

# *Cal Poly Pomona Emergency Procedures*

## Guidelines for Issues Involving Emergency Procedures on Campus

1. The President, Emergency Management Group and designated departments are responsible for deciding how the campus will respond to emergencies. There are three ways the campus can respond: (1) Remain Open; (2) Close the campus without evacuating ; (3) Close and evacuate the campus. In some cases, the EOC Team will have some advanced warning that the campus is going to close. Your Divisional Vice President's office will serve as your communications link for the handling of emergencies. They will keep you informed of all activity. Building Marshals and Floor Captains for each building will also serve as a communications link.
2. As a campus community member it is your responsibility to:
  - When you receive information from the VP's office and/or a message is sent at the direction of the President, by Building Marshals and Floor Captains, communicate this information to all faculty/staff via your department phone tree
  - Implement only the plans you are directed to implement. Administrators will direct you as to the action to be taken.
  - If there are areas in your department that have special needs, advise your VP. The VP will assist you in responding to those needs.
  - If you move or change telephone numbers, please advise your department so that phone trees can be updated with new information.
3. If for some **unforeseen reason** the campus must close **during daytime hours**, you are expected to:
  - Receive direction from your supervisor who has been contacted by your VP's Office and pass this information on via your phone tree to everyone in your area
  - Ensure that if the campus is to remain closed into the evening that those faculty/staff who have not yet reported for duty are notified
  - Follow any special directions you may receive via your VP's Office, your Building Marshals and/or Floor Captains and/or from the President. Pass this information on (e.g. evacuation routes, length of closure, etc.)
  - Remind faculty/staff to turn off all equipment and lock their offices prior to leaving
  - Assume that the campus will only remain closed for this specific day. The campus will open the following day, unless you hear otherwise
  - You can inform all faculty/staff to call (909) or (866 – toll free) 869-POLY for updates, once campus has closed and advise them to monitor the radio (KNX or KFWB) and TV for further updates
4. If directed to evacuate the campus, please use pre-designated evacuation routes listed on the reverse.
5. If you work weekends and **during the nighttime hours** you should:
  - Keep your emergency instructions with you at all times and to refer to them during emergencies. (There will generally be no Managers and or VP's Office staff to advise you what action to take. The Police Department will make every effort to inform you of the situation.)
  - Please refrain from calling the Police Department unless there is an emergency. Until Police Department staff can be called-back to work, there may be limited staff on duty.
  - Be sure to keep a flashlight with batteries with you at your location in case of power outages.
  - Make contact with Building Marshals and/or Floor Captains in the building. They will advise you how the emergency plan works in your building and how you can access assistance after-hours.
6. Depending on the type of emergency, some faculty and staff may be requested to return to campus to assist with the situation.
7. If you carry a cellular telephone, use the programming function to pre-program the campus Police Department Dispatcher (909) 869-3070 into your telephone. Dialing 9-1-1 on a cellular telephone will contact California Highway Patrol who will have to transfer your call to the campus which will delay response to you in an emergency. Remember, 9-1-1 is for emergencies only.
8. Every building on campus has a trained Building Marshall and Floor Captains to assist you in an emergency. Get to know them and support their efforts. If you and your faculty/staff would like to receive specialized training in handling emergencies, contact Debbi McFall, Emergency Services Coordinator at X6981.

## **Pre-Determined Evacuation Routes**

<b>Parking Lot</b>	<b>Exit Route</b>
A	Take Mansion Lane to University Drive and turn right. Follow University Drive to Temple Avenue. Exit campus via Temple Avenue.
B	Exit lot via South Campus
C	Exit lot via Red Gum and turn right to Kellogg. Turn right on Kellogg and follow to South Campus. Exit the campus via South Campus.
D	Exit lot via Red Gum and turn right to Kellogg. Turn right on Kellogg and follow to South Campus. Exit the campus via South Campus.
E	Exit lot to Citrus Lane and exit campus via back gate on South Campus at Procurement building #75.
F	Exit lots to University Drive. Follow University Drive to the Westbound on ramp to 10 Freeway or turn right at East Campus to South Campus. Turn left on South Campus to Eastbound on ramp to 10 F Freeway.
G	Exit lot to Eucalyptus and turn left. Proceed to University Drive turn left. Follow University to Temple Avenue and exit campus via Temple Avenue.
J	Exit lot to University Drive and turn right. Follow University to Temple Avenue and exit campus via Temple Avenue.
K	Exit lot to University Drive and turn left. Follow University to Temple Avenue and exit campus via Temple Avenue.
L	Exit lot to University Drive and turn left. Follow University to Temple Avenue and exit campus via Temple Avenue.
M	Exit lot to University Drive and turn right. Follow University to Temple Avenue and exit campus via Temple Avenue.
N	Exit lot to Kellogg Drive and turn right to South Campus. Exit campus via South Campus.
P	Exit lot to Kellogg Drive and turn right onto Kellogg. Follow Kellogg to South Campus and exit campus via South Campus.
R	Exit lot to Mansion Lane and follow Mansion Lane to University Drive. Turn right at University Drive and follow University Drive to Temple Avenue. Exit the campus via Temple Avenue.