

EMERGENCY ACTION PLAN

Emergency Plan: For _____

DEPARTMENT _____

DIVISION _____

Mini E.O.C. # _____

Building _____

Room _____

WORK SITE

EMERGENCY COORDINATOR/BUILDING MARSHAL

Name _____ **Email** _____

SAFE EVACUATION AREA

WORK SITE ASSEMBLY AREA (Assigned by the Department)

SAFE EVACUATION AREA (Assigned by the Campus for Large Scale Multi-Building Evacuations)

Date of Plan: _____ (Update your Plan annually)

By: _____

Title _____

Submit completed Emergency Action Plan/annual updates for review to:

Campus Emergency Management Plan
c/o Cal Poly Pomona Police Department
869-6981

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INTRODUCTION:

The complexity of a campus like Cal Poly requires the full support of its departments and staff to successfully implement Cal Poly Pomona’s Emergency Management Plan. Department Emergency Action Plans (EAP) are an integral part of the overall Program.

Departments are expected to develop their own Emergency Action Plans for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their Department, (i.e., people with disabilities, research, patients, and animals).

Develop your EAP to address preparedness measures and emergency response. The EAP is a way for your Department to plan for potential emergencies; small accidents, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a Department EAP will help reduce risk and loss of life. It is important that all employees and students read and understand their work site emergency action plan.

EMERGENCY NUMBERS

911 (if from a Campus phone) 911 (if from a non-campus or pay phone)	Police, Fire, Medical Emergency, Haz Mat Incident
869-3070	Cal Poly Pomona Police Non-Emergency
869-4000	Student Health Services
869-3030	Building Damage, Utilities (gas, water, electricity)
869-POLY (869-7659)	Campus Emergency Information HOTLINE Call to hear recorded emergency bulletins/status updates (only activated following a Campus Emergency)
1-866-869-POLY	Back-up Emergency Hotline (activated only if campus telephone service fails)
Emergency Alert System (EAS)	KNX 1070 or KFWB 980 AM
Mini E.O.C. #	
Principal Building Marshal	
Building Marshal	

DEFINITIONS:

Alternates- individuals assigned as back-ups to specific emergency response positions.

Emergency Action Plan (EAP) – prepared by each Campus Department/Unit, the EAP is specific to each work site and outlines various emergency responsibilities of staff, evacuation routes and emergency assembly areas, emergency supplies, emergency notification plans, etc.

Emergency Coordinator – Designated by the Department/Unit Head as the primary emergency contact for the work site; responsible for implementation of the Emergency Action Plan; assists with the safe evacuation of the unit staff (with assistance of unit appointed Floor Captains); assesses injuries and damage to unit personnel/property and reports status to the EOC.

EMERGENCY HOTLINE - 869-POLY will be placed on the Hotline.
1-866-869-POLY is an off-campus Hotline that will be used to place recorded emergency information and instructions, only if local telephone service is interrupted.

Emergency Operations Center (EOC). The EOC is where department heads gather to coordinate the response to an emergency event impacting the Campus, the deployment of campus emergency response teams, and any requests from the City EOC, if needed. The Campus Emergency Management Plan provides guidelines for the management and response to the disaster situation. All Status reports and requests for assistance are forwarded to the EOC from Departments.

Emergency Supplies – Departments are responsible for maintaining emergency supplies at each work site, e.g. first aid kits, flashlights/batteries, battery operated AM/FM radio, water, etc. Supplies should be replaced and updated annually.

Safe Evacuation Area (SEA) – Areas designated by each Department where occupants of evacuated buildings assemble to await further instructions and “all clear” notifications. Occupants of high-rise buildings may choose to evacuate to an external SEA, or evacuate horizontally to an SEA located in a contiguous building. The Campus Emergency Management Plan has designated external sites for each Campus Building.

Mini E.O.C.s – The buildings on campus are divided into twenty-two Mini E.O.C.s. Each has a designated primary building with satellite buildings clustered around it. There is one Principal Building Marshal who oversees each Mini E.O.C. Each satellite building has a Building Marshal and Floor Captains. The responsibility of each Mini E.O.C. is to assess the situation, establish communications with the University E.O.C. and manage the situation until the arrival of emergency personnel. Floor Captains direct staff to emergency exits, monitor movement in stairwells, alert and sweep rooms for personnel, block access to elevators, and assist any disabled staff or visitors. Work sites with large numbers of staff should appoint Floor Captains. Floor Captains should be supplied with an orange vest and flashlight for identification.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST

- The Department Emergency Preparedness Committee will consist of any floor captains and building marshals.

- Appoint an Emergency Coordinator and Alternates at each work site occupied by the Department. Emergency Coordinators will:
 - function as the primary emergency contact for work site
 - coordinate the work site's emergency planning efforts
 - direct evacuations and assembly following a building alarm activation
 - provide status reports; damage, injuries to the Mini EOC

- Appoint Floor Captains for your work site.

- Inform employees of the Safe Evacuation Areas for each work site.

- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. Assign a co-worker "buddy" to provide assistance during an emergency. Refer to the Campus Evacuation Policy for People with Disabilities Requiring Reasonable Accommodation.

- Monitor and report any non-structural earthquake and safety hazards to the Principal Building Marshal of your Mini E.O.C.

- Procure and maintain adequate emergency supplies for work site staff.

- Post emergency procedures, emergency information notices, and evacuation plan/routes at the work site.

- Develop emergency notification, reporting, and call-back procedures for staff.

- Annually review and update the Emergency Action Plan. Submit for review. A copy should be sent to Debbi McFall, Emergency Services Coordinator.

- Familiarize all staff with the EAP. Make sure new staff and students are oriented to emergency procedures.

STAFF ASSIGNMENTS - List Names/Location/Telephone/Email Address

EMERGENCY COORDINATOR and ALTERNATES –Work Site

- 1.
- 2.

FLOOR CAPTAIN(s) (Recommended, but optional. Depends on the work site location and size of staff)

- 1.
- 2.
- 3.

KEY STAFF ASSIGNMENTS

Evaluate your Department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g., Search & Rescue, First Aid, CPR, HAM Radio Operators. Assign co-workers as "buddies" to assist disabled staff, patients, and/or visitors during an emergency evacuation.

DEPARTMENT EMERGENCY NOTIFICATION and COMMUNICATION PLAN

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to staff.
- Establish a Department “Telephone Tree” and Hotline (voice mailbox) to provide information updates and instructions. Campus information hotlines should be identified as a sources for status information updates.
- Departments should maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or a crime over a weekend).
- Update Department phone tree at least twice a year and send updated copies to Debbi McFall, Emergency Services Coordinator.
- List location and numbers of closest campus emergency telephones and public telephones*.

* Pay phones belong to Verizon and may still be operational when other lines are not, or if the Campus telephone system fails. Their location is important to know because a 911 emergency call from a public pay phone can be made without coins and is given the highest priority during times of disrupted or limited service. Do not hang up if you do not hear a dial tone immediately.

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Campus Emergency Operations Center (EOC).

STATUS REPORT FORM TO MINI EOC # _____

Reporting Site/Department _____ Date/Time _____

Reported
by: _____

1. Type of
problem/damage: _____

2. Specific
location: _____

3. Operational
impact: _____

4. Communications available:
a. Telephone:
Number _____
b. Two-way Radio:
Frequency _____
c. FAX:
Number _____

5. **Assistance requested?** Yes _____ No _____

a. Personnel: Type/Number

b. Equipment/Supplies: Type/Number

6. Special
problem/needs _____

DEPARTMENT ESSENTIAL FUNCTIONS

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging department resources; and plans in place to ensure continuation of critical operations (data back-up, off-site storage, priority vendor contracts)

SPECIAL NEEDS OF THE DEPARTMENT

List any special needs of the work site (security issues, electronic access control, disabled staff, on-site visitors/patients). Note: The Emergency Plan should include procedures for ensuring the safety and welfare of visitors/patients, and individuals with disabilities that might require special assistance during an evacuation. Emergency Coordinators should encourage individuals with disabilities to self-identify. Notify your Building Marshal of any permanent or temporary disabled staff.

CHAIN OF COMMAND

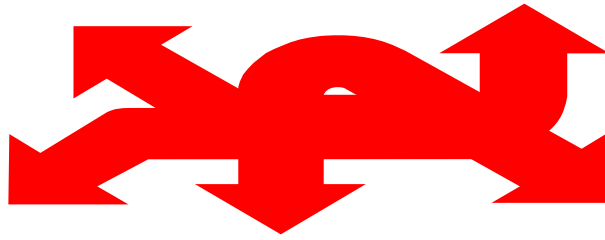
During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, identifying who will have decision-making authorization for the Department/division.

Name/Contact Number

EVACUATION PLAN

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Department Managers are responsible for ensuring that employees know their Safe Evacuation Area (SEA) locations, and at least two different evacuation routes from the work site. In your Evacuation Plan:

- Note location of nearest emergency exits, fire extinguishers and fire alarm pull stations.
- Describe the evacuation routes, and assembly areas for your work site and building.
- Choose Safe Evacuation Areas (SEA) for each work site. SEAs are places for your department/unit staff to gather and wait for instructions and/or the “all clear” notification by emergency response personnel.
 - SEAs should be easily and safely accessible.
 - Large departments with staff in more than one building should consider more than one SEA location.
 - For building evacuations (fire alarms), choose an SEA external to your building in a safe, open area, away from power lines and glass windows. Occupants of high rise buildings may also choose to evacuate horizontally into a contiguous high rise building, and assemble in an SEA beyond double fire partition doors. NEVER assemble in any building where the fire alarm is sounding. Continue to move to a safe area.
 - For large-scale campus emergency evacuations (earthquakes), building occupants should proceed to Campus designated SEAs, when instructed by emergency services personnel. (see Campus Emergency Management Plan).
- Develop a personal evacuation plan for any person in the Department who might require special assistance during an evacuation.
- Educate staff to the type of fire alarm system (e.g. sound/strobe lights/pre-recorded voice announcements) specific to each work site. Alarm systems vary depending on the building. Check with your Building Marshal if you are unsure.



**CAL POLY POMONA
EMERGENCY RESPONSE & EVACUATION INFORMATION**

BUILDING _____

FLOOR _____

DEPARTMENT/Division _____

EMERGENCY COORDINATOR(S) _____

SAFE EVACUATION AREA _____

**EMERGENCY SUPPLIES AND
FIRST AID LOCATION** _____

NAME and LOCATION

FLOOR CAPTAIN _____

FLOOR CAPTAIN _____

Optional Floor Captain Positions

Special Assistance _____

Stair _____

Elevator _____

This Facility's Emergency Phone Number: DIAL 911

Effective Date: _____

Updated By: _____

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE AND POST IN DEPARTMENT