Emergency PLAN Summary and Self-Help Guide

California State Polytechnic University, Pomona

Coordinated by the State University Police Department

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What you do in the first 30 minutes after an emergency will have the greatest impact on the outcome.

INTRODUCTION

This is a condensed version of the Campus Emergency Management Plan. All of the basic elements are included. This all-hazard campus plan is designed to effectively coordinate the use of university and community resources to protect life and property immediately following a natural or manmade disaster on the campus of California State Polytechnic University, Pomona (Cal Poly Pomona).

The campus plan is compliant with all applicable national and state standards, including the Standardized Emergency Management System [SEMS] and the National Incident Management System [NIMS]. Our campus plan applies the concepts and protocols required by Government Code section 8607(a), Homeland Security Policy Directive #5, and CSU Executive Order #1056 for managing the response to multi-agency and multi-jurisdictional emergencies.

The goals of this plan are to:

- Ensure the safety and security of students, faculty, staff and visitors

- Minimize disruption of academic programs

- Minimize university losses

- Assist the community in disaster recovery

Specifically, in the event of a minor emergency such as a small earthquake or a campus-wide power outage, the objective will be to ensure a return to normal operations within hours. In the event of a more serious event such as an earthquake with moderate damage, or any other moderate emergency, the objective will be to restore essential programs within 72 hours. In a large-scale disaster the objective will be to ensure that essential programs are re-established within 30 days or as soon as practical.

The Emergency Plan is consistent with, and supports, the University Business Continuity Plan.

The University Police Department is responsible for coordination of the emergency management needs of the campus. A full-time professional Emergency Services Coordinator facilitates these functions, but the business of emergency management and disaster preparedness is truly the responsibility of each student, faculty or staff member.

THE SETTING AND THE HAZARDS

Cal Poly Pomona is a campus with a population near 25,000 at times – the equivalent of a small city. It is situated near three major freeways and three tracks of major interstate railroad traffic. In addition to residence halls and apartments, classrooms and offices, the campus has several special tenants. The American Red Cross' Western Region Blood Center and Southern California Edison have buildings on campus land and are partners in the life of the campus community. Clearly, many hazards could impact the well-being of the campus. Among those we plan for are:

- Earthquake

- Fire/explosion

- Hazardous materials release

- Major transportation accident

- Health emergency/pandemic

- Acts of terrorism

PLAN OBJECTIVES

The overall objective is to ensure the effective management of emergency resources involved in the preparation for and response to situations associated with emergencies. Specifically this will include:

- Overall management and coordination of emergency operations to include, as required, on scene incident management (incident command)

- Coordination with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations

- Request and allocation of resources and other related support and coordination of inter-jurisdictional mutual aid

- Preparation and dissemination of emergency information to the public, including campus warnings and alerts

- Management of the movement of persons in the event an evacuation is ordered

- Collection, evaluation and dissemination of damage information and other essential data

- Restoration of essential services; transition to normal campus business

MANAGEMENT AND CONTROL

Management and maintenance of the campus Emergency Management Plan is the responsibility of the Vice President for Student Affairs, as delegated by the President. In the event of an emergency or disaster, it is the responsibility of the Incident Commander to implement the plan. In response to an emergency, the first trained person on scene will take control of the scene acting in the role of Incident Commander until relieved by a person with a higher level of training.

ORGANIZATION

The Emergency Management Organization is made up of three basic groups and, as necessary, will activate and operate out of the Emergency Operations Center (EOC) following an emergency.

Policy Group

> The Policy Group will consist of the university President, the vice presidents, and any other campus officials deemed necessary to provide guidance and support to the Incident Commander and will, at times, include the Management Section of the EOC.

Coordination Group (Emergency Operations Center Team)

Planning/Intelligence Section

> This section is responsible for receiving, evaluating and analyzing all event information and providing updated status reports to appropriate EOC personnel and field operations.
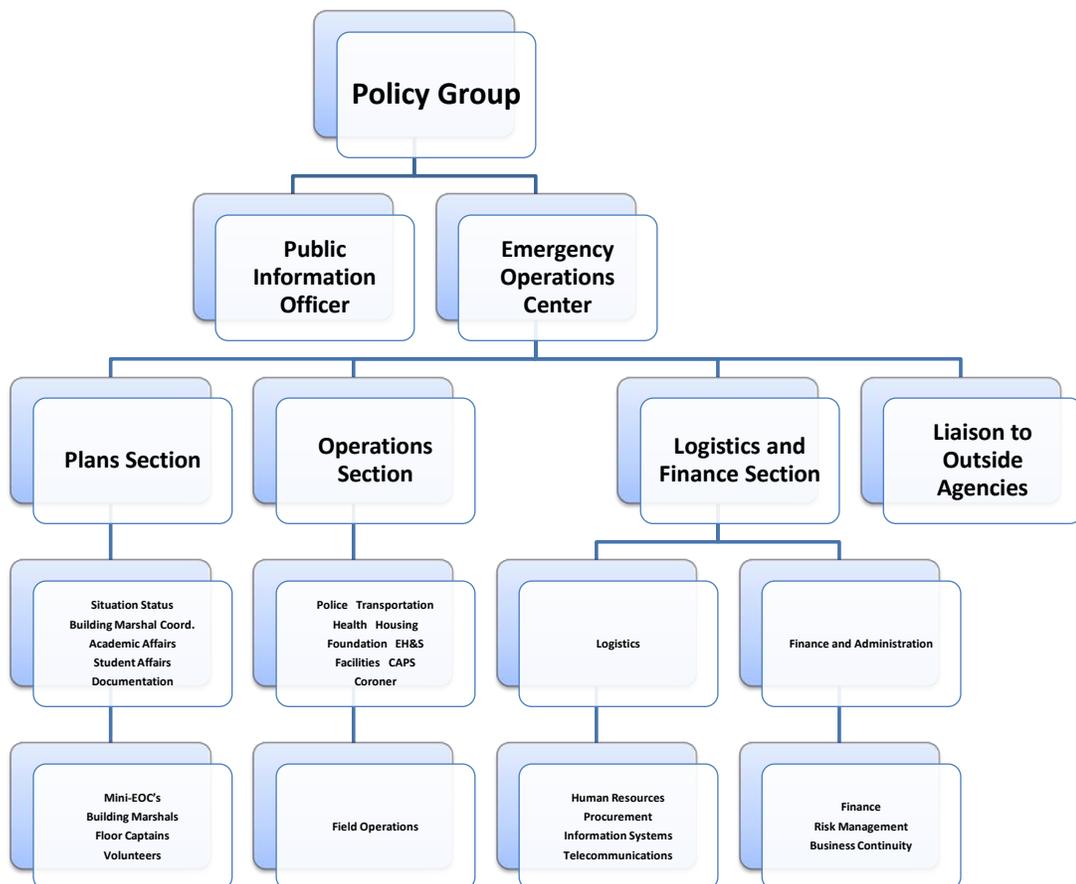
Operations Section

> This section represents the campus emergency services units (on-scene emergency responders). The Operations Section is responsible for activities in the field that respond to or recover from, the effects of the emergency.

Logistics Section

This section is responsible for procuring supplies, personnel and the material support necessary to conduct the emergency and recovery operations (e.g. personnel call-out, equipment acquisition, etc.)

Finance and Administration Section

This section has responsibility for cost accountability and risk management. The Finance Section documents expenditures, purchase authorizations, claims of damage to property, tracks equipment usage and vendor contracting. All response personnel time tracking and Workers' Compensation and risk management record keeping is the responsibility of this section.

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                        Policy Group

        Public                    Emergency
      Information                 Operations
        Officer                    Center

  Plans Section     Operations        Logistics and      Liaison to
                     Section        Finance Section       Outside
                                                          Agencies

 Situation Status    Police  Transportation
Building Marshal Coord.  Health  Housing
  Academic Affairs    Foundation  EH&S        Logistics      Finance and Administration
  Student Affairs     Facilities  CAPS
  Documentation         Coroner

   Mini-EOC's                          Human Resources           Finance
 Building Marshals                       Procurement          Risk Management
  Floor Captains      Field Operations  Information Systems   Business Continuity
   Volunteers                           Telecommunications
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Mini Emergency Operations Center (Mini EOC's)

Buildings on campus are currently divided into 26 zones or areas of responsibility. At Cal Poly Pomona these are called Mini EOC's. Each Mini EOC has a Principal Building Marshal who coordinates the emergency team for all of the buildings assigned to that Mini EOC. Each building assigned to the Mini EOC has a Building Marshal and Floor Captains who function as the emergency team inside each building.

In an emergency situation, the responsibility of the emergency team inside each Mini EOC is to assess to the situation for that Mini EOC, establish communications with the university Building Marshal Liaison to report the situation, direct emergency operations as necessary and manage the situation utilizing incident command protocols until it is either resolved or they are relieved by someone with a higher level of skills such as University Police or the Fire Department.

Each Mini EOC is equipped with rescue/survival equipment, emergency plans, and a portable radio that links the emergency team with the university EOC. Principal Building Marshals, Building Marshals and Floor Captains receive ongoing training in disaster/emergency procedures and practice those skills regularly.

LINKAGE TO OTHER LEVELS OF GOVERNMENT

Depending on the severity and scope of an emergency, the campus can obtain resources from, and supply resources to, other levels of government. Cal Poly Pomona is a participant in a broad emergency management program reaching all levels of government. Each entity uses the concepts of the National Incident Management System [NIMS] and California's Standardized Emergency Management System [SEMS] which enhances our ability to work in this larger system of systems.

Federal Emergency Management Agency/Region IX

California Emergency Management Agency/Southern Region

Los Angeles County/Area D

Cal Poly Pomona Emergency Organization

PLAN ACTIVATION

When an emergency occurs the Chief of Police, acting as Director of Emergency Operations, will determine the manner in which university personnel and equipment will be used. He or she will also make a recommendation on activation of the Emergency Operations Center. If the EOC is activated, all four section Chiefs will be activated to determine the amount of support needed to carry out their individual functions. The Director of Emergency Operations will notify the Operations Executive when deactivation of the Emergency Management Plan and EOC are deemed appropriate.

ACTIVATION DURING BUSINESS HOURS

When a disaster occurs during university office hours the following should take place:

If telephone services ARE operational:

- The Director of Emergency Operations will activate the Emergency Plan. He/she will evaluate the need to open and staff the EOC.

- Appropriate Emergency Management Organization members will be contacted and advised where to report.

If telephone services ARE NOT operational:

- Pre-designated Emergency Management Organization members will immediately travel to the university police dept. to check in with the Director of Emergency Operations to support the activation of the Emergency Management Plan if necessary.

ACTIVATION DURING NON-WORKING HOURS

There is a significant chance that a disaster may occur before or after regular university hours or on a weekend/holiday when departments and offices are closed.

While the structure of this plan remains the same, its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest level of skill who are available at the time. These individuals should seek to follow as closely as possible the guidelines and checklists of the plan, while simultaneously making an effort to notify appropriate officials of the situation so as to obtain verification or advice on their actions.

Emergency Management Organization members, not on duty when the emergency occurs, should contact the Director of Emergency Operations to determine if they need to report to campus.

EMERGENCY INFORMATION AND NOTIFICATION SYSTEMS

The Cal Poly Pomona emergency communication system consists of many layers of communications systems which are used to communicate with the campus community during an emergency. These systems, working together, are intended to provide critical communication capabilities during an emergency to the greatest number of individuals on campus. These systems include:

- Bronco Connect – a mass messaging system which is capable of communicating with members of the campus community using text messages, cell and landline phone calls and e-mails

- Alertus – a software that will connect to every computer on line with the campus intranet and advise users of appropriate emergency response actions

- Mass e-mails to faculty, staff and students

- Mass voicemail to faculty, staff and students

- An emergency information page http://polycentric.csupomona.edu/

- Campus marquees

- Building Marshals and Floor Captains

In the event of a major emergency or large scale disaster, the Public Information Officer will serve as the primary source of emergency information regarding the university.

As soon as possible, pre-recorded emergency information will be placed on the university information line at (909) 869-7659 [POLY] and (866) 869-7659 [POLY]. Information will also be provided to local media outlets such as local television and radio stations, and newspapers. Social media such as the university presence on Facebook, Twitter and other sites will also carry information updates.

Faculty and staff should follow their established departmental procedures for responding to the campus to assist with the emergency or for leaving the campus if they are directed to do so.

SELF-HELP GUIDE

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Every Cal Poly Pomona campus community member should be prepared for emergencies by learning basic emergency procedures and maintaining a small personal emergency kit in their office and/or vehicle. In the event of a major emergency, each individual should react calmly. The success of the plan will depend on the thoughtful and cooperative response by the entire campus working together.

EARTHQUAKE PREPAREDNESS

Earthquakes are inevitable in California. Scientists have determined that there is at least a 50% probability of a damaging earthquake on one of a number of Southern California faults in the next twenty years. Being prepared can prevent loss of life and property.

You can survive an earthquake and minimize its damage simply by becoming aware of potential hazards and taking some basic earthquake preparedness measures.

Before the Quake Happens

At Home:

- Develop a family earthquake plan. Prepare yourself, your family and your home.

- Decide how and where your family will reunite if separated

- Choose an out-of-state friend or relative that family members can call after the quake to report or exchange information. (Long distance telephone lines often continue to work while local lines become inoperative.)

- Know the safe spots in each room: under sturdy tables, desks or against inside walls

- Know the danger spots: windows, mirrors, hanging objects, fireplaces, and tall unsecured furniture

- Learn first-aid and CPR

- Keep a list of emergency telephone numbers

- Learn how to shut off utilities in case lines are damaged. (Safety note: Do not attempt to relight gas pilot-call the Gas Company.)

- Secure water heater and appliances that could move enough to rupture utility lines

- Make sure your house is bolted to the foundation

- Keep breakables and heavy objects on bottom shelves

- Secure heavy, tall furniture that can topple, such as bookcases, china cabinets, or wall units

- Secure hanging plants and heavy picture frames or mirrors

- Put latches on cabinet doors to keep them closed during shaking

- Keep flammable or hazardous liquids in cabinets or secured on lower shelves

- Maintain emergency food, water and other supplies, including flashlight, a portable battery operated radio, extra batteries, medicines, first-aid kit, and clothing. Also keep similar supplies in your vehicle.

At Work:

In the workplace, you can apply several of the safety tips used at home. In addition:

- Know the safe spots in your work area: under sturdy tables, desks or against inside walls. Know the danger spots: windows, mirrors, hanging objects, tall unsecured furniture.

- Know and work with the emergency team in your work area so you will know the emergency plan identifying exits in the building and practice alternate routes out of the building to the nearest safe evacuation area if evacuation is warranted

- If you are on campus after hours, contact university police at x3070 or 9-1-1 if you need emergency help

- Learn where fire extinguishers are located and how to operate them.

- Secure and anchor equipment and furniture, including bookshelves, cabinets, computers, etc.

- Hold "brown bag" discussions during the lunch hour on disaster preparedness topics. The Emergency Services Coordinator at x6981 can provide you with assistance.

<u>During the Quake</u>

- If indoors, stay there. DROP down to the floor, COVER yourself under a sturdy desk, or table and HOLD ON and be prepared to move with it. If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms.

- If outdoors, get into an open area away from trees, buildings, walls and power lines.

- If in a high-rise building, stay away from windows and outside walls. Drop, Cover and Hold On. Do not use elevators.

- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking stops.

- If in a crowded place, DO NOT rush for the doors. Move away from shelves containing items that can fall.

<u>After the Quake</u>

- Stay calm and lend a hand to others

- If your building is evacuated, follow the instructions of emergency personnel

- Check for injuries and apply first aid. Do not move any seriously injured individuals unless they are in immediate danger.

- Do not use the telephone immediately unless there is a serious injury, fire or other emergency that you need to report.

- Replace telephone receivers that have fallen off the hook

- Check for hazards

- Do not use your vehicle unless there is an emergency. Keep streets clear for emergency vehicles

- Be prepared for aftershocks

- Assist persons who have special needs who are located in your building

EXPLOSIONS

- In the event of an explosion in or near your building:

- Immediately take cover under tables, desks or other such objects which will provide protection from flying glass and debris.

- After the effects of the explosion have subsided, contact university police at 9-1-1

- Seek and assist injured persons and individuals with special needs. If evacuation is ordered, use stairwells and DO NOT use elevators

- Once outside, move at least 150 feet away from explosion site and upwind if possible

- Keep roads and walkways clear for emergency vehicles

- Do not re-enter the building until instructed to do so by emergency personnel

FIRE

A building occupant is required by law to evacuate the building when a fire alarm sounds. If there is a fire burning in your work area:

- If you have been trained to do so and are able to do so safely, use a fire extinguisher to put out the fire

- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm on the way out. Call university police at 9-1-1 from any campus phone or (909) 869-3070 from a cell phone

- Move away from fire and smoke. Close doors and windows if time permits.

- Touch closed doors and door handles before opening. Do not open them if they are hot.

- Use stairs only. DO NOT USE ELEVATORS.

- Move well away from the building and go to a safe evacuation area and check in with emergency personnel

- Do not re-enter the building until directed to do so by emergency personnel

EVACUATION

Evacuation should not be immediate in all emergency situations but building evacuations will occur when a building alarm sounds and/or you receive notification by building officials or designated emergency personnel. If no emergency personnel are present, an individual may leave the building if, in his/her opinion, critical circumstances dictate that their safety is jeopardized by remaining in the building. In the event your building is evacuated:

- Take all valuables, keys and emergency supplies with you

- Walk quickly to the nearest marked exit and ask others to do the same. Do not use elevators.

- Use stairs and stay to the right to leave a clear path for emergency personnel.

- Assist people with special needs in your building

- Go to a site clear of the hazard to check in with emergency personnel. Do not congregate between buildings

- If emergency assistance is required, locate emergency personnel at any evacuation gather location

- During emergencies, Principal Building Marshals will be identified by wearing neon green vests while Building Marshals and Floor Captains will normally be wearing orange vests

- Do not leave campus unless advised to do so by officials or emergency personnel

- Do not return to an evacuated building unless directed to do so by emergency personnel

- See evacuation chart that follows for direction to a safe assembly area near your workplace

MINI EOC	BUILDINGS ASSIGNED	SAFE EVACUATION SITE
1	1, 111, 112, 113	Courtyard, North side of bldg. 1/Northeast Corner of Quad
2	2, 92 and Ag Valley	Lawn, south side of bldg. 2 and 7
3	3, 4 and 8	Northwest Corner of Quad
4	26, 26A, 35, 150 and 35A	Center area of University Park
5	5, 24, 25, and 97	Southwest corner of Quad outside bldg. 5
6	6, 94, and 95	Southeast corner of Quad
7	7 and 2 annex	Grass, east of bldg. 7 and 2 courtyard
8	76, 77, 78, and 79	Grass area behind lodge next to parking lot L
9	9, 13, and 17	Engineering meadow, grass between bldgs. 17, 13
10	CLA bldg. 98	Center of parking lot D/Grass hill behind 26
11	41, 43, and 86	Recreation field, south of building 43
12	81, 28, 29, 45, 67, 75, 89 and shops	Facility maintenance corp. yard/lot in front of 28
13	52, 54,59, 20, 21, 22, 23, 57, 58, 60, 61, 62, 70, 71	North side of Rose Garden/Field south of 43 or Soccer Field North or South of Bldg. 43
14	55, 66 and 116	South side of University Park, north of bldg. 55
15	15, and 16	North side of University Park
16	46	Lawn area and parking lot adjacent to building 46
17	Village	Phase1 Central Quad,
18	91, 91A, 106, and 109	F Parking Lots
19	CRS, and Agriscapes	Parking Lot Areas

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20	I-Poly High School	Recreation Field South of bldg. 43
21	SCE building 219/217	Northern Edge of Parking Lot near South Campus
22	CTTI Facility, 220A, 220B and 220C	Northeast corner of parking lot away from driveway
23	American Red Cross bldg. 218	Parking Lot Sites A-D
24	Agriscapes and Farm Store	Green Spaces
25	Buildings 162, 163 and 163	Green Space in front of complex

SHELTER IN PLACE

In the event that you will be safer inside the building than outside, you will be advised to shelter in place. Shelter in Place procedures include but are not limited to:

- Stay indoors

- Close windows and doors

- Do not leave the site unless instructed to do so by emergency personnel

If a major emergency or large scale disaster occurs, there is a possibility that roadways surrounding the campus may be blocked or unsafe to travel. Faculty, staff and students will need to remain on campus until this situation is resolved and the EOC team will arrange for care and shelter until access off campus is available.

EVACUATION – PERSONS WITH SPECIAL NEEDS

Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate area. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

<u>Hearing Impaired Persons</u>

Not all fire systems have flashing lights. Most are sound alarms. Therefore, persons with impaired hearing may not recognize emergency alarms and an alternative warning technique is required. Two methods of warning that can be used are:

- Write a note telling the person what the emergency is and the nearest evacuation route and safe staging area

- Turn the light switch on and off to gain attention, then indicate through gestures or in writing what is happening and what to do

<u>Persons using crutches, cane or walkers</u>

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two person, lock arm position or having the person sit in a sturdy chair preferably with arms.

<u>Non-Ambulatory Persons</u>

Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be dangerous to their well being. Frequently non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately. The needs and preferences of non-ambulatory persons will vary. Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair

- The number of people necessary for assistance

- Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.

- Whether a seat cushion or pad should be brought along if he/she is removed from the chair

- Being carried forward or backward on a flight of stairs

- After care if removed from the wheelchair

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Additional Considerations

- Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting

- Some people in wheelchairs may have electrical artificial respirators attached, they should be given priority assistance if there is smoke/fumes present as their ability to breathe is seriously in danger

- Some people have no upper trunk or neck strength

- If the wheelchair is left behind, remove it from the stairwell and place it so it does not cause obstruction to others

- Make sure the footrests are locked and the motor is off

- If a seatbelt is available, secure the person in the chair

- If carrying a person more than three flights, a "relay team" arrangement may be needed

If you are disabled

- Introduce yourself to the emergency personnel in your building. Work with them to develop an emergency plan for evacuation

- In an emergency, look for a building official or designated emergency personnel. Ask them to escort you to the nearest exit or to designate someone to assist you

- If you are alone in a building, trip the fire alarm if possible

- Safe areas are exit corridors and tower stairwells. As a last resort, go to these areas if trapped above the first floor level and continue to signal for help until rescued

- If you cannot speak loudly, carry a whistle or have some other means for attracting attention with you at all times

- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, fire alarms, and fire extinguishers in the buildings you occupy

- Know how to help others help you. Give clear instructions as to your needs or preferences

For more information, please contact:

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Emergency Services Coordinator

University Police Dept.

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