

Cal Poly Pomona Emergency Procedures for Managers

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 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 manager it is your responsibility to:
 - Ensure that if you are off campus for whatever reasons that you appoint a manager to be in charge during your absence, and communicate this information to your VP's office and to all faculty/staff in your department.
 - When you receive information from the VP's office and/or a message is sent at the direction of the President, communicate this information to all faculty/staff that report to you (whether directly or through other department heads)
 - 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.
3. If for some **unforeseen reason** the campus must close **during daytime hours**, you are expected to:
 - Receive direction from 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 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 your faculty/staff to call (909) or (866 – toll free) 869-POLY for updates, once campus has closed and advise them to monitor the radio and TV for further updates
5. If you have faculty/staff that work weekends and **during the nighttime hours** advise them that they should:
 - Keep their emergency instructions with them at all times and to refer to them during emergencies. (There will generally be no Managers and or VP's Office staff to advise them what action to take. The Police Department will make every effort to inform them of the situation.)
 - They should 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.
6. If an emergency occurs during off hours and you are a designated member of the Emergency Operations Center (EOC) Team, you may be requested to return to campus. If the emergency is of such a nature that the telephone system is operating properly you will be advised by phone to return to campus. If telephone lines are down, we request you return to campus as soon as you can do so safely.
7. **When the campus is closed certain essential staff will need to remain. As a manager, prior to leaving campus, confirm with your Supervisor/Administrator if you will need to stay on campus to assist with the emergency situation. Depending on the type of emergency, other managers/staff may be requested to return to campus to assist with the situation. Please ensure that your supervisor/administrator knows how to contact you.**
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.