



Emergency Preparedness

Summary Operations Plan
California State Polytechnic University, Pomona

University Police Department
Emergency Management Division
Division of Student Affairs

Revised 11/03

Preparing for the Unexpected

Earthquakes, civil disturbances, and other man-made or natural disasters can occur without warning and create serious risk to the Cal Poly Pomona community. The University's Emergency Management Plan is designed for any campus-wide emergency. The goals of this plan are to:

- Ensure the safety and security of students, faculty, staff and visitors,
- Minimize disruption of the academic program,
- Minimize University losses, and
- Assist the community in disaster recovery.

Specifically, in the event of a minor earthquake, campus-wide power outage, or other mid-level emergency, the objective will be to ensure a return to normal operations within hours. In the event of a major civil disturbance, moderate earthquake with significant damage, or any other major 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 one week or as soon as practical.

The 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 (EOC), which has been equipped with emergency power and communications equipment.

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

Policy Group – Consists of the President and Cabinet. During a disaster they are responsible for: establishing a link with the Chancellor's Office and the University EOC, assessing the situation, directing notification of their respective divisions, deciding such issues as evacuation, closure, etc., and formulating public information strategies.

Emergency Operations Center (EOC) – The EOC is located in Building 49 on Citrus Lane. Designated EOC staff have the primary responsibility of coordinating specific emergency response actions such as evacuation, medical response, hazardous materials control, and others. 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.

Mini-EOCs – The buildings on campus are divided into twenty-two Mini-EOCs. Each has a designated primary building with satellite buildings clustered around it. There is one Principal Building Marshal who oversees each Mini-EOC. Each satellite building has a Building Marshal and Floor Captains. The responsibility of each Mini-EOC is to: assess the situation,

establish communications with the University EOC Building Marshal Liaison, direct Floor Captains and volunteers as necessary, report needs to the University EOC, and manage the situation until arrival of emergency personnel.

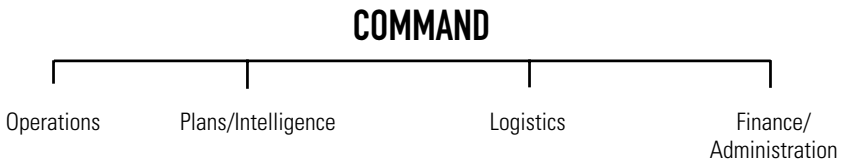
Each Mini-EOC is equipped with rescue/survival equipment, disaster plans, and a portable radio that links staff with the University EOC. Building Marshals and Floor Captains receive on-going training in disaster/emergency procedures.

Standardized Emergency Management Services (SEMS)

The University Emergency Management Plan operates within Standardized Emergency Management Systems (SEMS). SEMS was created for use by all organizations in order to have a standard method by which to manage an incident, emergency or disaster.

In the beginning of a disaster, one person may be responsible for all the jobs below. Priorities will dictate that life safety issues are handled first. As other people become available, job assignments will be passed on to the level necessary to get the job done.

The organizational chart below shows the five main functions of SEMS.



Command - Responsible for overall implementation and management of the Plan.

Operations - Responsible for implementation of response side of the Plan.

Plans/Intelligence - Responsible for collecting, evaluating and disseminating information regarding the incident/emergency and developing a response plan.

Logistics - Responsible for facilities, services and materials needed to support the incident/emergency.

Finance/Administration - Responsible for maintaining records of any monies spent to support the incident/emergency.

Emergency Information

In the event of a major emergency or large scale disaster, the Policy Group, Building Marshals, Floor Captains, and emergency personnel serve as the major source of emergency information about the University.

As soon as possible, pre-recorded emergency information will be placed on the University Information Telephones lines, (909) 869-POLY and (866) 869-POLY. Information will also be broadcast via KNX 1070 and KFWB 980 as soon as possible. Faculty and staff should follow

their established department procedures for responding to campus to assist with the emergency, or for leaving the campus if it is closed and they are directed to do so.

If a major emergency or large scale disaster occurs, there is the possibility that roadways surrounding the campus will be blocked, and faculty, staff, and students will need to remain on campus. The Emergency Operations Team will arrange for care and shelter until access off campus is available.

Evacuation

Building evacuations will occur when a building alarm sounds and/or you receive notification by a Building Marshal, Floor Captain, or designated emergency personnel.

If no emergency personnel are present, an individual may leave the building if, in his/her opinion, exigent circumstances dictate that 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 disabled personnel in your building.
- Go to your designated evacuation site to check in with emergency personnel. Do not congregate between buildings.
- Do not leave campus unless advised to do so by a Building Marshal/Floor Captain, or emergency personnel.
- Use predesignated routes based on where your car is parked to leave campus.

PRE-DETERMINED EVACUATION ROUTES

Parking Lot Exit Route

- | | |
|---|---|
| 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 North exit and proceed to 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 near Procurement building #75. |

- F Exit lots to University Drive. Follow University Drive to the West-bound 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 Freeway.
 - G Exit lot to Eucalyptus and turn left. Proceed to University Drive, turn left.
 - 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.
- Report in to your Building Marshal/Floor Captain, or designated emergency personnel; and, if requested, assist them.
 - Do not return to an evacuated building unless directed to do so by a Building Marshal, Floor Captain, or designated emergency personnel.

During emergencies, Building Marshals, Floor Captains, and/or emergency personnel will normally be wearing orange vests and/or emergency IDs or uniforms.

If you are instructed to shelter-in-place, stay indoors, close windows and doors and turn off air conditioning systems. Do not leave the site unless instructed to do so by emergency personnel.

Mini-EOC Evacuation Sites

The following is a list of Mini-EOCs on campus and their pre-designated evacuation sites. A list of Building Marshals and Floor Captains is available by calling Ext. 6981, or in the campus telephone directory.

<u>Mini-EOC</u>	<u>Buildings</u>	<u>Evac. Site</u>
1	1, 111, 112, 113	Courtyard N. side of Bldg. 1/Lot A
2	2, Ag. Valley Bldgs., 92	Lawn S. side of Bldg. 2 and 7
3	3, 4, 8	N/W corner of Quad
4	26, 26A, 35, 150, 35A	Center area University Park
5	5, 24, 25, 97	Patio Lawn E of Bldg. 5
6	6, 94, 95	E/side of Quad
7	7, 2 (ENV wing)	Grass Knoll E of Bldg. 7/2 Courtyard (SE of Fountain)
8	76, 77, 78, 79	Lawn at 79, Lot L
9	9, 12, 13, 17	Meadow next to Bldg. 9
10	98 Tower	C Lot
11	41, 43, 86	Rec. Field S of Bldg. 43
12	28, 29, 67, 45, 47, 48, 49, 64, 75, 81, 82, 83	Fac. Maint. Corp. Yard
13	Residence Halls, Commons Residential Suites	N/side Rose Garden Soccer Field by Bldg. 43
14	55, 66, 116	Lawn in front of Bldg. 43
15	15, 16	N/side University Park
16	46	Parking Lot/lawn adjacent to Bldg.
17	Village	Central Quad Basketball Court
18	98 Classroom/Lab.	Voorhis Park
19	209 CRS, 210 Agriscapes	Parking Area
20	128 I-Poly	Grass Area South of 43
21	Downtown Center	Park Adjacent
22	CTTI	Rear Pkg. Lot away from driveway

Self-Help

Every Cal Poly employee 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, all employees should react calmly. The success of the plan will depend on the thoughtful and cooperative response by all campus personnel working together. Personal and Home Emergency Preparedness Information can be found on the web @ready.gov or from the Emergency Services Coordinator at x6981.

Earthquake Preparedness

Major 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 faults in the next 20 to 30 years. Being prepared can prevent loss of life and property.

How To Prepare

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

In Your Home

Develop a family earthquake plan. Prepare yourself, your family, and your home by completing the activities on this checklist.

- 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 their whereabouts and condition. (Long distance telephone lines often remain in working condition, 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 from your local Red Cross chapter, or contact the University's Student Health Services.
- Keep an up-to-date list of emergency phone numbers.
- Learn how to shut off gas, water, and electricity in case the lines are damaged. (Safety note: Do not attempt to relight gas pilot. Call the Utility 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

- Know the safe spots in your office: Under sturdy tables, desks or against inside walls. Know the danger spots: Windows, mirrors, hanging objects, tall, unsecured furniture.
- Learn where several exits are in your office area and the building, and practice using alternate routes out of the building to the nearest safe evacuation area (see list on page 6).
- Identify your Building Marshal and Floor Captains. A list is available from Emergency Services, X6981, and listed in the Campus Phone Directory.
- If you are on campus after hours, contact University Police at X3070 or 9-1-1 if you need emergency assistance.
- Program your cell phone for University Police (909) 869-3070, 9-1-1 on a cell phone goes to California Highway Patrol Offices.
- Learn where fire extinguishers are located and how to operate them. The Emergency Services Coordinator can schedule training for you.
- Enroll in a First-Aid/CPR class. Student Health Services can schedule training for you.
- Secure and anchor equipment and furniture, including bookshelves, cabinets, computers, and typewriters.
- Host workshops and "brown bag" seminars during the lunch hour on disaster preparedness topics. (Your Building Marshal can provide you with assistance.)

During the Quake

If indoors, stay there. DUCK or drop down to the floor. COVER, take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms. HOLD, if you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

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

If in a highrise building, stay away from windows and outside walls. Get under a table. 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 is over.

If in a crowded place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the Quake

- Check for injuries. Apply first aid. Do not move 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. Replace receivers that have fallen off the hook.
- Check for hazards.
- Report injuries, hazards, etc. to your Building Marshal or Floor Captain. Follow their instructions.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
- Be prepared for aftershocks.
- Stay calm and lend a hand to others.
- If your building is evacuated, follow the instructions of your Building Marshal, Floor Captain, or other emergency personnel.
- Assist disabled persons in your building.

Other Emergencies

Explosions and Fires

* If you hear an explosion nearby, take cover under a desk or sturdy table, away from falling items. As soon as it is safe to do so, exit the building and head for your designated staging area.

* If there's a fire, stay low, cover your nose and mouth with a wet cloth, and seek a safe escape route, away from heat or flames.

* If you must go through any doors, feel them very carefully to see if they are hot **BEFORE** you open them.

Mail

The U.S. Postal Services, package delivery companies, and Cal Poly Pomona's mailroom are all taking extra security precautions to identify and isolate any suspicious letters or pack-

ages. There is little chance that you will receive such an item. However, if you do come across a piece of mail that looks suspicious, contact University Police at 9-1-1. Do not handle the item any more than necessary and isolate it until Police arrive.

If you receive a suspicious letter or package:

- * Do **NOT** shake or empty the envelope. Handle as little as possible.
- * Isolate the specific area of the workplace so that no one disturbs the item.
- * Call University Police at extension 9-1-1.
- * Wash your hands with soap and warm water as soon as possible.
- * It is **NOT** necessary to evacuate the workplace at this time. Evacuate only if directed to do so by emergency personnel.

Assistance For Disabled Persons Evacuation Procedures

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.

Hearing Impaired Persons

Not all fire systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.
- Turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

Persons using crutches, canes, or walkers

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.

Non-Ambulatory Persons

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.
- EVACUATION CHAIRS ARE LOCATED ON THE TOP FLOORS OF BUILDINGS (8) SCIENCE, (15) LIBRARY AND 7TH FL. CLASSROOM, 8TH FL. TOWER (98) CLA.

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.
- If it is a power wheelchair, remove the batteries before attempting transportation or movement. Make sure the foot rests 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 your building marshal. Work with them to develop an emergency preparedness plan for evacuation, etc. prior to an emergency.
- In an emergency look for a Building Marshal, Floor Captain, 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.
- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, fire alarms, and fire extinguishers in each building you use frequently.
- Know how to help others help you. Give clear instructions as to your needs or preferences.

Campus Resources

Police, Fire, Medical Emergency

9-1-1

University Police	X3070
Division of Emergency Management	
Emergency Preparedness Training	
Mini EOC/Building Marshal Information	
Emergency Operations Center (EOC)	
Fire Extinguisher Training	
Environmental Health and Safety	X3230
Fire Extinguisher Training	
Hazardous Materials	
Radiation Safety	
Disabled Student Services	X3333
Facilities Management	X3030
Securing and Anchoring of Equipment	
Utilities	
Vice President for Student Affairs	X3443
Emergency Management Administration	
Policy Issues	
Student Health Services	X4339
First Aid/CPR Training	

