Emergency Reference Guide

EARTHQUAKE

The CSU Long Beach campus sits among several major earthquake fault zones. A major earthquake can strike the area without warning and at any time. The effects of a major earthquake in the Long Beach area will be felt not only the campus but the surrounding community for months afterward. In the event an earthquake affects the CSU Long Beach campus the following actions should be taken.

Campus Community

If Indoors - Stay Indoors

Get underneath a solid object such as a desk or table. Otherwise, go next to an interior wall.

- Drop to your knees with your back to the windows and knees together
- Clasp both hands behind your head covering your neck
- Leaning over bury your face between your arms and legs.
- Close your eyes tightly.
- Try to remain calm and stay in place until the shaking stops
- As soon as possible move away from windows and overhead fixtures.

Assess any injuries and provide first aid where capable.

Assess any damage. If the area appears safe, do not evacuate unless instructed to by Building Marshals or emergency responders.

In the event it is unsafe to remain inside or an evacuation has been ordered Faculty and Staff should

- Follow the instructions of the Building Marshals
- Try to maintain class integrity. This allows for a more accurate count of missing persons.
- Note any injured that cannot be moved and report them to Building Marshals or Emergency Responders as soon a possible.
- Following evacuation of the building attempt to identify any missing students and whether fellow students know of their whereabouts. Notify Building Marshals or Emergency Responders of any unaccounted for persons.

In the event Building Marshals are NOT available to assist and an area needs to be evacuated, the following procedures should be followed:

- Try to maintain class integrity and begin to self-evacuate

- Move by the safest route possible towards an exit. Avoid any exposed electrical wires, gas outlets, water mains, and overhead objects.
- Once outside move away from buildings and any overhead objects
- Once outside contact Building Marshals from another area or Emergency Responders

If Outdoors - Stay Outdoors

Move away from any buildings, trees, overhead wires, or light poles

Drop and Cover

- Drop to your knees with your back to any windows and knees together
- Clasp both hands behind your head covering your neck
- Leaning over bury your face between your arms and legs.
- Close your eyes tightly.
- Try to remain calm and stay in place until the shaking stops

Stay in the open until earthquake is over or you are given further directions

Assess any injuries and provide first aid where able.

Report any known injured or trapped persons to a Building Marshal or Emergency Responder.

Follow the instructions of Building Marshals or Emergency Responders.

University Administration / University Police

As soon as possible assess the extent of injuries and level of damage to campus facilities.

Priority in response will be given to rescuing injured and/or trapped individuals, triaging and treating injured persons, and securing property against further loss.

Confirm that the CSU Long Beach Emergency Operations Center is structurally safe for operations. If it is deemed unsafe locate a safe location to deploy the University Police Mobile Command Vehicle.

Based on the severity of the situation the CSU Long Beach EOC may be activated. Activation and staffing levels will be in accordance with the guideline outlined in the CSU Long Beach Emergency Operations Plan Emergency Operations Center Guidelines.

When the CSU Long Beach EOC is activated the EOC Director will maintain overall command of campus-wide response efforts. Command of individual incidents on the campus will be the responsibility of the University Police or those persons designated by the EOC Command Staff.

Due to the nature of the incident the University will manage the response effort in accordance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

Based on the response needs the EOC Director / Incident Commander shall consider requesting the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:

- The City of Long Beach
- The County of Los Angeles
- Other CSU campuses
- The CSU Critical Response Unit
- State and Federal Agencies
- Volunteer Agencies

Based on the severity of the situation the CSU Long Beach EOC Command Staff or University Police Incident Commander will provide a recommendation to the University Administration on cancellation of classes or closure of campus.

The University Police and/or EOC personnel may activate the Resource Information Management System (RIMS) and/or the Emergency Management Information System (EMIS) and establish communications with the City of Long Beach, County of Los Angeles, and Region I EOCs.

The CSU Long Beach Office of Public Affairs will be responsible for preparing and delivering updated response effort information to the general population as well as the media.

The CSU Long Beach Police Department will be responsible for providing incident command as well as overall site security.

CSU Long Beach Facilities Management will be responsible for shutting off utility and power sources to campus buildings.

The CSU Long Beach Health Center staff will be responsible for establishing and staffing medical triage centers on campus.

The CSU Long Beach Housing Office will be responsible for establishing and staffing Care and Shelter Operations on the campus.

Determination of habitability of University facilities will be made by specially trained campus personnel. Any building closed by those personnel will remain closed and off limits until deemed structurally safe to enter.

If it becomes necessary to evacuate the campus then the procedures listed under the Evacuation section will be followed. If it is not possible or feasible to evacuate the campus then a sheltering operation will be instituted.

In accordance with Federal, State and Local guidelines the CSU Long Beach campus will prepare to act as a Mass Care and/or Mass Shelter Facility.

Those members of the campus community who also serve as Emergency Operations Center Staff should make contact with the Emergency Operations Center (562) 985-1992 or the University Police (562) 985-4101 or make their way to the University EOC as soon as possible.

Those members of the campus community who have been notified they are “Essential Personnel” in a disaster response should contact their supervisor or the University Police (562) 985-4101 or make their way to their designated rally point as soon as possible.

Campus Volunteer Organization

Where warranted CSU Long Beach Building Marshals will coordinate evacuation of damaged campus facilities. Following evacuation the Marshals will close their facility to entry to anyone except Emergency Responders. Facilities may be reopened following inspection and determination of structural integrity as detailed above.

In the event Staging Areas are used the CSU Long Beach Building Marshals will assist in movement to those areas.

Those members of the campus community who are involved in the Campus Emergency Response Teams or Urban Search and Rescue Teams are encouraged to contact the University Police and assist in rescue operations.

Members of the Volunteer Crisis Resource Team (VCRT) will meet at their appointed rally point and self-dispatch to campus locations to provide assistance to the campus community.

Leaders of the VCRT should contact and coordinate their efforts with the University Police as well as the Office of Counseling and Psychological Services.

Members of the campus community who are not properly trained in building entry and search will NOT make entry to damaged buildings.

Return to Normal Operations

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all repairs have been completed.
- There is no longer a need to keep the area closed.

NOTE: Some areas may remain closed longer than others.