

Cal Poly Pomona Emergency Management Plan

In a campus-wide emergency requiring coordinated response by multiple departments, the President or his designee will activate the Emergency Management Plan. Campus activity, managed by hundreds of trained staff, will be coordinated from the Emergency Operations Center (E.O.C.) which has been equipped with emergency power and communications equipment.

The primary objectives of the Emergency Action Plan are 1) Protect Life Safety; 2) Protect Property; 3) Re-establish essential programs as soon as possible; and 4) Improve Emergency Management Process.

There are three major components to the University's Emergency Plan:

The Policy Group consists of the President and Cabinet. During a disaster they are responsible for establishing a link with the Chancellor's office, activating the University E.O.C. when appropriate, direct notification of their respective divisions, determining campus status (open or closed) and formulating public information strategy.

Emergency Operations Center (E.O.C.) The primary function of the E.O.C. Team is to manage the Disaster and get the University up and running in as short a time as possible. Designated E.O.C. staff have the primary responsibility of coordinating specific emergency response actions such as evacuation, medical response, hazardous materials control, etc. Additionally, they procure supplies, equipment and other support, gather and analyze emergency reports from around the campus, track the status of injured or missing personnel, and document emergency losses and cost recovery programs.

Building Marshal Program - 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 Marshall and Floor Captains. Building Marshals and Floor Captains make personal contact with building occupants and provide them with information regarding emergencies. The responsibility of each Mini E.O.C. is to assess the situation, establish communication with the University E.O.C. Building Marshal Liaison, direct Floor Captains and volunteers as necessary, report needs to the University E.O.C. and manage the situation until arrival of emergency personnel. A list of current Mini E.O.C. locations can be found in the first few pages of the campus telephone directory.

Emergency Levels of Activation - Emergency operations will be activated in one of three levels following Standardized Emergency Management System SEMS/NIMS guidelines, depending on the magnitude of the situation. The level of activation will be determined by the University President and the E.O.C. Director with input from the Policy and Command Sections of the E.O.C. Levels are:

- ◆ **Level One** - This management mode is similar to day-to-day operations. It is activated when circumstances dictate that more than one campus department is required to handle the emergency. The Campus Emergency Operations Center (E.O.C.) is not activated and inter-unit coordination is accomplished via telephone or radio communications. Mini E.O.C.s may be notified and asked to provide necessary support as requested. Chancellor's Office is not notified.

Example: Minor hazmat spill in building 3 - Responders would be E H & S, Public Safety, Facilities Management and the Building Marshal.

- ◆ **Level Two** - This mode of operation is used for emergency responses that require several campus units or agencies from off campus. In these situations key personnel from management level of the principally involved campus units will meet in a central location to provide coordination. Their activities can include, but are not necessarily limited to:

- o Establishing a campus wide situation assessment function
- o Establishing a campus wide public information function
- o Determining resource requirements/coordinating resource requests
- o Establishing and coordinating the logistical systems necessary to support emergency services

The coordinating group (functional coordinators and special staff) should meet at the campus E.O.C. or an alternate location.

Incident managers and on-site emergency services continue to report through established twenty-four hour dispatch facilities. Information is provided to the E.O.C. (or other coordination center) by dispatch facilities. The Chancellor's Office need not be notified, but Command Staff may choose to do so.

Example: Flooding on surface streets on and around campus - Responders would be the President, E.O.C. Director (Chief of Police), the Public Information Officer and representatives of the Operations Sector Team (i.e., Facilities, etc.).

Level Three - This mode of operation will be utilized following a major disaster that would render it impossible for the campus to function effectively in either of the other modes. In this situation, the campus E.O.C. will be activated and all Directors coordination and direction of activities will be accomplished from the E.O.C.

During this level of activation representatives from other jurisdictions or agencies may be staged on the Cal Poly Pomona campus and/or representatives from the campus Emergency Management Staff may be called upon to report to an off campus Emergency Operations Center. Chancellor's Office must be notified.

Example: An earthquake of similar magnitude to the Northridge incident of January 1994 - Responders would be the entire E.O.C.

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- ❑ The E.O.C. (Emergency Operations Center - Policy and Command) will notify the campus that an emergency is occurring or about to occur. The notification will (where possible) announce the type of emergency that occurred/is occurring and action(s) to be taken by faculty, staff and students.
- ❑ Designated staff shall notify their areas via phone trees. **Ensure those you call receive the message.** Building Marshals and Floor Captains shall walk their areas and notify faculty, staff and students. Once notified, all faculty and staff shall ensure that they follow the direction given, and pass the information on to others.

Action(s) which can occur:

1. Campus Closure - Full evacuation or partial evacuation or no evacuation
2. Cancellation of Classes - Cessation of classes currently in session with evacuation
Cancellation of classes scheduled to begin at a particular time

Evacuation Procedures

Evacuation is not always the safest course of action. If an emergency occurs, please keep students in your classroom until directed to evacuate by emergency personnel unless the situation occurring is to such a point that remaining in the building jeopardizes the safety of you and your students. In the event that evacuation from the building is required, Faculty provide a valuable leadership element to safely and efficiently evacuate students. If an evacuation is required:

- ❑ Advise your class calmly of the need to evacuate the building. Direct them to take all of their belongings with them and reconvene at a specific location outside (safe staging location identified by emergency personnel)
- ❑ Carry a copy of the classroom roster with you
- ❑ Lead students out of the building to the location you have directed them to reconvene. Floor Captains and Building Marshals will advise you of preferred routes of exit if there are any.
- ❑ Take roll once outside and provide the results to a member of the emergency team (designated by an orange vest)
- ❑ DO NOT return to the building until advised to do so by emergency personnel
- ❑ If you are directed to evacuate the campus, please follow the evacuation route provided to you by emergency personnel and advise your students to do the same. Evacuation routes off campus are pre-designated based on where you are parked. Pre-designated routes are also posted on the "Emergency Information" section of *Polycentric*. Please note that routes may be adjusted depending on the emergency situation.

Information After Hours

9-1-1 for Police Emergencies

(909) 869-POLY/(866) 869-POLY (Toll Free) – Campus Status

(909) 869-3070 for non-emergencies

<http://www.csupomona.edu~polycentric>

http://csupomona.edu~public_safety/pages/eocpage.html

For training or information about the Campus Emergency Management Plan: Debbi McFall x6981