

CSULB Research Foundation Emergency Action and Preparedness Plan

Table of Contents

CSULB Research Foundation Emergency Action and Preparedness Plan

CSULB Research Foundation Emergency Action and Preparedness Plan

David Bastistelli (800) 225-3123, refer building id number 801741

- Schindler Elevator Service
Local Office (949)251-8760 and contact Carol Hold Miller or David Bastistelli

BOMB THREAT OR REPORT

Most bomb threats are threats only, but there is always the possibility that an explosive device is on the premises. If you notice any unusual objects in your area, report them IMMEDIATELY to the Director of Property Management at (562)985-8090, or Foundation Front Desk at (562)985-5537, who will notify the Executive Director and/or any Department Directors; **or call 9-1-1 if no one is available at the aforementioned numbers.** Keep calm, do not approach or t

CSULB Research Foundation Emergency Action and Preparedness Plan

- Do not congregate in lobby areas, or at the front of the Building;
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but will not fall. Do not force open the doors or try to escape through the roof hatch. Do not panic.

CSULB Research Foundation Emergency Action and Preparedness Plan

PROCEDURES FOR DEALING WITH DISRUPTIVE INDIVIDUALS FOUNDATION CENTRAL OFFICE

Your safety is of the utmost important to the Foundation. To assist you in handling situations as they occur, we have provided the following information:

IDENTIFYING STRANGERS IN THE BUILDING

The Front Desk attendants will inquire of any unfamiliar persons as to whom they are visiting and announce the visitor to who they came to see. Please do not hesitate to inquire of anyone who seems to be wandering in the office as to who they are here to see. We would prefer to unintentionally offend someone than to allow an uninvited and unauthorized individual into our secured areas.

Side Note: It is also wise to make sure your personal belongings are secured and/or out of sight, especially during slow activity times such as lunch hours.

VERBAL ABUSE

2w /TTT Tm{2w /TTT Tmi1 1 Tf2 (s)-1.3 ()10.6).304 TD{2w /TTT-6.6 ()1are}7 Tr 12.992 re6 487.92mi1 1 Tf2 (s)-1.3 ()10.6 2w /TT

CSULB Research Foundation Emergency Action and Preparedness Plan

- 58756 Janna Tenenbaum, Deputy Executive Director
- 54690 Brian Nowlin, Director of Human Resources
- 58090 Debbie Peurrung, Director of Property Management
- 57641 Ron Miller, Director of Information Technologies
- 57619 Director of Grants, Contracts, and Foundation Programs

You are encouraged to practice this procedure periodically so it will be natural to you when needed. Just make sure the extension you call knows this is a drill, so the police are not called inadvertently.

TELEPHONE THREATS

If, in the process of talking to someone by telephone, you receive a threat against yourself, other staff, or the building, notify the Executive Director or the Director of Human Resources immediately.

These procedures are intended for the **Foundation Central Office**. Other Foundation Project employee offices are urged to make comparable plans, or adapt their work site/department to follow similar procedures herein.