

Cal Poly Pomona Campus South
Facilities Management

SATELLITE FACILITY EMERGENCY RESPONSE PLAN

CAL POLY POMONA

August 2026

Quick Reference Guide

Department: Facilities Management

Building Marshal Name: Adam Filek

Site Contact Name: University Police

Site Contact Phone (909) 869-3070

Site Day Phone: (909) 869-5334

After Hours Contact Phone: (909) 869-3070

Designated Evacuation Sites:

- **Primary:** North Parking Lot (Commerical St.)

Additional Resources:

- Cal Poly Pomona Emergency Operations Plan (EOP):

<http://www.cpp.edu/~em/files/eop.pdf>

This plan should be reviewed and distributed to facility occupants on an annual basis or more frequently as needed.

Department Emergency Information

Site Location: Cal Poly Pomona Campus South
Department: Facilities Management
Division: Administrative Affairs
Address: 3530 W. Pomona Blvd. Pomona CA, 91768

Building(s): B4

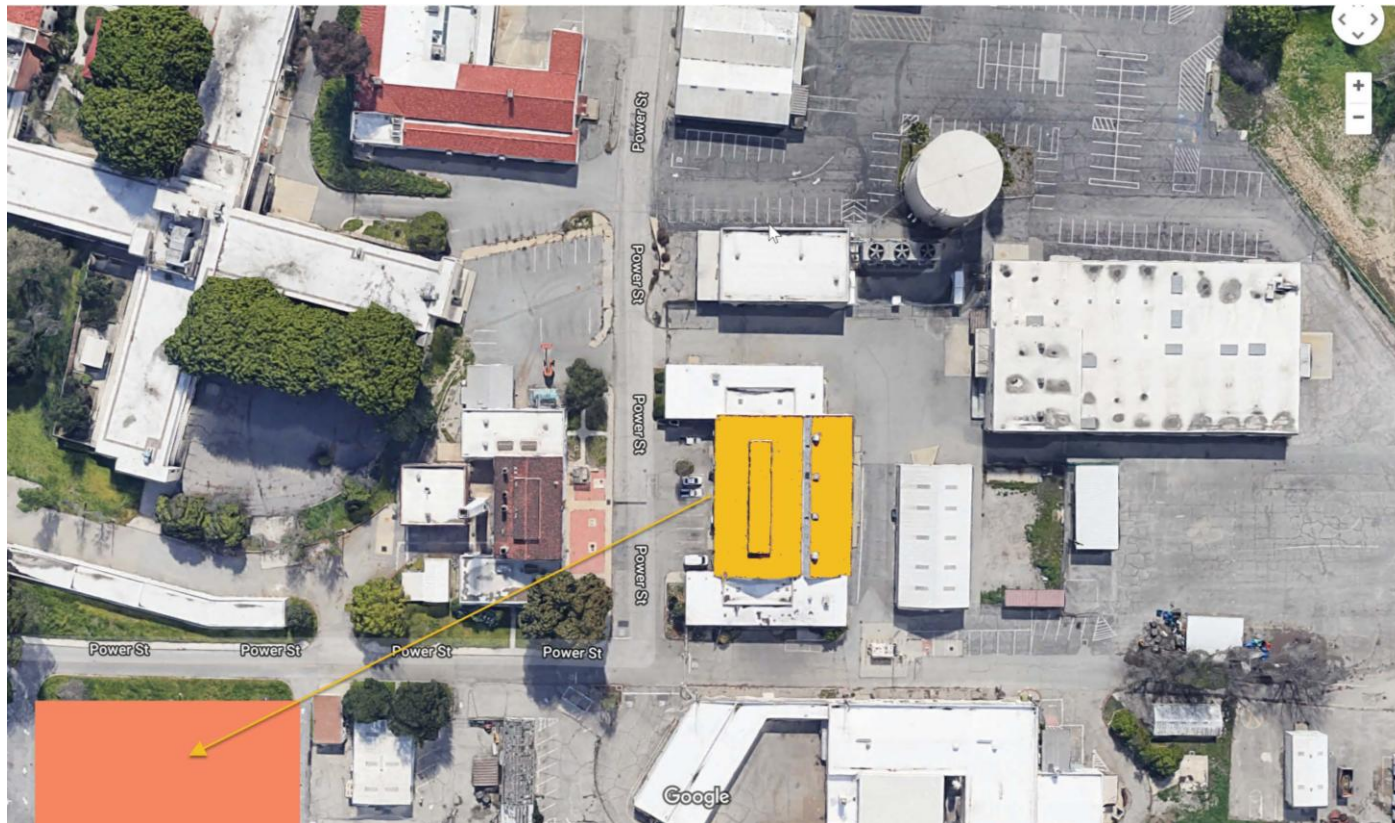
Key Contacts

All Emergencies	9-1-1
Site Coordinator: Adam Filek	(909) 869-5142
Building Marshal: Adam Filek	(909) 869-5142
CPP Emergency Operations Center (EOC)	(909) 869-3070
Facilities problems, including: • Utilities outages • Fire alarm maintenance • Fire suppression equipment maintenance	(909) 869-3030
After-hours Contact	(909) 869-3070
Local Non-Emergency Fire Department Number	(909) 869-3070
Local Non-Emergency Police Department Number	(909) 869-3070

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Designated Evacuation Areas:

Yellow arrow denotes the path of egress to designated evacuation site in orange.



- I. Emergency Supplies
 - a. Emergency Management will provide a recommended emergency supply kit which will support and sustain facility occupants in an emergency. A list of supplies included in the provided kit is included in Appendix B.
 - b. The department is responsible to maintain the on-site supplies provided by Emergency Management. Emergency Management will work with the department to review the supply inventory annually.
- II. Emergency Resource Requests
 - a. Off-site locations may have a need to request additional resources in an emergency situation. Emergency Resource requests should be made to the Office of Emergency Management at (909) 869-4022 for general emergencies or (909) 869-3070 to reach the EOC for large-scale emergencies that effect the entire campus.
- III. Emergency Procedures
 - a. Emergency Procedures are included in Appendix A and should be reviewed annually with all staff or continuous occupants.
 - b. Training will be provided in the campus annual emergency campus training plan.
- IV. Exercises
 - a. Each of the off-campus locations will have the following exercises incorporated in the campus annual emergency exercise plan.
 - Periodic evacuations,
 - Emergency drills,

- Testing

- b. The Office of Emergency Management is responsible for scheduling the exercises listed above and maintaining the proper documentation.

Appendix A: Emergency Procedures

EMERGENCY PROCEDURES

Call: 9-1-1

-or-

(909) 869-3070 from your cell phone

Fire – Police – Medical – Hazardous Agents

In the event of an emergency, please adhere to the following guidelines.
Your safety is of primary importance.

Serious Illness/Injury

1. Telephone University Police at 9-1-1 from a campus phone, or **(909) 869-3070** from a mobile phone. Be ready to provide as much information as possible regarding the illness/injury.
2. Do NOT move seriously injured or ill persons unless they are in a dangerous location.
3. Administer first-aid or CPR when required and only if you are properly trained.
4. Stay with the victim until help arrives. Keep the victim as calm and comfortable as possible.

Crime in Progress

1. Telephone University Police at 9-1-1 from a campus phone, or **(909) 869-3070** from a mobile phone. Be ready to give your name, location and description of the problem.
2. Do NOT attempt to apprehend or confront the suspects.
3. Be a good witness. Make a note of the suspect's appearance, details of the incident, weapons seen and vehicles involved. Remain calm.

Fire-Explosion

1. Telephone University Police at 9-1-1 from a campus phone, or **(909) 869-3070** from a mobile phone. Give your name, location and type of fire or explosion.
2. Sound any available fire alarms.
3. Calmly evacuate the building using the stairwell (not elevator) and take personal belongings with you. Check in with your Building Marshal at the designated evacuation area.
4. If you are disabled (in a wheelchair), go to the nearest stairwell and ask someone to notify emergency personnel of your location for evacuation.

Hazardous Chemical

1. Telephone University Police at 9-1-1 from a campus phone, or **(909) 869-3070** from a mobile phone. Give your name, location and description of the situation. If possible, identify the chemical involved and advise of any injuries or if a fire has started.
2. If you are outside a building, evacuate the area by moving upwind of the spill or radiation incident.
3. If you are inside and the incident occurred outside, evacuate only when instructed to by emergency personnel. Close all windows and, if possible, turn off all ventilation equipment and fans.
4. Do NOT attempt to clean up a spill unless you are trained in such procedures.
- 5.

Earthquake

1. Remain calm. Move away from windows and under a desk or table until the shaking stops. Stay away from objects that can fall on you.
2. If you are outside, stay in the open and move away from buildings and/or power lines. If you are in a vehicle, stop as far from the flow of traffic as possible but not under a bridge, tree, sign or street light.
3. Building evacuation is NOT immediate. If necessary, evacuation will be conducted by emergency personnel at the direction of University Police. If directed to evacuate, use nearest exit and move to designated evacuation area. Do not use elevators.
4. Refrain from running out of the building due to falling debris, which could pose a serious risk to injury.

Bomb Threat

1. Immediately call University Police at 9-1-1 from a campus phone, or **(909) 869-3070** from a mobile phone. If directed to evacuate, make note of anything unusual and report it after you have safely left the building. Check in with your Building Marshal at the designated evacuation area.
2. Remain calm. Write down exact words of caller. Note time of call, voice (male or female), age, accent or background sounds, location of bomb and time it will explode.
3. Ask the caller, if possible, what type of bomb, what it looks like, the reason for placing it and who is claiming responsibility.

The University Police Department (UPD) is located on Cypress and Oak, Building 109. Emergency telephones are located in each parking lot for your use to request assistance. Individuals using a cell phone should call (909) 869-3070. UPD and Community Service Officers are available for escorts to your car or other locations, during hours of darkness, on campus. **For an escort, call x3070.** For assistance with parking or other business call x3061.

- ❖ For additional Emergency Management information, contact the Office of Emergency Management at (909) 869-4022, or visit <http://www.cpp.edu/~em/>

Appendix B: Emergency Supplies List

Emergency Supply Totes (Emergency Supply Depots)

The following items are included in 15 individually packaged kits:

- 1 - Whistle - 76501
- 1 - Toothbrush
- 1 - Toothpaste - 71711
- 1 - 5' Plastic Comb - 71704
- 1 - Lightstick - 27017
- 1 - Tissue Pack - 71701
- 1 - Emergency Poncho - 71201
- 1 - Dust Mask - 72601
- 1 - Biohazard Bag - 71801
- 1 - Survival Blanket - 3100
- 5 - Junior Bandage (3/8"x1 1/2")
- 5 - Medium Bandages
- 1 - Butterfly Wound Closure
- 1 - Triple Antibiotic Ointment Pack
- 3 - Antiseptic Cleansing Wipes
- 3 - Pre-Moistened Towelettes

These items will be loose, inside the tote:

- | | |
|--|---|
| 2 - Crank Radio - L102DY-MD | Ace Bandage Roll 3" 6.99 1,258.20T |
| 5 - Goggles - 72201 | L77 - Mayday 3 LED "D" Flashlight |
| 5 - Work Gloves - 72101 | Alkaline "D" Size Batteries for Flashlight |
| 20 - Dust Masks - 72601 | PP55 - Maxi-Pad In A Box |
| 1 - 10 Person First Aid Kit - 74017 | Tampons |
| 1 - Custom Mini Bleeding Control Kit | GOODS Oenbopo Emergency Outdoor |
| 1 - Danger Tape (Red) - 10083 | Tourniquet First Aid |
| 1 - Rope - 70960 | Tactical Swat Medic Life Saving |
| 1 - Multi Purpose Tool - 11856 | Hemorrhage Control |
| 1 - Adjustable Wrench - 11885 | First Aid Military Tactical Emergency Strap |
| 10 - Lightsticks (in a 1 gallon bag) - 27017 | Tourniquet |
| 1 - Utility Knife - 11844 | Waterproof Matches |
| 1 - Water Purification Tablets - 73330 | Disposable Thermometers |
| 1 - Mini Crow Bar - 75020 | Clipboard 6"x9" |
| 10 - Nitrile gloves (1 gallon bag) - 72001 | Pad of paper for clipboard |
| Emergency Survival Blanket 0.99 891.00T | Black Sharpie Pen |