California State University Long Beach



BUILDING EMERGENCY PLAN

**Building covered in this plan:**

Click or tap here to enter text.

**College(s), Academic Department(s), Staff Unit(s) located in this building:**

Click or tap here to enter text.

**Primary Evacuation Assembly Area(s) for this building:**

Click or tap here to enter text.

\*The campus Evacuation Assembly Area map can be viewed on the University Police Department website: <https://www.csulb.edu/university-police/campus-drills>

* Customize the content of this template to meet your building’s specific needs and operations – Complete all blank form fields in this document
* Once this plan is complete, it is considered an annex to the larger, campus-wide Emergency Operations Plan and will be reviewed and updated annually
* The emergency response information provided is intended to be used as guidance only. Every emergency situation is unique and dynamic and a one-size-fits-all plan rarely works
* If further assistance is required or if you have suggestions to improve this template, contact the UPD Office of Emergency Management at 562.985.4896

**Important Contacts:**

**Call or text 911 to report an emergency**

* University Police Department (business line, 24/7) – 562.985.4101
* Environmental Health and Safety – 562.985.2283
* Office of Risk Management – 562.985.4296
* Facilities Management – 562.985.4357
* Student Health Services – 562.985.4771

**TABLE OF CONTENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Plan Maintenance…….…………..…………..………..…..Pg. 3

Introduction and Overview……………..………..….…..Pg. 4

Instructions for Completing Template……..…..…….Pg. 5

Building Information……………………………...……….Pg. 6

Emergency Procedures……………………….…..………Pg. 7

Building Staff Roster………………………….……………Pg. 8

Building Marshal List……………………..…...………….Pg. 11

Building Resources………………………….………….…Pg. 12

Specific Building Procedures……..………….………..Pg. 14

Evacuation Considerations………….……………….…Pg. 18

Evacuating Persons Who Need Assistance….…….Pg. 21

Hazard Specific Information………………….……….Pg. 24

Emergency Preparedness………………………...……Pg. 30

**Plan Maintenance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Plan Completed By:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Department | Phone | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Office of Emergency Management Review By:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Department | Phone | Date |
|  |  |  |  |  |
|  |  |  |  |  |

**<<< Send completed plans to** **Allyson.Joy@csulb.edu** **>>>**

**Introduction and Overview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introduction:**

Everyone on campus is responsible for our overall safety, security, and emergency preparedness. The Building Emergency Plan is an integral part of preparing for, and responding to an emergency in your building. Department designees must take ownership of this document, which includes initial completion, annual review and updates, testing and training of the plan, and ensuring availability of the plan to all building occupants.

Your Building Emergency Plan must be reviewed and updated as needed at least annually, when the building has undergone significant construction or remodeling, or when a response protocol has been changed, especially as it relates to evacuation procedures.

All completed plans are submitted to the Office of Emergency Management for review and approval.

**Overview:**

As a building occupant, you should be familiar with the details of this plan. Review it carefully and address any questions or concerns with your area supervisor.

Keep the following in mind as you read through the document:

* All exits paths out of the building
* The location of the Evacuation Assembly Area(s) for your building
* Locations of any emergency and safety equipment, such as fire alarm pull stations, fire extinguishers, automated external defibrillators (AEDs), emergency phones, first aid kits, and evacuation chairs
* Procedures for notifying emergency services about an emergency in the building
* Additional responsibilities for Building Marshals
* Building-specific hazards or unique considerations
* Potential exposure to hazardous materials inside the building

**Instructions for Completing Template\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Building Emergency Plans are building-specific, which may require coordination between multiple areas. **This plan should be reviewed at least on an annual basis and updated as needed.**

Plans should additionally be reviewed any time the building has undergone significant construction or remodeling, or when a response protocol has been changed, especially as it relates to evacuation procedures.

The Building Emergency Plan will be reviewed by the Office of Emergency Management of the University Police Department.

In order to properly complete the Building Emergency Plan template, the following information will be needed:

* Point person from each department, college, or unit within the building
	+ This point person will be responsible for acquiring staff rosters and contact information
* Location of Evacuation Assembly Area(s) for the building
* Identification of safe shelter-in-place or lockdown locations within the building
* Identification of any hazardous materials located inside the building
* Locations of all emergency and safety equipment inside the building

Once all blank form fields are completed and all point persons from your building who are contributing to the plan feel confident in its completion, the completed document should be sent the Office of Emergency Management at Allyson.Joy@csulb.edu or to mail stop 8001 for documentation and filing purposes.

**Building Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Building:**

Click or tap here to enter text.

**College(s), Academic Department(s), Staff Unit(s) located in this building:**

**Please also include the name of the Point Person from each area who is contributing to this plan.**

Click or tap here to enter text.

**Evacuation Assembly Area(s):**

**Please use directional and landmark words. Refer to the** [**Evacuation Assembly Area map**](https://www.csulb.edu/university-police/campus-drills) **if needed.**

Click or tap here to enter text.

**Emergency Procedures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reporting an Emergency:**

From a campus landline or cell phone, call 911 for immediate emergency assistance.

Text-to-911 is also available from cell phones while on campus and throughout Los Angeles and Orange Counties. Enter “911” in the “To” field to send a text message directly to a police dispatcher. In situations where you feel you cannot safely make a phone call, text your location and the details of your emergency.

* Call 911 only when it is safe for you to do so
* Try to stay calm and be prepared to answer the following questions:
* Where is the emergency located? What is the nature of the emergency? (fire, medical, suspicious person, hazardous material, etc.) What happened? Who was involved? Are there any injuries? What is the description of the suspect(s)? Are there any weapons involved?
* Know the location of any emergency phones inside or directly outside your building in case you do not have your cell phone on you and need to contact emergency services immediately
* Have the UPD non-emergency line saved in your cell phone. The number is 562.985.4101 or dial 54101 from any campus telephone
* Non-emergent info can be reported anonymously to our Crime Tip Line at 562.985.0042 however, this inbox is not monitored 24/7.

Accidental Injury:

* If injury is minor, apply First Aid to the extent of your training and comfort level
* If the injury is to a student and requires non-emergency medical attention, call Student Health Services at 562.985.4771
* Always notify your supervisor of any injury to a person
* When in doubt, call UPD or 911 for assistance

**Notification of an Emergency:**

“BeachALERT” is the name of our campus emergency notification system. All students, faculty, and staff are automatically enrolled to receive these messages directly based on the contact information they have listed in their employee or student portal (MyCSULB).

Depending on the nature and severity of the emergency, you may receive a BeachALERT message in various ways, including a phone call or subsequent voicemail, text message, and email. In addition, the messages may also appear on digital screens throughout campus, on campus webpages, and audibly via the campus PA speaker system.

Individuals who are not affiliated with campus directly but wish to receive BeachALERT messages, such as parents or spouses, can opt-in to receive the messages on their cell phone by texting: “START CSULB” to 23177.

**Building Roster\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A roster of current regular/permanent building occupants:

**(Refer to this list to account for employees following a building evacuation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | College/Department/Unit | Floor/Room | Phone # | Email | Accounted For? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Building Roster Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A roster of current regular/permanent building occupants:

**(Refer to this list to account for employees following a building evacuation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | College/Department/Unit | Floor/Room | Phone # | Email | Accounted For? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Building Roster Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A roster of current regular/permanent building occupants:

**(Refer to this list to account for employees following a building evacuation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Department/Unit | Floor/Room | Phone # | Email | Accounted For? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Building Marshal List\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Building Marshals\* are campus employees - faculty or staff - who volunteer to receive safety training from UPD and to assist during an evacuation or other emergency within their building.

**Lead Building Marshal(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department/Unit | Floor/Room | Phone # | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Building Marshal List:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department/Unit | Floor/Room | Phone # | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\*More information on Building Marshal program:* [*https://www.csulb.edu/university-police/building-marshal-program*](https://www.csulb.edu/university-police/building-marshal-program)

**Building Resources\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Persons Trained and Certified in CPR and/or First Aid**:

\*Performing CPR or First Aid is voluntary (unless it is part of your job duty) and will be covered under the Good Samaritan Law.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Department/Unit | Phone # | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Fire Extinguishers:**

|  |  |
| --- | --- |
| Location | Location |
| 1.  | 4. |
| 2. | 5. |
| 3. | 6. |

**Fire Alarm Pull Stations:**

|  |  |
| --- | --- |
| Location | Location |
| 1.  | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

**Building Resources\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Automated External Defibrillator (AED) or First Aid Kits:**

|  |  |
| --- | --- |
| Location | Location |
| 1. | 3. |
| 2. | 4. |

**Evacuation Chairs:**

|  |  |
| --- | --- |
| Location | Location |
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

**Emergency Phones:**

|  |  |
| --- | --- |
| Location | Location |
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

**Describe any additional safety resources that may be unique to your building:**

|  |
| --- |
| Click or tap here to enter text. |

**Specific Building Procedures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please utilize the following sections to address specific policies and procedures that may be needed to address any unique circumstances within your building.

If this building shares its use with other colleges, academic departments, or staff units, a collaboration will be required to complete some of the following sections.

This section covers:

* Building alarm systems
* Critical operations
* Special populations
* Visitors or non-campus affiliated guests
* Unique hazards or concerns

**Building Alarm Systems:**

This building has audible fire alarms and visual strobe lights. The fire alarm is a high-pitched annunciator. Any time the alarm is activated, even if you cannot visibly see any obvious threat or emergency, you must evacuate the building.

This building may also have individual alarms, or panic buttons, installed which alert University Police to an emergency. Please identify which rooms or areas are equipped with individual alarms (if any):

|  |
| --- |
| Click or tap here to enter text. |

**Specific Building Procedures Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Critical Operations:**

Please list any critical operation(s) and their function that are housed in this building - attach any relevant documents or plans:

|  |
| --- |
| Click or tap here to enter text. |

**Specific Building Procedures Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Populations:**

Examples of special populations may include childcare facilities, community clinics, or any facility that may have special, customized protocols or procedures in response to an emergency.

Please list any special populations and any procedures in place to address specific needs – attach any relevant documents or plans:

|  |
| --- |
| Click or tap here to enter text. |

**Visitors:**

Some areas have outside visitors or open access lobbies that may be filled with people. Note that visitors or those not affiliated with the campus will **not** receive a BeachALERT emergency notification on their cell phone during an incident.

Please outline any procedures for informing visitors of an emergency and directing them to take appropriate action:

|  |
| --- |
| Click or tap here to enter text. |

**Specific Building Procedures Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unique Hazards or Concerns:**

Please list any distinctive features that exist within the building that may pose a unique risk during an emergency as such items may need to be inspected and/or possible stabilized following certain incidents, such as an earthquake:

|  |
| --- |
| Click or tap here to enter text. |

**Evacuation Considerations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Building Evacuation:**

The evacuation of one or more campus buildings may be required due to emergency situations occurring on or near campus. Whenever possible the evacuation will be done in a systematic, controlled, and planned manner. If a building evacuation occurs, each department or unit should have a pre-determined person who is responsible for performing a check-in or headcount of all staff once everyone is safely evacuated to the identified Assembly Area. Emergency responders on scene should be notified immediately if someone is unaccounted for so that a search can be initiated.

In the event of a building evacuation refer to the Evacuation Assembly Area map (pg. 19) to find your designated meeting location(s). Note that some larger buildings may have multiple Assembly Areas. These assembly areas are used for general building evacuations when the building is unsafe to occupy (fire, fire alarm activation, flooding inside building, chemical or other hazardous material exposure, or if ordered by first responders). It is not advised to convene in these areas when conditions **outside** may be hazardous (severe weather, active shooter/armed person, outdoor chemical release).

**Evacuation Procedures**

* Fire alarm activation, BeachALERT notification, or verbal notice from emergency responders on scene will alert you to the need to evacuate
* Safely stop your work
* Remain calm
* Do not let gathering your belongings delay you in quickly evacuating
* To the extent of your training, you may provide assistance to any individuals who may need it, either due to a pre-existing physical disability or functional need or due to an injury
* If safe to do so, close doors behind you as you leave the building
* Do not prop open stairwell doors
* Walk quickly to the nearest, safe exit
* Avoid using elevators
* Follow instruction from Building Marshals, University Police, or other properly identified emergency personnel
* Report to the nearest Evacuation Assembly Area for your building
* Keep roadways clear for emergency vehicles
* Do not re-enter the building until you have been instructed that it is safe
* You may render aid to the extent possible based on training and comfort level



**Evacuation Considerations Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus-wide Evacuation:**

When it is necessary to completely evacuate the campus due to widespread emergency conditions or executive orders, a systematic and controlled approach under the direction of the University Police will be used. Where multiple campus buildings and large areas on campus are deemed unsafe, the Staging Area system below will be used. Emergency personnel or Facilities Management staff will coordinate the efforts in determining those structures that are deemed safe or unsafe to occupy. Localized and/or mass notification will be utilized to communicate this information.

**Staging Areas:**

In order to facilitate the safe and orderly evacuation of the campus, a Staging Area system may be utilized to control the release of people. This system would normally be used following a major disaster where buildings have been deemed uninhabitable and a full campus evacuation has been ordered. The University maintains two primary Staging Areas and two secondary Staging Areas:

Primary Staging Areas:

* Upper Campus Quad
* Lower Campus Athletic Fields

Secondary Staging Areas:

* Parking Lots G7/G8/G9
* Parking Lot G2

Under this system, people are evacuated from buildings and moved to one of the staging areas. They are held in this area for a period of time until roadways are deemed safe and open or it is decided they must be sheltered on the campus.

**Evacuating Persons Who Need Assistance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The evacuation of persons who are unable to do so on their own requires specific actions by response personnel, as some individuals have conditions – either pre-existing or caused as a result of the emergency incident – that can be aggravated or triggered if they are moved incorrectly. Evacuation is difficult and uncomfortable for both the rescuers and those being assisted. Remember that environmental conditions such as smoke, debris, or loss of electricity may further complicate evacuation efforts.

**The following guidelines are general and may not apply in every situation:**

* Some persons with long-term needs may have a designated person to assist them as needed with their daily activities. This designated person may be able to assist or give advice regarding movement of the person
* People should always be asked how assistance can be provided to them BEFORE touching the individual or attempting any rescue technique. They should be asked HOW they can best be assisted or moved, or if there any special considerations, such as medical or assistive devices that need to be moved with them
* Attempt a rescue evacuation only if you have had rescue training or if you consider the situation to be so critical that a rescue must occur immediately
* Evacuating an individual with a disability, access or functional need, or injury, by yourself with no assistance is a **last resort**
* If you must carry someone, to avoid back injury, rescuers should exercise proper lifting and moving techniques (e.g., bending the knees, keeping the back straight). Certain lifts may need to be modified depending on the person’s limitations
* If using an evacuation chair or similar device make sure the person is properly secured and rest at stair landings as needed
* Some individuals have service dogs that require the following considerations:
	+ All guide dogs must be treated as working dogs, not as pets
	+ In some situations, some dogs may become disoriented and may also require assistance, so a second person should be assigned to handle the dog
* Make every effort possible to transport medical or assistive devices along with their owners
* Some individuals have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if fumes or smoke is present, as their ability to breathe is in serious danger
* Some people may require immediate medical attention after being evacuated. Once they are transported out of the building, stay with them until they are connected with emergency medical services if possible
* Unless immediate building evacuation is absolutely necessary, some persons may choose to stay in place in a safe location, such as an Area of Refuge, and await a return to normal operations or assistance from trained first responders with specialized skills and equipment. Rescue personnel will first check all exit corridors and stairwells for those trapped or awaiting rescue

**Evacuating Persons Who Need Assistance Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific Considerations:**

Visual Impairment:

* Some visually impaired persons are familiar with their immediate area and may have learned locations of exits and fire alarms in advance for buildings or areas they frequent
* Visually impaired persons should be told the specific nature of the emergency. Guidance should be done by offering an elbow and not by grasping the person’s arm or hand.
* Verbal instructions should be given to advise them about the safest route or direction using clear words and commands, “left, right, forward”, estimate distances and directional terms or information
* Responders should state their location to the person and advise them of any obstacles that may pose a threat
* Once at the designated Evacuation Assembly Area, the person should be told of his and her current location and asked if they need any further assistance
* White canes and other mobility aids should not be left behind

Deafness, hearing, or voice impairment:

* Campus buildings are equipped with visual (flashing strobe light) evacuation/fire alarms in addition to the audible alarms to help notify persons with hearing impairments of an emergency situation
* The campus will also issue a BeachALERT emergency notification via text message. In the absence of such an alert, written notes stating the nature of the emergency and the recommended action may be used
* Visual instructions of pointing towards exit routes or evacuation maps can be used to advise of the safest route
* Individuals that cannot speak loudly or who have other voice or speech impediments may be carrying a whistle or other means to attract help

Mobility Impairment:

* Individuals who are severely mobility impaired should not be evacuated by untrained personnel unless the situation is life-threatening. Mobility impaired persons should be evacuated to the extent of their physical abilities
* If people with mobility impairments cannot exit, every effort should be made to move them to a safer area, such as an enclosed stairwell landing or “Area of Refuge”
* Emergency personnel must be notified immediately about any person remaining in the building and their exact location
* Multi-story buildings on campus have evacuation chairs installed near elevators or stairwells. If an individual is in imminent danger and cannot be moved to a safer location, evacuate them using an evacuation chair or a carry technique, such as a two-person arm-lock or having the person sit in a sturdy chair with armrests

**Evacuating Persons Who Need Assistance Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Specialized Equipment:

* The same procedures outlined for the mobility impaired should be used for people using crutches, canes, and walkers. These items should not be left behind and should be evacuated with the person
* Wheelchairs may have weak components that are not designed to withstand stress or lifting. These areas may include the seat bar, footplates, wheels, and moveable armrests. If the chair needs to be lifted and carried it must be done so from the frame of the chair
* If attempting to move a power wheelchair, batteries should be removed if possible. Footrests should be locked and the motor turned off and in the neutral gear. If it is not possible for a person to be removed from their chair (i.e., if the person relies on respiratory equipment that is attached to the chair), wait for assistance or move the person to a safer area, such as an Area of Refuge
* If a wheelchair is left behind it should not be left in an exit path or doorway
* Every effort must be made to reunite the individual with their wheelchair as soon as possible. Inform response personnel of the exact location so the chair can be retrieved
* When a person prefers to be removed from their wheelchair during an evacuation, needs and preferences will vary for each individual. Always consult with the person as to their preference regarding:
* Ways of being removed from their wheelchair
* The number of people needed to provide assistance
* Whether to extend or move extremities when lifting because of pain, braces, or other medical equipment
* If a seat cushion or pad should be brought along with them if they are being removed from their wheelchair
* Being carried forward or backward on a flight of stairs
* After care – if medical attention will be needed once evacuated

Summary:

At alarm, options are:

In a moderate emergency, ask the individual how you can best assist them. Depending on the nature/severity of the emergency and their personal preferences you may **1)** move them to a safer location, such as an enclosed stairwell landing, or Area of Refuge and notify emergency response personnel immediately. Or **2)** you may attempt to evacuate them by guiding them, using an evacuation chair, or using other carrying techniques with the assistance of other volunteers.

In an extreme emergency, where staying behind to provide assistance will jeopardize your own safety, leave the building immediately and notify emergency response personnel that there is someone still inside who requires assistance and their exact location.

**Hazard Specific Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Earthquake:**

If Indoors:

* Stay inside while the earthquake is occurring. Running outside increases the risk of being injured or killed as items move around and fall
* Drop down to the ground, take cover under a sturdy piece of furniture that protects your head and neck and hold onto it
* If you cannot get under something, move away from obvious hazards and drop to the ground next to a wall, cover your head and neck with your arms
* Avoid areas where glass windows, mirrors, picture frames and other artwork, shelves, or mounted electronics could fall on you
* Do not stand in doorframes; they are not a reliable area for safety
* It is not always necessary to evacuate a building after an earthquake. If there are obvious signs of structural damage, fire alarms have activated, smoke or fire is observed, if you believe there may be a gas or chemical leak, or if ordered by first responders, then evacuate the building calmly
* Do not use the elevators
* Identify and assist any injured or those with access or functional needs in exiting the building. Do not move an injured person unless there is serious, imminent danger to the person. You may do more harm in trying to move them. Leave and report their exact location to emergency personnel as soon as possible
* Follow all instruction from Building Marshals and any on-scene emergency personnel
* If evacuating, group at the Evacuation Assembly Area
* Try to maintain class integrity and keep students together, this allows for a more accurate count of missing persons
* A roll call of staff should be conducted
* Any students or staff who are thought to be missing should be communicated to emergency personnel
* Do not return to the building until you have been directed that it is safe
* Anticipate aftershocks

If Outdoors:

* Move to an open area away from large trees, power lines, light poles, and any other hazards that have the potential to fall on you
* Stay calm and lower your center of gravity so you do not fall over during the shaking
* If you are driving, slowly pull over to the side of the road, avoiding overpasses, power lines, and light poles. Stay in your vehicle until the shaking is over

**Hazard Specific Information Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fire:**

If you discover smoke or fire:

* Activate the nearest fire alarm to report the fire and notify the building occupants to evacuate
* Know in advance where the fire alarm pull stations and fire extinguishers are located in your building
* If trained, and if the fire is smaller than roughly the size of a trash can, you may attempt to use a fire extinguisher
* To use a fire extinguisher, remember **PASS**:
	+ **P** – Pull the safety pin from the handle
	+ **A** – Aim the nozzle at the base of the fire
	+ **S** – Squeeze the trigger on the handle
	+ **S** – Sweep from side to side at the base of the fire
* During evacuation, try to slow the spread of the fire by closing doors behind you, but do not lock them
* Do not use elevators when evacuating
* Do not spend time trying to gather personal belongings, take what you need and leave quickly
* Do not stand in smoke, drop down to the ground and crawl to the nearest exit. If possible, cover your nose and mouth with a cloth to avoid inhaling smoke
* Notify emergency personnel if there are any injured or trapped persons still inside the building
* Evacuate to the Evacuation Assembly Area
* Try to maintain class integrity and keep students together, this allows for a more accurate count of missing persons
* A roll call of staff should be conducted

**Hazard Specific Information Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hazardous Materials:**

There are hazardous materials stored in various areas on campus, including labs, research facilities, swimming pools, and vehicles transporting chemicals on campus. There is also the possibility of a nearby facility experiencing a hazardous material spill that poses a threat to the campus. The following procedures should be followed in the event of a hazardous material release:

If the material/chemical is KNOWN:

* Determine if the spill will cause an immediate threat to individuals in the area; if so, call 911
* If appropriate/necessary, consult the Material Safety Data Sheet (MSDS) for information on precautions and health concerns for the specific substance
* Clear the area as best you can and keep others from entering the area
* If a full building evacuation is necessary, once outside, move crosswind to avoid the fumes, never stand downwind of a spill
* Follow direction from emergency personnel. Depending on the size of the spill and wind direction you may be asked to relocate from the Evacuation Assembly Area to an area further away
* Try to maintain class integrity and keep students together, this allows for a more accurate count of missing persons
* A roll call of staff should be conducted

If the material/chemical is UNKNOWN:

* Evacuate the area immediately
* Activate the fire alarm to notify building occupants if necessary
* Once outside, move crosswind to avoid the fumes, never stand downhill of a spill
* Once you are safe call 911
* Follow direction from emergency personnel. Depending on the size of the spill and wind direction you may be asked to relocate from the Evacuation Assembly Area to an area further away
* Try to maintain class integrity and keep students together, this allows for a more accurate count of missing persons
* A roll call of staff should be conducted

**Hazard Specific Information Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shelter-in-Place:**

Certain incidents may require building occupants to stay put and remain inside. Examples of some events that would initiate a Shelter-in-Place order are extreme weather and flooding, gas leak, an outdoor chemical release, civil unrest, or any number of general threats or criminal acts. The specific instruction may differ depending on the exact nature of the incident, always use your best judgement and follow any instruction from emergency personnel.

If a Shelter-in-Place order is issued:

* Remain indoors, and close all windows and doors, locking them if possible
* Move to an interior room if possible, away from windows
* If there is a gas leak or chemical spill consider using clothing or other fabric to block the base of the door and other areas where air may seep in
* For flooding, move to upper floors if possible
* Do not leave your area until you are directed to do so

The following location(s) may be utilized as safe locations for this building and its occupants to Shelter-in-Place:

(Attach floor plan if able)

|  |
| --- |
| Click or tap here to enter text. |

**Hazard Specific Information Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Utility Failure:**

Failure of utilities serving the campus may occur. These outages may be short in duration or for extended periods. Every effort will be made to return utility service to the campus in as timely a fashion as possible. In the event of a utility failure the following guidelines should be followed:

Electrical Failure / Power Outage:

* Do not call 911 solely to report the outage as excessive calls to the 911 system can tie up lines and prevent those with life threatening emergencies from reaching assistance
* You should report it to the UPD non-emergency line at 562.985.4101 or Facilities Management at 562.985.4357
* You should state anything significant that you saw or heard leading up to the power turning off
* If possible, turn off or unplug large electrical equipment
* If downed power lines are present, treat them as if they are live and do not touch them
* Keep in mind that if the campus loses power there is a good chance the surrounding area may be blacked out as well
* Be cautious as traffic signals and streetlights may not be operating
* Campus landline phones should continue to work as normal, however, lighting and dialing displays will not function
* Do not use elevators. If you find yourself trapped inside an elevator that has lost power use the emergency call box inside the elevator car to call UPD
* Do not attempt to crawl out of the stalled elevator, remain inside until power is restored or you are rescued by emergency personnel
* An individual with a disability, access or functional needs, may choose to wait in the building for electricity to be restored. They can move near a window where there is natural light
* If they would like to leave, or need to leave following a formal evacuation order, notify emergency personnel of the need for evacuation assistance

**Hazard Specific Information Continued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Active Shooter / Armed Intruder:**

An active shooter or armed intruder incident is extremely dynamic and each individual will have to assess their own risk based on many factors and use their best judgement to determine the best course of action. Do not let curiosity mislead you, if you hear the sound of gunfire or screaming, assume the worst. Do not assume it is fireworks or that a movie or video game is being played, and do not go to investigate the noises. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety is the top priority.

Remember: **RUN. HIDE. FIGHT.**

**RUN**

* If possible, your first plan of action should be to flee the area
* Leave your belongings behind and encourage others to leave with you
* Call 911 when you are at a safe distance and relay any important information about the shooter(s) or potential victims

**HIDE**

* If you cannot safely leave the area, you need to hide
* Lock doors or barricade them with furniture or heavy equipment
* Belts and power cords can be used to bind door handles
* Turn off lights, silence your cell phone, and remain quiet and hidden
* Be prepared to stay put until you receive an “all clear” message or are escorted out by law enforcement

**FIGHT**

* As a last resort, and only if your life is in imminent danger, you may need to attempt to fight back, improvise weapons (fire extinguisher, scissors, chairs), and attempt to disarm or incapacitate the shooter(s)
* Work in unison if others are with you

More information on active shooter / armed intruder response is available on the UPD website at: <https://www.csulb.edu/university-police/run-hide-fight-surviving-an-active-shooter-event>

**Emergency Preparedness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Preparedness Kit:**

Following a large-scale disaster, normal supplies that you use in daily life may not be available or accessible. It is suggested that you have a disaster supply kit that will allow you to be self-sufficient for ***at least*** 72 hours. The composition and size of the kit will vary based on the individual needs of your household.

To be considered complete these kits should contain the following essentials:

* Water – one gallon per person per day
* Food – non-perishable, easy to prepare items
* Flashlight with extra batteries
* Battery-powered or hand-crank radio (NOAA Weather Radio preferred)
* First Aid Kit
* Extra supply of essential medications
* Sanitation and personal hygiene items
* Copies of personal documents, including identification, medical information, insurance policies, etc.
* Extra phone charger
* Multi-purpose tool
* Extra cash, in smaller bills
* Map(s) of the area

Additional Items to Consider Adding:

* Whistle
* N95 or dust masks
* Matches
* Poncho or other rain gear
* Work gloves
* Plastic sheeting
* Duct tape
* Scissors
* Tools/supplies for securing your home
* Household liquid bleach
* Blankets or sleeping bags