cell phone to report the malfunctioning elevator.
- Do not use the malfunctioning elevator.
- Do not force the elevator doors open to free occupants inside the car.

Emergency Provisions

In the event the campus is closed and/or evacuated due to a major disaster (earthquake, fire). Emergency provisions will be arranged and coordinated with the on-site contact(s). Suggested resources for provisions: Water (1 gallon/person/per day), Food (Provide for a minimum of two meals per day), First Aid Kit.

Emergency Shelter

In the event the campus is evacuated due to major disaster (earthquake, fire) attendees will be evacuated to an evacuation/reunification site. In the event attendees need alternate shelter, emergency shelter will be arranged. Emergency Shelter sites will be determined on a case-by-case basis. Once an emergency shelter site is determined, the on-site contact(s) should provide that information to parents/guardians of youth conference participants.

Emergency Transportation

In the event the entire campus is evacuated, transportation to an evacuation/reunification site will be arranged and coordinated with the group's authorities.

Evacuations

State law requires occupants to evacuate the building when the fire alarm sounds, or when ordered to do so by emergency response personnel or emergency notification. Building evacuation will occur via one of the following mechanisms:

- When a building fire alarm is activated.
- When a building or campus evacuation order is given via the campus emergency notification system.
- Upon notification by University Police, emergency personnel or a building marshal.

When an alarm or notice to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same. Use stairs and stay to the right to leave a clear path for emergency personnel.

- Direct conference participants to the closest stairwell for prompt evacuation to the nearest evacuation zone. On-site contacts/conference staff should assist with the evacuation, complete a roll call of participants, and report any missing persons to University Police or CSUSM Summer Conferences Staff. If there is anyone who may have remained in the building due to disability, injury or otherwise, that information should be sent to University Police and CSUSM Summer Conferences Staff immediately.
- When feasible, conference staff should assist persons with disabilities in exiting the building.

- Once outside the building, move to your designated evacuation zone. Stay at least 100 feet away from any affected buildings or structures. Do not gather by or impede building entrances.
- Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until directed to do so by University Police, emergency personnel, or CSUSM Summer Conferences Staff.

Under no circumstances should a conference participant or staff member decide to ignore a fire alarm, fire drill, or a request for evacuation in order to continue activities.

Evacuation Procedures for Individuals with Disabilities

Evacuation of person with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that conference staff and on-site contact(s) are familiar with special accommodations or needs of any participant living with a disability during the evacuation process. Participants with a disability/condition that requires assistance during an evacuation are encouraged to self-identify and convey those needs to the on-site contact(s) at the beginning of the event. Become familiar with the building and its exits. The following guidelines are important to follow:

- Always ask someone with a disability if assistance can be provided before attempting any emergency assistance.
- For safety reasons, try to avoid evacuating people who use wheelchairs while they are still in their wheelchair. Try to evacuate disabled persons without the wheelchair, empty wheelchairs will be evacuated later if possible. If not, move the disabled person to the nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve assistance from emergency personnel.
    - *Stairwell evacuation chairs are located in the building and CSUSM Summer Conferences Staff and emergency personnel can assist in these cases.*
- It is helpful to establish a buddy system to assist persons with disabilities.

Tips to Remember When Interacting with Persons with Specific Disabilities

- *Blindness or Visual Impairment*
    - Provide verbal instructions to advise them regarding the safest routes or directions.
    - DO NOT grasp a visually impaired person's arm. Ask if they would like to hold onto your arm as you exit.
- *Deafness or Hearing Impairment*
    - Gain attention by establishing eye contact or tapping on shoulder. Communicate the problem with gestures or visual direction; it is also helpful to write down the situation or type/voice dictate a message into your phone or electronic device for their reading comprehension.
- *Relocation of Persons with Disabilities*
    - Individuals with disabilities should instruct staff or participants on how to assist before an emergency.
    - If assistance is not available, go to nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve help from emergency personnel.

Fire/Explosion

If you discover fire or see smoke, gather the following information and call University Police at 911 from any campus phone or 760-750-4567 from your cell phone. Report the following:

- Building Name and Room/Location of Fire
- Type of Fire - Smoke or Flame? Burning or smoky odor?

For minor fires such as smoke in a waste basket, locate the nearest fire extinguisher. Remember to PASS:

- P – PULL the safety pin from the handle.
- A – AIM the nozzle at the base of the fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP from side to side until the fire is extinguished.

For large fires, pull a fire alarm and evacuate the building. If you are the last person out of a room, try to close the door behind you, but do not lock the door. If you become trapped inside a building during a fire:

- Call University Police (911) - Tell them your location and that you need Fire Department assistance to get out.
- Stay near a window and close to the floor.
- If possible, signal for help to others outside the window.

Hazardous Materials

In case of a hazardous material spill or exposure to infectious material, remain calm, and proceed as follows:

- If spill involves personal injury, remove clothing and flush with tap water for 15 minutes; call 911 from any campus phone or 760-750-4567 from your cell phone.
- If immediate hazard exists or medical assistance is required, call 911. Immediately evacuate and limit access to the area. All evacuations should be upwind from the release location.

For small spills/those not involving immediate danger to lives or property:

- Contact University Police immediately and identify yourself and report the information. Be as specific as possible about the type, amount, and location of material released.
- Safely confine the spill if possible.
- Evacuate and secure the immediate area; limit access to authorized personnel.

Unless immediate medical attention is needed, all potentially exposed persons should report to emergency personnel without causing further exposure.

Lost/Missing Child

If a minor attendee has been separated from the group and is believed missing, immediately activate procedures for finding a lost child. The following is suggested:

- Immediately contact University Police (911) from a campus phone or 760-750-4567 from your cell phone.
- Assemble conference participants in a secure area and place them under supervision.
- Notify CSUSM Summer Conferences Staff and University Police immediately. Notify parents.
- Institute a systematic search, beginning with high-risk areas (e.g., streets, Sprinter Station).
- If necessary, University Police will request assistance from the San Diego County Sheriff.
- Maintain communication with University Police and CSUSM Summer Conferences Staff

Medical Emergencies – Emergency Contacts

While on campus, attendees could sustain an injury or suffer an illness that requires prompt action to be taken at the site of occurrence. Conference clients are advised to collect emergency contact information from all parents/guardians of youth participants, as well as from adult participants, that gives directives and contact information in case of emergency. On-site contacts and conference staff may take emergency measures as appropriate and must notify the parent/guardian as soon as possible. On-site contacts and conference staff must also report any incidents happening in CSUSM Housing or on the CSUSM campus, or off-campus and related to the conference activities/agreement, to CSUSM Summer Conferences Staff.

Medical Emergencies – Injuries & Illness

Injury and illness are the most common of all campus-related emergencies. If a serious injury or illness occurs, remain calm and proceed as follows:

- Immediately contact University Police for all medical emergencies or injury - 911 from any campus phone or 760-750- 4567 from your cell phone. University Police will evaluate and initiate emergency services as appropriate.
- Give your name and the campus location of the victim.
- Describe the nature and severity of the medical problem. Note whether the victim is conscious and breathing.
- Provide an estimated age and gender of the victim.
- Look for emergency medical ID and give all information to the Police.
- Administer first aid to the extent possible based on your level of training. NOTE: All University Police Officers are trained in basic first aid, CPR and AED use.
- When appropriate to do so, or in the case of non-emergency medical issues, all incidents must be reported to the Conference Assistant On-Call at (442) 258-1359.

Notification Of Parents In Case Of Emergency

In the event of a campus emergency, on-site contact(s) and other conference staff will work together to notify parents/guardians for youth participants of any emergency situation affecting the campus. Emergency contact information should include full name, age, phone number, and the name of at least one parent/guardian, relationship, and a phone number contact.

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