



Emergency Action Plan

I. Policy

It is the policy of California State University, Fullerton to provide for a consistent and adequate means of handling a variety of emergencies. Furthermore, it is the policy of the University to provide a program that will ensure preservation of life, protection of property and continuity of campus operations. University personnel, students, and the public must be kept informed of, and included in, the preparedness and response strategy of the campus during emergency situations.

II. Regulatory Authority

California Code of Regulations, Title 8, Section 3220.

III. Responsibilities

A. Emergency Operations Center

The University President is responsible for the final review and approval of the Plan. The President has delegated primary authority and responsibility to the Vice President for Administration and Finance, who functions when required as the Emergency Operations Executive, to execute this Plan in an emergency situation. The Vice President for Administration and Finance is further responsible for assuring the development, implementation, and required training necessary to effectively staff the Emergency Operations Center (EOC).

B. Department Responsibilities

Departments are responsible for informing employees of the following information:

1. Emergency escape routes from the building.
2. Procedures to account for all department employees following an emergency evacuation. There are designated assembly points where it is suggested that department employees meet following an evacuation.
3. If employees are responsible for critical university operations, departments must develop their own procedures specific to their functions.
4. Develop procedures to account for all employees after an emergency evacuation has been completed.

C. Rescue and Medical Responsibilities

University Police and the Emergency Operations Center will be responsible for coordinating any rescue or medical needs following an emergency. Campus employees that have been trained in CPR, first aid, or advance medical aid may be called upon to assist when necessary.

D. Other

The University Police and other campus publications periodically provide information memos pertaining to emergency procedures.

IV. Program

A. Emergency Operations Plan

The Emergency Operations Plan has been developed by University Police and outlines the actions to be taken by the University in response to emergency situations. It is a multi-hazard plan and is compatible with the State Office of Emergency Services and local agency plans. It is placed into operation by the President of the University whenever an extraordinary emergency reaches proportions beyond the capacity of routine procedures. The Emergency Management Coordinator, within University Police, maintains the Emergency Operations Plan.

B. Emergency Procedures

Campus emergency information has been developed by Emergency Management Coordinator and is intended to make members of the campus aware of the what, where, why, when and how an emergency is handled in the event of a disaster. The information contains staging areas, evacuation procedures, warning, notification and general safety procedures. Evacuation procedures can be found on the Emergency Management website and are included at the end of this document. Also included in the guide are the specific responses for each particular type of emergency.

C. Building Marshal Program

The University realizes that during an emergency, such as an earthquake, Police Officers will not be able to respond to all requests for assistance. The University has, therefore, set up a voluntary Building Marshal program that is open to interested members of the campus community. They will be used to assist University Police in the following duties:

1. Evacuation of building occupants.
2. Crowd control.
3. Administer first aid and CPR, as necessary.

Other than the primary duty of helping with evacuations, other duties needed during an emergency are assigned by the Incident Commander.

Building Marshals are given CPR and first aid training along with instructions on evacuation procedures and other emergency-related information.

D. Emergency Communications

The University has several means for communicating to the campus community about emergency preparedness, emergency response, etc. The following is how information is disseminated throughout the campus.

1. Emergency Information Procedures poster

These posters are located throughout the campus in classrooms, department offices and other locations accessible to the general public (near elevators and stairs). Information included on this poster is the following:

- a. 911 emergency notification procedures.
- b. First response actions to fire, earthquakes and medical emergencies.
- c. Building evacuation procedures and response to the building alarms.
- d. Emergency Procedures

2. Emergency procedures can be found on the Emergency Management website. They provide detailed emergency procedures on the following:

- a. Building Evacuation
- b. Fires
- c. Explosions and Aircraft Crashes
- d. Violent or Criminal Behavior
- e. Bomb Threats
- f. Civil Disturbance or Demonstration
- g. Chemical Spills
- h. Earthquakes
- i. Radiation Incidents
- j. Utility Failures

k. Medical and First Aid Instructions

l. Shelter in Place

3. Floor Maps

Building floor plan maps ('You Are Here' signs) are located throughout each building and identify exits, firefighting equipment, building alarms, pull stations, and other information pertinent to building evacuation.

Evacuation maps will be placed in classrooms to help direct occupants out of that room and to the nearest Evacuation Assembly areas.

Capital Programs Facilities Management is responsible for creating and updating these maps.

4. Publications

The Titan Safety News is published as needed by the Environmental Health and Safety Office giving updated information and tips regarding campus and home emergency procedures.

5. New Employee Orientation and General Safety training

During New Employee Orientation and General Safety training, which is required for all new employees, emergency preparedness is discussed.

E. Alarm Systems

The University has several systems for notifying employees and building occupants of an emergency. They include the following:

1. Building Alarms

All buildings on campus except temporary structures have building alarm systems activated by pull stations. These alarms are supervised by University Police Dispatch. Alarms are speaker/strobes and are audible throughout the buildings they serve. These are the primary alarms used for fires, evacuations, or other emergencies that require building evacuation.

2. Fire Drills

During the spring and fall semesters, the alarm system of each building is tested and occupants are asked to evacuate according to the building evacuation procedures. These drills are conducted by University Police.

3. Emergency Notification System

An electronic notification system will notify campus personnel via text message and email. For information on keeping emergency contact information current, visit the Campus Portal.

An external speaker system provides external notification to the campus community. University Police can control the speaker function to give a variety of alert messages.

4. Campus Emergency Telephone Number

657-278-4444 can be accessed for information regarding the campus.

5. Other Notification Methods

Emergency notification and information can be sent to all campus employees via email and voicemail. The campus also has a telephone mass communication system which can send text messages, phone calls, and email addresses to all employees and student that sign up for the service.

Appendix A – Emergency Evacuation Maps

Appendix B – What to do During an Evacuation

Responsible Executive: Vice President for Administration and Finance

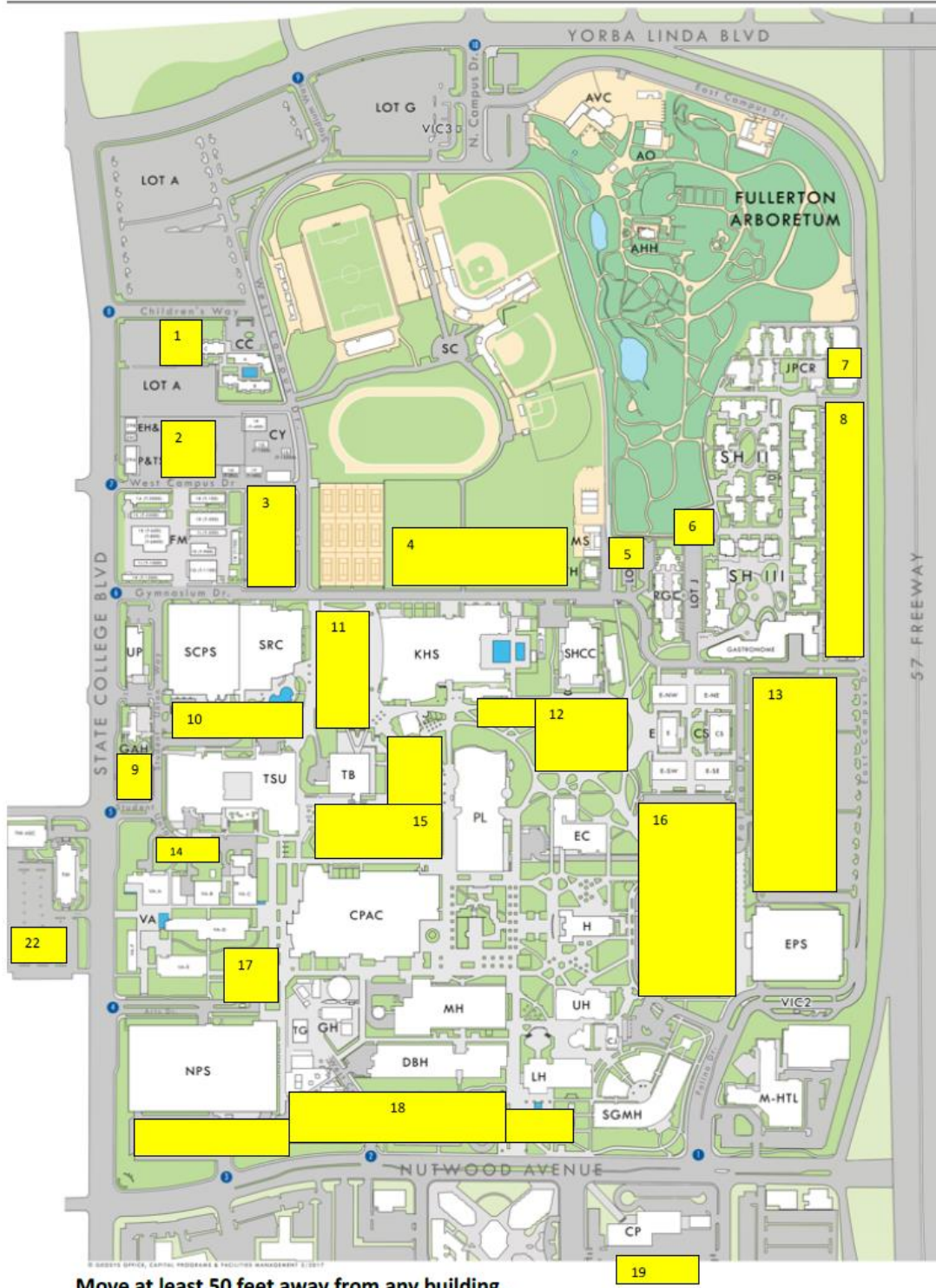
Responsible Office: Environmental Health and Safety

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Appendix A to CSUF Emergency Action Plan

Campus Evacuation Maps



Move at least 50 feet away from any building.

Appendix B to CSUF Emergency Action Plan

What to do During an Evacuation

Review the Campus Evacuation Map - Find out where your evacuation area is located!

- Note the numbered areas of each building that correspond to each Evacuation Area. Building Marshals will help guide you to these locations during the week day. During the evenings and on weekends, however, Building Marshals are typically not on campus, so faculty will most likely be the persons on campus to help direct you.
- Please note that occupants of PA and MH should NOT evacuate into the Quad area. Instead, persons should move to areas north of PA or south of DBH.

GENERALLY, Before an Evacuation...

- Look at the evacuation diagrams in the building and room you are in.
- Know the location of at least TWO exits.

At the sound of an alarm:

- Stop whatever you are doing.
- Turn off, or close the container of anything potentially hazardous, if you can.
- Grab your personal possessions quickly.
- Do not take time to gather more things than you can quickly find.
- DO NOT WAIT! Walk to the nearest exit.
- If your nearest exit is blocked, move immediately to another exit.

Note to Faculty:

- Students will look to you for guidance in emergency situations and practice drills. Make sure you know all of the emergency exits in every building you teach, or have an office.

Before an evacuation, on the first day of class and in your course syllabus:

- Remind students of the evacuation routes out of the room.
- Suggest a meeting place to ensure all students have safely evacuated from the building.

- Allow students to approach you privately if they have concerns about evacuation procedures.

At the sound of an alarm:

- Insist that every student immediately stop what she/he is doing and proceed with the evacuation.
- Do not allow anyone, including yourself, to remain in the room or building.
- Offer assistance if someone needs it, or notify a Building Marshal of the location of the student who requires assistance to evacuate the building.
- Be an example and evacuate fully out of the building, at least 50 feet from the building.
- Building Marshals will likely be able to direct you out of the building to a safe area.
- FOR EVENING AND WEEKEND CLASSES, Building Marshals may not be available, so be ready to take the lead and guide your students out of the building to a safe location.