



Administrative Procedure

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Subject: EMERGENCY ACTION PLAN

1.0. PURPOSE:

To establish procedures for the evacuation of University buildings and the delivery of medical services in the event of an emergency.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University.

3.0. REFERENCES:

3.1. California Administrative Code (General Industrial Safety Orders), Title 8, Section 3220.

3.2. Cal State, L.A. Administrative Procedure, Subjects:

3.2.1. Medical and Psychological Emergencies.

3.2.2. Fire Procedures.

3.3. Multi-Hazard Plan.

3.4. Animal Care Department, Emergency Control Operation Plan (Reviewed by the Animal Welfare Subcommittee on February 10, 1988).

4.0. POLICY:

It is the policy of the University to establish procedures to be used in the event of an emergency. The University will appoint administrators and managers to develop and maintain the multi-hazard plan that will protect the safety and well being of employees, students, and visitors. Administrators will be appointed to develop and maintain building and floor emergency evacuation plans. The administrator of each unit will develop and maintain unit plans.

Information concerning the plan will be widely disseminated so that all individuals who frequent the campus will be aware that such a plan exists.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. General Emergency--A situation which requires evacuation of students, employees, and visitors from buildings or portions of buildings. A general emergency may include a fire, explosion, aircraft crash, chemical spill, earthquake, utility failure, or bomb threat.
- 5.2. Medical Emergency--A situation in which an individual is ill or injured and requires immediate medical assistance at the location and/or transport to a medical facility.
- 5.3. Triage--The sorting of and allocation of treatment to disaster victims to maximize the number of survivors.
- 5.4. Campus Emergency Number--Extension 911. This extension places the caller in direct contact with the Department of Public Safety.
- 5.5. Emergency Operations Center (EOC)--A facility used for the centralized direction and/or coordination of emergency operations.
- 5.6. Emergency Operations Center (EOC) Managers--The Directors of Public Safety, Facilities/Services and the Student Health Center, and various other operational managers.
- 5.7. Emergency Response Team--Provides the University with disaster assistance in the form of search and rescue, triage, first aid and CPR. The Team receives its directions from the Emergency Operations Center (EOC) Managers.

6.0. RESPONSIBILITIES:

- 6.1. Employees and Students will call extension 911 to notify appropriate personnel of the location, nature, and severity of the emergency situation.
- 6.2. The Director of Public Safety, or designee, will:
 - 6.2.1. Designate and train Evacuation Coordinators, Floor Monitors and Emergency Response Team members to assist in the safe and orderly emergency evacuation of employees and students.
 - 6.2.2. Order an evacuation, if appropriate.
 - 6.2.3. Consult with appropriate executive officers and administrators.

- 6.2.4. Coordinate actions with the Directors of the Student Health Center and Facilities/Services.
- 6.2.5. Coordinate with off-campus law enforcement and emergency agencies.
- 6.2.6. Activate search and rescue teams, as needed.
- 6.2.7. Following the emergency, coordinate the preparation of all reports required by external agencies.
- 6.2.8. Establish communication and coordinate with the Environmental Health and Safety Office when conditions exist concerning whether a certified HAZMAT contractor or Los Angeles HAZMAT will be the first responder to emergency spills involving hazardous materials.
- 6.2.9. Consult with the Emergency Response Team when making property and medical assessments.
- 6.3. Public Safety Staff will:
 - 6.3.1. Respond immediately to the affected area to assess the situation and determine the type of emergency assistance required.
 - 6.3.2. Assist in the evacuation of disabled individuals, as needed.
 - 6.3.3. Maintain order and control in and around the affected area.
 - 6.3.4. Provide escort service to emergency personnel requiring access to the campus.
 - 6.3.5. Maintain a list of disabled students and staff by location who may require assistance during evacuation.
- 6.4. Evacuation Coordinators will:
 - 6.4.1. Develop an emergency plan for their assigned building or section. (Appendix 8.3, revised 7/98)
 - 6.4.2. Update the plan yearly and submit to Emergency Operations Center Director. Such plan must be “site-specific, identifying tasks, responsible persons, escape routes, and emergency assembly areas at a minimum.

- 6.4.3. Inform support individuals of their assignment.
- 6.4.4. Work closely with the assigned Building Coordinator [if a different person] to establish understanding of the plan.
- 6.5. Unit Heads will:
 - 6.5.1. Develop an emergency plan for their unit and update the plan on a quarterly basis.
 - 6.5.2. Inform individuals of their assignment.
- 6.6. Employees will:
 - 6.6.1. Promptly evacuate buildings when directed to do so or when the evacuation alarm is sounded. Employees should proceed to a clear area at least 150 ft. away from the building to allow access of emergency personnel/vehicles.
 - 6.6.2. Assemble at the locations specified in Appendix 8.1. for a headcount if evacuation is ordered, and remain at the assigned assembly point unless directed to do otherwise.
 - 6.6.3. Follow the directions issued by Public Safety personnel or other individuals charged with the responsibility for ensuring their safety, and assist students and visitors in following the directions of responsible individuals.
 - 6.6.4. Assist disabled individuals as needed during evacuation. If complete evacuation is not possible, assist the person to the nearest stairwell and request assistance from Public Safety personnel.
- 6.7. The Director of the Student Health Center, or designee, will assign staff, as appropriate, to provide assistance in medical emergencies, and to coordinate with the Director of Public Safety in general emergencies.
- 6.8. The Director of Facilities/Services will assign resources to maintain the building alarm system, effect building shutdowns and cleanup operations, as required.
- 6.9. Office for Students with Disabilities will provide a list of disabled individuals by location to the Director of Public Safety.

- 6.10. The Emergency Operations Center Managers will provide overall operational control and/or coordination of emergency operations at each level of the campus, whether it be the actual *direction* of field forces or the *coordination* of joint efforts of governmental and private agencies in supporting such operations.
- 6.11. The Emergency Response Team will complete an assessment when the situation so dictates and provide the information to the appropriate Emergency Operations Center (EOC) Managers.

7.0. PROCEDURES:

7.1. General Emergency:

- 7.1.1. Fire - The person discovering the fire will activate the closest alarm and dial extension 911 to provide additional information.
- 7.1.2. Other emergencies - This includes reports of an explosion, aircraft crash, chemical spill, utility failure, bomb threat, criminal activity, etc. The person discovering the emergency will dial extension 911 to report the emergency and follow the instructions given by Public Safety.
- 7.1.3. The Director of Public Safety, or designee, will order appropriate actions in the case of a general emergency.
- 7.1.4. Should evacuation be ordered, the alarm will be activated. All building occupants will exit the building(s) via the nearest stairway. Employees will assist the disabled when necessary. If complete evacuation is not possible, disabled individuals should move to the nearest stairwell and the assistance of Public Safety personnel will be requested. All employees are to assemble at the locations designated in Appendix 8.1. for headcount purposes.
- 7.1.5. Accounting for employees shall be done at the assembly areas by the individual designated in the unit's emergency plan.
- 7.1.6. Depending on the nature of the general emergency, the Director of the Student Health Center shall mobilize staff to establish a triage center and coordinate treatment with off-campus emergency medical services.
- 7.1.7. If deemed necessary by the Director of the Emergency Operations Center, search and rescue teams will be activated.

7.1.8. When the evacuation coordinator indicates that the building is all-clear, employees will return to their workstations and resume their assigned duties.

7.2. Medical Emergency:

7.2.1. The individual discovering a medical emergency is to remain with the victim until help arrives and call or direct another person to call extension 911 to report the situation.

7.2.2. Public Safety personnel will respond to the scene and provide necessary assistance.

7.2.3. When appropriate, Public Safety will contact off-campus emergency services. University Police Dispatchers are trained to utilize medical evaluation protocols and then make the correct decision. The dispatchers will immediately contact the Los Angeles Fire Department when obtained information so dictates.

8.0. APPENDICES:

8.1. Emergency Assembly Areas.

8.2. Personnel Responsible for Conducting Headcounts.

8.3. Emergency Checklist Form (coordinating information and guideline).

8.4. Evacuation Drill Evaluation Form.

Appendix 8.1.

EMERGENCY ASSEMBLY AREAS

Emergency Assembly Areas -- Should the evacuation siren sound, building occupants are to go to the following assembly areas.

<u>Building</u>	<u>Area</u>
King Hall and Fine Arts	Parking Lot H
University-Student Union	Walkway between the Union and Theatre
Main Dining Hall	Parking Lot E
Physical Education and Engineering and Technology	Parking Lot J, West End
Library North and South Buildings	Between Physical Education and Administration
Administration and Student Affairs	Lawn under mural on west wall of the Physical Education Building
Biological Sciences	Parking Lot D
Health and Career Centers	Tennis Court Area
L.A. High School for the Arts	Reeder Baseball Field
Physical Sciences	Parking Lot D
Simpson Tower and Salazar Hall	Parking Lot B
Bungalows	Athletic Field
Student Housing	Parking Lot G
Anna Bing Arnold Child Care Center	Anna Bing Arnold Child Care Center Parking Lot
Theatre and Music	Music Patio Area
Luckman Fine Arts Complex	Lawn South of Lot F

PERSONNEL RESPONSIBLE FOR HEADCOUNT

Personnel Responsible for Headcount -- A list of employees who work in the various buildings shall be used to account for employees at the various assembly areas. These lists shall be maintained at the following locations for each building. The Senior Officer, or designee for the office, shall be responsible for the headcount.

<u>Building</u>	<u>Responsible Office</u>
King Hall	Office of the Dean for the School of Education
Fine Arts	Office of the Dean for the School of Health and Human Services
University-Student Union	Office of the Director of the University-Student Union
Music	Office of the Dean for the School of Arts and Letters
Theatre	Office of the Associate Dean for the School of Arts and Letters
Main Dining Hall	Food Services Office
Physical Education	Division of Intercollegiate Athletics Office
Engineering and Technology	Office of the Dean for the School of Engineering and Technology
Library North and South	Office of the University Librarian
Administration	Office of the Director of Financial Services
Biological Sciences	Office of the Director of Animal Care
Health Center	Office of the Director of the Student Health Center

Career Center	Office of the Director of the Career Center
Physical Science	Physics Department
Simpson Tower and Salazar Hall	Office of the Dean for the School of Business and Economics
Bungalows	Office of the Director of Facilities Services
Student Affairs	Office of the Director of Students with Disabilities
Student Housing Services	Office of the Director of University Housing
Anna Bing Arnold Child Care Center	Office of the Director of the Child Care Center
Luckman Fine Arts Complex	Office of the Director of the Luckman Complex

Note: It is recognized that many employees, especially faculty, are not at their work locations at times. This is to be considered during the headcount. Assembled employees should be helpful in determining that employees who are not present were not in the building just prior to the emergency.

EMERGENCY CHECKLIST

FOR:

LOCATION:

MAP REF:

PERSON RESPONSIBLE:

1. Building/Facility Coordinator: _____
Emergency Telephone _____ Campus Ext.: _____

2. Department/School/Division Coord.: _____
Emergency Telephone _____ Campus Ext.: _____

3. Persons to Assist the Disabled in Evacuation:
1st Flr. _____ Ext. _____ & _____ Ext. _____
2nd Flr. _____ Ext. _____ & _____ Ext. _____
3rd Flr. _____ Ext. _____ & _____ Ext. _____
4th Flr. _____ Ext. _____ & _____ Ext. _____
5th Flr. _____ Ext. _____ & _____ Ext. _____
6th Flr. _____ Ext. _____ & _____ Ext. _____
7th Flr. _____ Ext. _____ & _____ Ext. _____
8th Flr. _____ Ext. _____ & _____ Ext. _____
9th Flr. _____ Ext. _____ & _____ Ext. _____

4. Persons who will take Attendance and Report Missing Persons:
Primary _____ Emer. Telephone No. _____
Alternate _____ Emer. Telephone No. _____

5. Person to Coordinate the Collection & Disposal of Dead Animals:
Name _____ Emer. Telephone No. _____

6. Person Authorized to Coordinate with EOC:
Name _____ Emer. Telephone No. _____

7. Persons to Identify Remains of the Dead:
Primary _____ Emer. Telephone No. _____
Alternate _____ Emer. Telephone No. _____

8. Persons Responsible for Reporting Potential Hazards or Hazardous Materials:
Name _____ Emer. Telephone No. _____
Name _____ Emer. Telephone No. _____

Persons listed above will need to coordinate with Health and Medical Authorities regarding handling requests for information on the types and effects of the Hazardous Material.

9. Persons Authorized (If Conditions Permit) to Enter School/Department/Facility to Conduct Damage Assessment:

Name _____
Name _____
Name _____
Name _____
Name _____

Note: Take steps to protect equip. from aftershocks

10. School/Department Records - Maintenance and Security Persons Responsible for Protection of Unit's Assets:

Name _____ Emer. Telephone No. _____
Name _____ Emer. Telephone No. _____

11. Person Responsible for Instructing those Persons Listed in Sections 3 through 10:

Name _____ Ext. _____

Evacuation Assembly Points:

1. The Assembly Area for _____ is _____ where you will be to receive instructions to return to work or proceed to the main assembly point which is _____.

Emergency Instructions:

- 1. Persons with minor injuries are to report to: _____
- 2. Persons who cannot be evacuated will need assistance. The telephone number to call from all campus telephones, including those located in the Student Housing Complex, and pay telephones, is 911.

General Instructions:

- 1. An Emergency Checklist will be needed for each building where the School/Department/Unit/Shop is located.
- 2. This form must be reviewed quarterly.