BUILDING EMERGENCY PLAN

Important Contacts

Call 911 to report any emergency

University Police - 24/7

- 562-985-4101

Environmental Health & Safety

- 562-985-2283

Facilities Management

- 562-985-4357

Student Health Center

- 562-985-4771

BUILDING COVERED IN THIS EMERGENCY PLAN: ED2

COLLEGE(S), ACADEMIC DEPARTMENT(S), STAFF UNIT(S) LOCATED IN THIS BUILDING

Community Clinic for Counseling & Educational Services, Early Assessment Program, Long Beach Unified School District Adult Transition, Long Beach Pathways/Bridge the Gap Project

The primary Evacuation Assembly Point for this Building is:

Grass area south of Parking Lot E9 (Formerly Lot 6)

The secondary Evacuation Assembly Point for this Building is:

Parking Lot E8 (Formerly Lot 7)

In the event of an earthquake, building evacuation, or other non-violent event, utilize these designated points. Please see the Active Shooter section in regards to evacuation procedures in a violent event.

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PLAN MAINTENANCE

People Responsible for this Plan

Drafted by:

Name	Title	Department	Phone	Date
Nanette Delany	Facilities Coord.	College of Education	5-7609	7/26/18

Approved by:

Name	Title	Department	Phone	Date
Shireen Pavri	Dean	College of Education	5-4513	7/26/18

Office of Emergency Management Review by:

Name	Title	Department	Phone	Date

INTRODUCTION & OVERVIEW

Introduction

Everyone on campus is responsible for emergency preparedness, safety and security. 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 updating and managing it.

Your Building Emergency Plan must be updated at least annually, when a building gets a new building/facility manager, when the building has undergone significant construction and/or remodeling, and/or when a response protocol has been changed, especially as it relates to evacuation procedures. Please submit your updated Building Emergency Plans to Jonathan Rosene at jonathan.rosene@csulb.edu.

Focus on evacuation procedures, safe shelter locations, personal emergency preparedness, and educating/training your building occupants.

Overview

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your area supervisor. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency such as fire extinguishers pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (such as being a Building Marshal)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

INSTRUCTIONS FOR COMPLETING TEMPLATE

Instructions for Completing Template

The development of a Building Emergency Plan will be an integral part of the Incident Command System (ICS) that will deploy as the basis for emergency planning, evacuation, sheltering-in place and response activities. **Building Emergency Plans are building specific, which may require the coordination with other areas.** Building Emergency Plans should be updated at least:

- Annually
- When there are staff changes affecting succession
- When the building has undergone significant construction and/or remodeling
- 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(OEM), University Police. If multiple departments are located in a building, the department designees should meet to develop one Building Emergency Plan.

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

- Responsible personnel with associated contact information
- Location of assembly points after evacuation
- Identification of safe shelter locations within the facility
- Identification of all hazardous materials (Work with OEM on what is specifically designated as HazMat)
- Identification of all fire pull stations
- Identification of all fire extinguishers
- Identification of first aid kits

Once all the data is available, download the template and begin filling in the applicable areas.

It is recommended the Building Emergency Plan be in a red colored 1½ inch three ring plastic covered binder with section tabs.

Once the information is filled in to the template, please return the completed plan to the Office of Emergency Management, University Police at Jonathan.Roesene@csulb.edu or mail code: 8001 for documentation and filing purposes.

BUILDING INFORMATION

Name of Building:

ED2

Colleges / Academic Departments / Staff Units in the building:

Community Clinic for Counseling & Educational Services, Early Assessment Program, Long Beach Unified School District Adult Transition, Long Beach Pathways/Bridge the Gap Project

Building Evacuation Assembly Point:

Please use the Evacuation Assembly Point Map to determine your buildings designated assembly point in the event of a building evacuation.

The primary Evacuation Assembly Point is: (please use directional and landmark words)

Grass area south of Parking Lot E9 (Formerly Lot 6)

In the event the primary location is unavailable, the secondary Evacuation Assembly Point will be:

Parking Lot E8 (Formerly Lot 7)

EMERGENCY NUMBERS AND PROCEDURE

Emergency

In the event of an emergency dial **911** from any phone

Numbers for Non-Life Threatening Emergencies

- University Police 24/7
  - 562-985-4101
- Environmental & Health & Safety
  - 562-985-2283
- Facilities Management
  - 562-985-HELP (4357)

Emergency Notification Procedures

From a campus land line or mobile phone, call 911 for emergency assistance. University Police can be reached at 562-985-4101 for non-emergency help. Call from a safe location and remember to:

- Stay calm
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous material, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Use the information and procedures in this guide and contact your area supervisor if necessary.

CSULB

BUILDING ROSTER

Building ED2

Building Roster

Department / Unit / College College of Education

A roster of current building occupants will be attached to this section. Please refer to it if accounting for building occupants is needed.

Name	College / Department / Unit	Room / Location	Extension	Email	Accounted For?
See College Roster					

BUILDING ROSTER

Building

Building Roster

Department / Unit / College

A roster of current building occupants will be attached to this section. Please refer to it if accounting for building occupants is needed.

Name	College / Department / Unit	Room / Location	Extension	Email	Accounted For?

CSULB

BUILDING ROSTER

Building

Building Roster

Department / Unit / College

A roster of current building occupants will be attached to this section. Please refer to it if accounting for building occupants is needed.

Name	College / Department / Unit	Room / Location	Extension	Email	Accounted For?

BUILDING ROSTER

Building

Building Roster

Department / Unit / College

A roster of current building occupants will be attached to this section. Please refer to it if accounting for building occupants is needed.

Name	College / Department / Unit	Room / Location	Extension	Email	Accounted For?

BUILDING MARSHAL LIST

ILead Building Marshal

Name	Location	Extension	Email

Building Marshal List

Name	Location	Extension	Email
Laurie Kalhar	EED-13	5-7613	laurie.kalhar@csulb.edu
Denise Ceballos	ED2-155	5-4991	denise.ceballos@csulb.edu

BUILDING RESOURCES

Employees Trained in CPR or First Aid

Please list all employees who hold a current accreditation in CPR or First Aid and who regularly occupy this building:

Name	Location / Office	Phone	CPR	First Aid

Location of AED's or First Aid Kits

Type (AED or First Aid Kit)	Location

SPECIFIC BUILDING PROCEDURES

Specific Building Procedures

Please utilize the following sections to address specific policies and procedures that may be needed to address unique circumstances. These specific policies must follow the direction and guidelines of the procedures outlined in this document.

If this building shares it's use with other Colleges, Academic Departments, or Staff Units, collaboration will be required to address the following sections. This will be coordinated through representatives of the Deans and AVPs who oversee the building. While the information outlined here may not affect all building occupants, it is important that all building occupants understand the following specific procedures as they relate to the building.

This section covers the following:

- Building Alarms
- Critical Operations
- Special Populations
- Unique Hazards
- Visitors

SPECIFIC BUILDING PROCEDURES

Building Alarms

This building has audible fire alarms. The evacuation/fire alarm is a high pitched annunciator. When you hear the evacuation/fire alarm, leave the building. Follow the Evacuation Procedures in this document.

The elevator alarm is a high pitched annunciator (and is not as loud). When you hear the elevator alarm, press the emergency call button in the elevator, dial 911 or call University Police at 562-985-4101.

This building may also contain individual room alarms which the University Police will respond. These rooms are: (list if any)

Near ED2-155, inside telcom room next to ED2-160A, near ED2-175, near ED2-218, near Observation Hallway entry door.

ED2-155
ED2-206
ED2-208

SPECIFIC BUILDING PROCEDURES

Critical Operations

Please list any critical operation(s) and their function found in this building. (attach any necessary documents or plans referencing this area)

None

SPECIFIC BUILDING PROCEDURES

Special Populations

Examples of these would be Child Care facilities, clinics, or any facility that may have special protocols or procedures for special populations.

Please outline the procedures here: (attach any necessary documents or plans referencing this area)

Emergency Procedures

• For clinicians working with minors: during Clinic sessions the Clinic staff/clinicians are responsible for the safety of the client. Please do not leave your client unattended at any time. In the case of an emergency, remain calm and refer to the Emergency Procedures flyer posted on the door of your room or the pamphlet provided to you during your Clinic orientation. Please keep your client's emergency contact card with you at all times during your sessions.

• For everyone: the Clinic recommends that all clinicians review the University emergency procedures (provided to you via pamphlet) prior to an emergency. If the situation calls for an evacuation of the building, escort your client to the grassy area south of lot 6, which is the Clinic's designated safety location. The Clinic staff is responsible for bringing an additional copy of all clients' emergency contact information and meeting the clinicians at the grassy area. In the event that you cannot exit the building for safety reasons, the Clinic has a 10-person emergency preparedness kit available in ED2- 228 (the big observation room), as well as one in the Family Lounge of the Community Clinic.

• There are two emergency phones located on the wall across from both entrances to the observation hallway. These phones are free of charge and connect the user directly to CSULB campus police (not 911). If necessary, you may use these phones in the event of an emergency.

• For your safety, keep the following phone number saved on your phone:
Campus Police: (562) 985-4101

SPECIFIC BUILDING PROCEDURES

Unique Hazards

Specific items may need to be inspected and possibly stabilized after an emergency. These items are listed below with their location:

None

SPECIFIC BUILDING PROCEDURES

Visitors

Some areas have outside visitors or lobbies with people in them. Please note that off-campus visitors or those unaffiliated with campus may not receive the BeachALERT Emergency Notification Messages during an incident.

Please outline the procedures for directing visitors during an incident:

Building Marshals will check the lobby and parent room of the Community Clinic for Counseling and Educational Services and the Long Beach Unified School District Adult Transition Program classrooms as part of their evacuation procedures and direct any students or visitors to exit the lobby and head to the designated evacuation site.

EMERGENCY NOTIFICATION METHODS

Emergency Notification Methods

It is critically important for the campus community to know and understand the channels of communication the University utilizes to communicate emergency information to faculty, staff, students and visitors.

Below are the ways the University informs the community in the event of a disaster or event that has impacted or has the potential to impact the University.

BeachALERT: Emergency Notification System

BeachALERT is a mass emergency notification system that allows officials to send emergency messages and instructions simultaneously to individuals through phones, text messaging, e-mail desktop notification, and the campus public address system. The benefits of the BeachALERT system are its immediacy and direct access to individual campus members through multiple points of contact.

BeachALERT complements tools the University already has in place to respond to a range of incidents that may include weather related closings, environmental health crises, public safety incidents, and other unique emergency situations.

All students, faculty, and staff are encouraged to update their contact information through my.csulb.edu to ensure that you are notified of incidents that occur on campus. Instructions on how to update your information can be found here: daf.csulb.edu/offices/ppfm/police/ens/

Emergency Website - emergency.csulb.edu

In case of a major university-wide emergency, information will be provided and regularly updated at this web address. The main site (www.csulb.edu) will also direct individuals to this information.

EMERGENCY NOTIFICATION METHODS

Social Media

The University will be updating information through both Facebook and Twitter as information becomes available.

Please follow the listed accounts to receive trusted information during an incident:

- Twitter
  - @CSULB - University Emergency Information
  - @ReadyBeach - University Preparedness Information
- Facebook
  - www.facebook.com/csulb
  - www.facebook.com/readybeach

@READYBEACH – Preparedness Information

@CSULB – University Emergency Information

www.facebook.com/readybeach – Preparedness and Emergency Notifications

Recorded Emergency Information Number - 800-341-5505

In case of a major university-wide emergency, recorded information will be provided and regularly updated at this number as soon as time permits. Recorded Information concerning the University's status will be available for employees, students, parents, and community members.

Radio Broadcasts

Emergency Broadcasts – 1690 AM – Following a major event on campus, this AM station may be used to broadcast emergency information and instructions depending on the nature of the event.

KKJZ FM (88.1 FM) will announce campus status reports at the beginning of each hour. More frequent broadcasts will be added if necessary. Any member of the public can tune to this station to receive emergency information.

EMERGENCY PREPAREDNESS KIT

Emergency Preparedness Kit

Following a disaster normal supplies that you use in daily living may be unavailable or may be inaccessible. It is suggested 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 individual needs, family size, and personal preferences. To be considered complete these kits should contain food, water, clothing, shelter supplies, and medical and hygiene items to meet everyone's personal needs. And pets too!

Essentials:

- Water—one gallon per person, per day (5-day supply for evacuation, 2-week supply for home)
- Food—non-perishable, easy-to-prepare items (5-day supply for evacuation, 2-week supply for home)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area

Additional Items You May Need:

- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your home
- Extra clothing, hat and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blankets or sleeping bag

GENERAL BUILDING EVACUATION

General Building Evacuation

The evacuation of campus buildings or the entire campus may be required due to emergency situations occurring on or near the campus. This could be due to an earthquake, utility failure, fire, or other event. Please see the Active Shooter section in regards to evacuation procedures in a violent event. Whenever possible the evacuation will be done in a systematic, controlled, and planned manner. If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. Emergency Responders should immediately be notified of missing persons so that a search can be made.

In the event of a Building Evacuation please see the attached Campus Evacuation Assembly Point Map to find your designated evacuation point. These assembly points are used for general building evacuations when the building is unsafe to occupy (fire alarm, fire, power outage, building damage, flooding inside building, ordered by first responders). It is not advised to rally at these areas when conditions outside may be hazardous (severe weather, active shooter, hazardous materials release outside, etc)

Building Marshals

To facilitate the safe evacuation of campus buildings and to help inform emergency responders of urgent needs the campus utilizes a Building Marshal Program. This program is staffed by specially trained volunteers who work in individual classrooms and offices within buildings on the campus. They can be identified by the white hard hat and orange vest they wear during an event. When an evacuation is warranted the Building Marshals are responsible for:

- Assisting in the safe and complete evacuation of a building.
- Preventing re-entry into an evacuated building to non-emergency responders.
- Reporting injured or trapped persons to emergency responders.

GENERAL BUILDING EVACUATION

Evacuation Procedures

- Fire alarms or verbal notice may be used to sound the evacuation
- Safely stop your work
- Remain calm and orderly.
- Do not let gathering your belongings delay you in evacuating the building
- Seek out and give assistance to access and functional needs individuals or injured people in the area if able
- If safe to do so, close doors and windows, but do not lock them
- Never prop open stairwell doors
- Walk quickly, but do not run to the nearest safe exit via the stairway
- Never use elevators
- Follow the Building Marshal, University Police, or other properly identified emergency personnel's instructions
- Utilize designated Evacuation Assembly Point if able
- Keep all roadways and walkways clear for emergency vehicles
- Wait for instructions from Building Marshals or emergency personnel
- Never re-enter any building until instructed to do so by Building Marshals, University Police, or other properly identified emergency personnel

Primary Evacuation Assembly Point[1]

The primary Evacuation Assembly Point for this building is:

Grass area south of Parking Lot E9 (Formerly Lot 6)

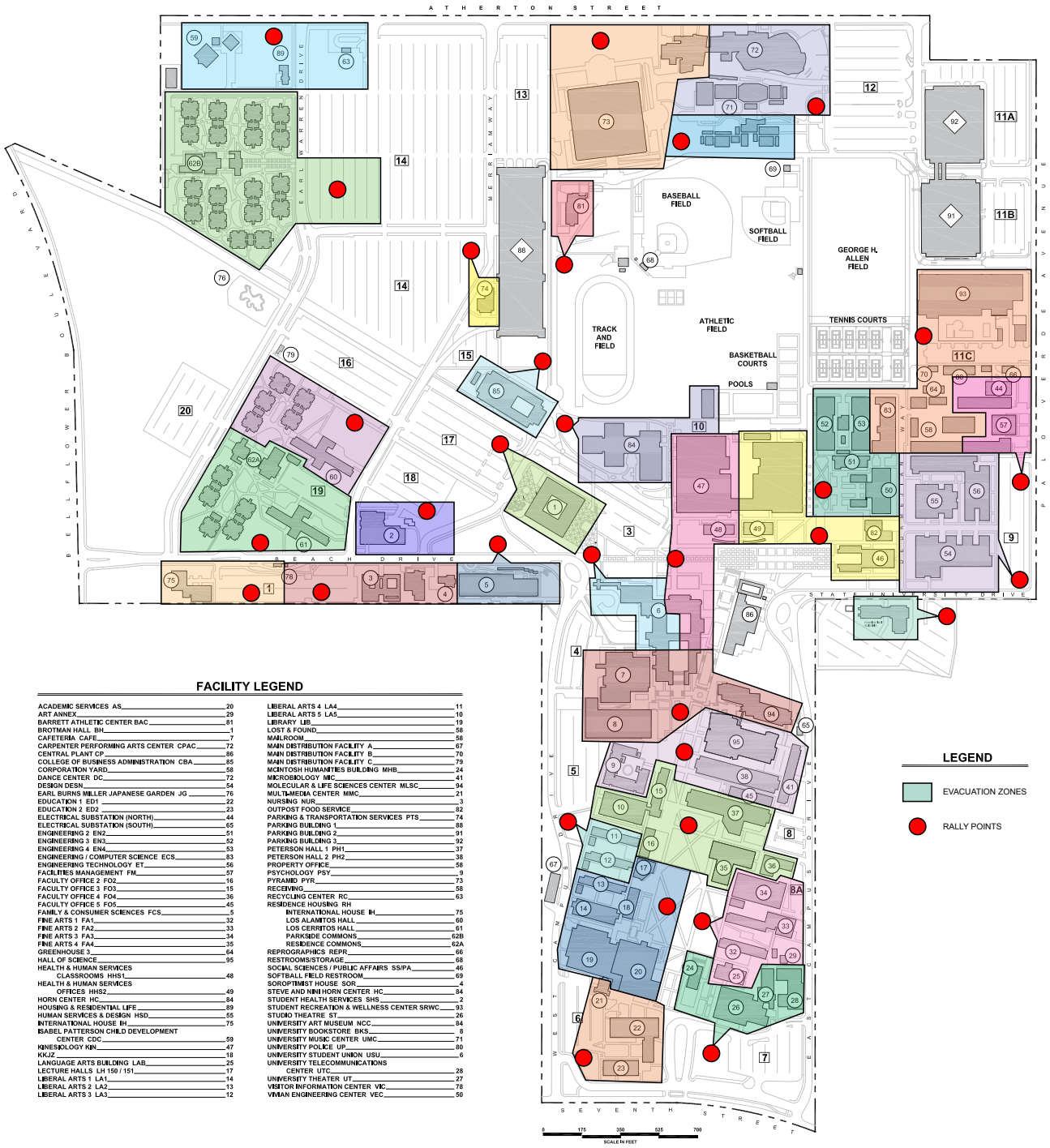
Secondary Evacuation Assembly Point

In the event the primary location is unavailable, the secondary Evacuation Assembly Point will be:

Parking Lot E8 (Formerly Lot 7)

1 In the event of an earthquake, building evacuation, or other non-violent event, utilize these designated locations. Please see the Active Shooter section in regards to evacuation procedures in a violent event.

CALIFORNIA STATE UNIVERSITY
LONG BEACH



FACILITY LEGEND

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BARRETT ATHLETIC CENTER BAC 81
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FACILITIES MANAGEMENT FM 57
FACULTY OFFICE 2 FO2 16
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FACULTY OFFICE 5 FO5 45
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FINE ARTS 1 FA1 32
FINE ARTS 2 FA2 33
FINE ARTS 3 FA3 34
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GREENHOUSE 3 64
HALL OF SCIENCE 95
HEALTH & HUMAN SERVICES CLASSROOMS HHS1 48
HEALTH & HUMAN SERVICES OFFICES HHS2 49
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HOUSING & RESIDENTIAL LIFE 89
HUMAN SERVICES & DESIGN HSD 55
INTERNATIONAL HOUSE IH 75
ISABEL PATTERSON CHILD DEVELOPMENT CENTER CDC 59
KINESIOLOGY KIN 47
KKJZ 18
LANGUAGE ARTS BUILDING LAB 25
LECTURE HALLS LH 150 / 151 17
LIBERAL ARTS 1 LA1 14
LIBERAL ARTS 2 LA2 13
LIBERAL ARTS 3 LA3 12
LIBERAL ARTS 4 LA4 11
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MAIN DISTRIBUTION FACILITY A 67
MAIN DISTRIBUTION FACILITY B 70
MAIN DISTRIBUTION FACILITY C 79
MCINTOSH HUMANITIES BUILDING MHB 24
MICROBIOLOGY MIC 41
MOLECULAR & LIFE SCIENCES CENTER MLSC 94
MULTI-MEDIA CENTER MMC 21
NURSING NUR 3
OUTPOST FOOD SERVICE 82
PARKING & TRANSPORTATION SERVICES PTS 74
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PYRAMID PYR 73
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LOS CERRITOS HALL 61
PARKSIDE COMMONS 62B
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REPROGRAPHICS REPR 66
RESTROOMS/STORAGE 68
SOCIAL SCIENCES / PUBLIC AFFAIRS SS/PA 46
SOFTBALL FIELD RESTROOM 69
SOROPTIMIST HOUSE SOR 4
STEVE AND NINI HORN CENTER HC 84
STUDENT HEALTH SERVICES SHS 2
STUDENT RECREATION & WELLNESS CENTER SRWC 93
STUDIO THEATRE ST 26
UNIVERSITY ART MUSEUM NCC 84
UNIVERSITY BOOKSTORE BKS 8
UNIVERSITY MUSIC CENTER UMC 71
UNIVERSITY POLICE UP 80
UNIVERSITY STUDENT UNION USU 6
UNIVERSITY TELECOMMUNICATIONS CENTER UTC 28
UNIVERSITY THEATER UT 27
VISITOR INFORMATION CENTER VIC 78
VIMAN ENGINEERING CENTER VEC 50

EMERGENCY EVACUATION ASSEMBLY AREAS

INDIVIDUAL PLAN - SHELTER IN PLACE

This information is designed to encourage building occupants to develop an individual plan based on potential life threatening incidents See the additional Shelter in Place considerations on page 51.

	General Actions:	Specific Actions Based on Your Location:

GET READY...
 	
Be Prepared.
 	
A life threatening incident has occurred on the CSU Long Beach campus; incident location is **NOT** near me.
	▶ Follow information sources: Homepage, Twitter @csulb, text, email, voice alerts.
	▶ Review Building Emergency Plan
	▶ Notify others of incident
	▶ Review Internal procedures; be ready to implement.
	▶ Plan next steps if incident impact my area:
	  ■ Should I get out?
	  ■ Where will I shelter if needed?	

GET SET... **Stay alert; be prepared to implement your plan.** A life threatening incident has occurred on the CSULB campus; incident location is **NEAR** me but not in my building.	▶ Implement all Get Ready actions. ▶ If the threat is ongoing or you feel your safety is in jeopardy, implement your department or building specific actions. ▶ Be ready to get out/escape or shelter in safe area based on situational awareness.	
GO... **Stay calm and activate your plan.** A life threatening incident has occurred at CSULB; incident location is IN MY BUILDING or I feel my safety is in jeopardy.	Based on situation awareness, immediately: ▶ Decide if you can escape; if possible get out of the building to a safe location. ▶ If you can't escape, then shelter in a lockable area and/or a room that you can secure or barricade. ▶ As an absolute last resort, consider taking aggressive action if your safety is in jeopardy.	

CAMPUS WIDE EVACUATION

Campus Wide Evacuation

When it is necessary to completely evacuate the campus due to emergency conditions or executive order, a systematic and controlled approach under the direction of University Police will be used. Where 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 or mass notification will take place in communicating this information to the public.

Staging Areas

In order to facilitate the safe and orderly evacuation of the campus, a Staging Area system may be employed to control the release of people. This system would normally be used following a major disaster where the 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
  - The Upper Quad
  - The Athletic Fields
- Secondary Staging Areas
  - Parking Lot 14
  - Parking Lot 20

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

Vehicles

To facilitate the movement of cars off campus the University Police will coordinate with the Parking and Transportation Department to control traffic and vehicle movement. University Parking and Transportation will be responsible for placement of traffic control devices and assisting in traffic control at on-campus intersections to facilitate the evacuation of campus. Whenever possible the University Police will assist by staffing the intersections of Atherton Avenue and Merriam Way as well as key intersections throughout campus.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Access & Functional Needs Emergency Guidelines

Members of the campus community should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with access and functional needs.

Guidelines for people with Access & Functional Needs

Evacuation of access and functional needs individuals will be given high priority in all emergencies. Prior to an emergency situation, it is important that you become familiar with your needs during evacuation and that you convey these needs to your instructor, supervisor, and coworkers. Try to position yourself near a doorway for an easier exit. Become familiar with the building and its exits. Follow signs to exits. The following guidelines are important to follow:

- Establish a buddy system and alternate for the areas where you work. People with access and functional needs should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.
- If assistance is not immediately available, access and functional needs individuals should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. They should continue to call for help until rescued.
- Know the locations of the Evacuation Chairs located near stairwells.
- People who cannot speak loudly, or with voice/speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with audible and visual alarm signals.
- Leave school materials in the room to avoid wasting time.
- Wait for rescue and remain calm.
- DO NOT re-enter a building until permitted by emergency personnel.

If you suspect a fire is behind a door; first, cover your hand to provide protection and then test the door by touching it. If it is hot then do NOT use the door as an exit. Try to find an alternate route for an exit.

A cautionary note on elevators: Do NOT use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Evacuating people with Access & Functional Needs

Members of the campus community should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with access and functional needs.

- If the situation is life threatening, call 9-1-1.
- Evacuation of access and functional needs individuals will be given high priority in all emergencies and will be evacuated if possible.
- Utilize the Evacuation Chairs located near stairwells.
- Attempt a rescue evacuation ONLY if you have had rescue training or consider the situation so critical that a rescue must occur.
- Evacuating an access and functional needs individual or injured person by only one person with no assistance is a last resort.
- Check on people with special needs during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.
- Always ASK someone with access and functional needs how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Do NOT use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Blindness or Visual Impairment

- Most visually impaired persons will be familiar with the immediate area and may have learned locations of exits and fire alarms in advance.
- Tell the person the nature of the emergency and offer to guide them by offering your left or right elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grasp a visually impaired person's arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- When you have reached safety, orient the person to where they are and ask if any further assistance is needed.
- Some individuals may have Guide Dogs that may be disoriented during the emergency, and may require additional assistance.
- White canes and other mobility aids should NOT be left behind.

Deafness or Hearing Loss

- Buildings on campus are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where anyone appears to not be recognizing an alarm is sounding/flashing an alternative warning technique is required. Two alternative methods of warning are:
  - Write a note stating what the emergency is and what the evacuation route is i.e. "Fire – go out the rear door to Parking Lot."
  - Turn the room lights on and off to gain attention – then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
- Offer visual instructions to advise the safest route or directions by pointing toward exits or an evacuation map.
- People who cannot speak loudly or those with voice/speech impairments may be carrying a whistle or have other means of attracting attention of others.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Mobility Impairments

- Mobility-impaired persons should NOT be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- Notify emergency responders immediately about any people remaining in the building and their locations.
- If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair – preferably with arms, or using an evacuation chair.
- Crutches, canes and walkers should NOT be left behind.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Non-Ambulatory Individuals

- Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.
- All 2+ story buildings will require persons to utilize the Evacuation Chairs or be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their wellbeing. If the person prefers to be moved in their wheelchair the wheelchair user will be carried facing away from the stairs.
- Some people have no upper trunk or neck strength to assist in being carried out. If a seat belt is available, secure the person if use of a chair is the method employed to carry the person to safety.
- If moving a person more than three flights of stairs, a "relay team" may be needed. If a wheelchair is left behind, do NOT leave it in an exit path or doorway to become an obstacle.
- Wheelchairs have many movable weak parts which are not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests).
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe may be impaired.
- Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear.

If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Take the following into consideration:

- Ways of being removed from a wheelchair
- The number of people needed for assistance
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- If a seat cushion or pad should be brought along with them if they are removed from the wheelchair.
- Being carried forward or backward on a flight of stairs.
- After-care. If a person is removed from the wheelchair (e.g. to a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed.
- The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the University Police of the location of wheelchairs to be retrieved.

Power Outages

- If an outage occurs during the day and people with access and functional needs choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, a Building Marshal, Disabled Students Services, or the University Police should be notified.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at (562) 985-4101 to request evacuation assistance.
- On campus phones should continue to operate in the event of a power failure; however, there may be no power to the display or lighting functions.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Emergency Evacuation Tips

- Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.
- The following guidelines are general and may not apply in every circumstance.
- Occupants should be invited to volunteer ahead of time to assist access- and functional-needs individuals in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through the Office of Environmental Health and Safety in coordination with the Disabled Student Services Center.
- Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.
- Receive training in how to use the Evacuation Chairs located near the stairwells.
- Always ASK access and functional needs individuals how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting. Batteries may have to be removed and life support equipment could be connected.
- Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured property. Rest at landings if necessary.
- Certain lifts may need to be modified depending on a person's needs.
- Persons who must be taken out of their wheelchair to be transported can be carried by:
- Pack-Strap Carry: Initiate the technique at the top of a flight of stairs where the carrier can use the handrail for support in lifting.
- If the individual has no arm strength or is less than half the carrier's weight, use the "cradle", similar to the technique used when picking up a small child.

ACCESS & FUNCTIONAL NEEDS EMERGENCY GUIDELINES

Summery

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with access and functional needs and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Develop plans that cover regular working hours, after hours, and weekends.

Everyone needs to take responsibility for preparing for emergencies. Everyone should consider what they would do and whether they need to take additional steps to prepare.

ACCIDENTAL INJURY TO STAFF, STUDENTS, OR VISITORS

Accidental Injury to Staff, Students, or Visitors

Injury and illness are the most common campus related emergencies. The University maintains a Health Center for students and access to a nearby Workman's Compensation Clinic for staff and faculty. Visitors to the University as well as any seriously injured student, staff, or faculty member may receive emergency treatment at any one of several local hospitals.

- If injury is minor, apply first aid. The first aid kit is located: ED2-155, Emerg. Prep Kit - ED2-228
- If the injury is to a student and requires non-emergency medical attention, you can call the Student Health Center at (562) 985-4771.
- Always notify your supervisor of any injury to a person.

If appropriate, dial **911** for assistance:

- Stay calm when calling.
- Carefully explain the problem/injury, gender, and approximate age of the victim.
- Give the 911 dispatcher the location. Example: Our location is Building/Room #, Floor
- Do not hang up until told to do so.
- Promptly inform immediate supervisor of injury but do not let this in any way delay notification to emergency personnel.

ACCIDENTAL INJURY TO STAFF, STUDENTS, OR VISITORS

Non-Emergency Situations

- Non-emergency situations are those where there is NO threat to life or NO need for IMMEDIATE medical attention.
- In the event medical attention is needed for a non-emergency situation contact the University Police at (562) 985-4101. After arrival on scene the University Police will assess whether Long Beach Fire Department paramedic assistance is needed.
- For incidents involving students, where the Student Health Center is able to provide treatment, the University Police will provide transportation from the incident to the Health Center. When it is determined a student needs either emergency medical attention or paramedic assessment the Long Beach Fire Department will be contacted for assessment and transportation.
- For non-emergency injuries involving staff, faculty, or volunteers working for the University, while at work, they will be referred to the appropriate Workman's Compensation treatment location. In all incidents where emergency medical treatment or paramedic assessment is necessary the Long Beach Fire Department will be contacted for assessment and transportation to an area hospital.
- For non-emergency injuries involving visitors to the University, they will receive on scene assistance from the University Police or Long Beach Fire Department Paramedics. Transportation for further medical treatment will be the responsibility of the injured party and may be performed, at cost, by a private ambulance, Long Beach Paramedics, or other methods.
- The University Police will ensure that the appropriate form and level of notification and report is filed regarding the incident.

Emergency Situations

- Emergency situations are those where there is a threat to life or need for IMMEDIATE medical attention.
- Anyone witnessing an emergency medical situation should contact the University Police at 9-1-1 immediately.
- Where trained administer first aid to the extent possible
- Where appropriate the University Police may close the area around an injured person to facilitate treatment.
- The University Police immediately contact the Long Beach Fire Department and begin a paramedic response on all calls that appear to be life threatening.
- Transportation methods for further medical treatment of emergency patients will be determined by the Long Beach Fire Department.

BOMB THREAT

Bomb Threat

For a variety of reasons the University may become the target of a bomb threat. The University treats all threats as real and actively responds to any bomb threat. The most dangerous means is in-person; the most common means is via telephone.

Telephone Bomb Threat

- Remain calm
- If the caller allows you to talk, ask questions on the attached checklist; keep the caller talking as long as possible
  - In addition try to determine the callers:
  - Sex
  - Ethnicity
  - Approximate age
  - Tone of voice
  - Mental condition
  - Accent
  - Organization affiliations
  - Speech mannerisms
  - Listen for background noises
- Signal a co-worker to call University Police at 911 or 562-985-4101 while you continue talking
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call
- If the building or area has been evacuated, return to the evacuated building will be allowed ONLY after the first responders give the “all clear” notification.

BOMB THREAT

In-Person Bomb Threat

- Remain calm
- Do not approach the individual
- Never get close enough that you could panic the person or be used as a hostage
- If possible, try to segregate the individual from others
- Try to draw the attention of one or two others so they can call 9-1-1
- Talk to the individual in a calm and rational manner. Put the person and yourself at ease as much as possible
- Try to get the individual to speak, let the person do most of the talking; ask questions about the bomb, its location, and description
- Let law enforcement replace you as the negotiator when they arrive at the scene
- Once you leave the scene, relay all information to any other officer present
- Immediately write down everything you remember
- Remain accessible to law enforcement until you are told to do otherwise

Bombs and Suspicious Packages

If you should spot a suspicious object, package, etc. or if you suspect that an item delivered to campus may be a bomb:

- DO NOT MOVE, TOUCH, OR TAMPER WITH THE ITEM!
- Calmly notify others in the immediate area and evacuate
- Call 911. DO NOT USE A CELLULAR PHONE! A cell phone could potentially set off the package.
- Refrain from using cell phones or portable radios within 1000 feet of a suspected device. The Radio Frequency emitted could be enough to detonate and explosive device should one be present.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the device
- Any evacuation ordered due to a bomb threat is mandatory. All inhabitants of the area being evacuated will immediately move towards a safe exit and remain outside the area until it is deemed safe to enter
- If an actual explosion occurs, refer to the Explosion section
- For more information on recognition of suspicious packages see the Terrorism section

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call University Police or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call **University Police – 562-985-4101**
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call **University Police – 562-985-4101**
- DO NOT delete the message or forward the message unless instructed by authorities.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange Odor
- Strange Sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Contact Information
University Police
562-985-4101
911 – EMERGENCY

12.10.13
Version 2.0

BOMB THREAT CHECKLIST

Date: _____ **Time:** _____

Time Caller Hung Up: _____ **Phone Number Where Call Received:** _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, Dept, etc)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

Callers Voice:
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ **Female**
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ **Male**
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:
- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Classroom Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:
- ☐ Incoherent
- ☐ Message Read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information: _____

READY Beach
EMERGENCY.CSULB.EDU

CAMPUS CLOSURE

Campus Closure

Certain conditions may exist that will require the cancellation of classes, delayed opening, or closure of the campus and University operations.

If the event requires that the University cancel classes or delay opening, announcements will be made on the radio, CSULB Website, CSULB Beach Alert System, and our social media sites.

Information can be obtained from:

- CSULB Emergency Line
  - (800) 341-5505
- CSULB Website
  - csulb.edu or csulb.edu/emergency
- Radio Stations
  - 1690 AM
  - KKJZ – 88.7
- Twitter & Facebook
  - @csulb
  - @readybeach
  - www.facebook.com/csulb

CIVIL DISTURBANCE

Civil Disturbance

Disturbances may occur on the campus for a variety of reasons from planned mass demonstrations, VIP visits, and impromptu counter-demonstrations to individuals disrupting classes.

As an institution of higher learning the campus encourages individuals to exercise the privileges granted them under the First Amendment. Healthy discourse is the cornerstone to higher education. The University provides individuals open public locations on the campus where those privileges may be exercised. Those wishing more information on these areas are encouraged to contact Student Life and Development at (562) 985-4181 and/or see the University Regulations.

Single Individual Disturbing the Peace

When a person's actions either in a classroom or outside create a disturbance of the peace contact the University Police at (562) 985-4101 or in an emergency 9-1-1.

- Provide the dispatcher
  - Description of the nature of the disturbance
  - Description of the individual(s)
  - Location of the disturbance
  - How or where officers can contact you

Multiple Persons Disturbing the Peace

When the actions of a group either in a classroom or outside create a disturbance of the peace contact the University Police at (562) 985-4101 or in an emergency 9-1-1.

- Provide the dispatcher
  - Description of the nature of the disturbance
  - Description of the individual(s)
  - Location of the disturbance
  - How or where officers can contact you

CRIME IN PROGRESS

Crime in Progress

Everyone is asked to assist in making the University a safe place by being alert to suspicious situations or persons and by reporting them as outlined below.

If you are the victim or are involved in any on campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., DO NOT TAKE ANY UNNECESSARY CHANCES!

The University is no different than any other small community in regards to criminal activity. Although the University Police strives to create a safe and crime free environment for the faculty, staff, and students crime does occur on the campus . Anyone who is victimized by crime or witnesses a crime progress on the campus should take the following actions.

Dial 911 as soon as possible and supply them with the following information

- Nature of incident
- Location of incident
  - Building/Room #
- Description of person(s) involved
- Description of property involved
- What happened
- Who was involved
- Any injuries
- Were any weapons involved
- Last known direction of travel
- Where the victim is
- Stay on the line until the dispatcher lets you go, there may be more information they want after dispatching police units.
- If you witness a criminal act or whenever you notice person(s) acting suspiciously on campus immediately call 911 or 562.985.4101 and provide the information outlined above.
- Assist University Police or University representatives when they arrive by supplying them with all additional information and ask others to do the same.
- **In the event of gunfire on or near campus you should try and evacuate or take cover immediately using all available routes and areas of concealment (Please refer to the Active Shooter section for more information)**

EARTHQUAKES

If Indoors

- Stay inside while the earthquake is occurring. Running outside increases the risk of being injured or killed.
- Duck, cover, and hold. Take cover next to or under a heavy piece of furniture (such as a desk or table) or against an inside wall, hold on, and protect your neck and head as best as possible.
- Avoid areas where glass, mirrors, pictures, could shatter or where heavy bookcases, shelving, or other furniture could fall.
- Do not stand in doorways as 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 going off, smoke or fire observed, or other hazards that would necessitate evacuation, then evacuate the building.
- Do not use elevators.
- Identify and assist the injured and individuals with access and functional needs in exiting the building. Do not move an injured individual unless there is serious danger to the person's safety. You may be doing more harm by trying to move them. Report to emergency personnel people you have identified as either trapped or injured.
- 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 or Emergency Personnel.
    - Group at Primary Evacuation Assembly Point if able.
    - Try to maintain class integrity by keeping students together. 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 as 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 by keeping students together 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
- Do not return to an evacuated building unless directed to do so.
- Anticipate aftershocks

EARTHQUAKES

If Outdoors

- Move into an open area away from trees, buildings, walls, light poles, and utility lines. Anything that is above you has the potential to fall on you.
- The earth is not going to split open and swallow you up. Stay calm and lower your center of gravity so as to not fall over.

If Driving

- Pull over to the side of the road and stop. Avoid overpasses, light poles, and utility lines. Stay inside the vehicle until the shaking is over.

After an Earthquake

- After an earthquake, follow the procedures in this manual for fire; hazardous materials, leaks, and spills; and serious injury if necessary.
- In the event of major damage or disruption, the University will announce and implement evacuation and emergency closure procedures.
- Be prepared for aftershocks.
- Do not leave the campus without notifying your supervisor.

Primary Evacuation Assembly Point

The primary Evacuation Assembly Point for this building is:

Grass area south of Parking Lot E9 (Formerly Lot 6)

Secondary Evacuation Assembly Point

In the event the primary location is unavailable, the secondary Evacuation Assembly Point will be:

Parking Lot E8 (Formerly Lot 7)

EXPLOSION

Explosions

Explosions may occur on campus for a variety of reasons. They may be from deliberately set devices, a result of naturally occurring disasters, or the result of an accident. The following procedures should be followed for any explosion occurring on campus.

If Indoors

- If possible, move away from windows; try to get underneath a solid object such as a desk or table. Otherwise, move 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.
  - As soon as possible move away from windows and overhead fixtures.
- Assess any injuries and provide first aid where capable.
- Notify the University Police at 9-1-1. Provide the dispatcher with all available information regarding the explosion.
- Assess any damage.
- 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 if present
  - 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, University Police, or Emergency Responders as soon as possible.
  - Following an evacuation of the building attempt to identify any missing students and whether fellow students know of their whereabouts. Notify Building Marshals, University Police, 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 the source of the explosion

EXPLOSION

If Outdoors

- Turn away from the source of the explosion
- Drop to the ground with your feet pointed towards the source of the explosion
- Clasp both hands behind your head covering your neck
- Bury your face between your arms
- Close your eyes tightly
- As soon as possible move away from the area
- Assess any injuries and, if safe, provide first aid where capable
- Notify the University Police at 9-1-1. Provide the dispatcher with all available information regarding the explosion
- Refrain from using cellular phones or portable walkie-talkies as the radio frequency energy transmitted at the antenna could cause the detonation of any other devices in the area.

Advanced Warning of Imminent Explosion

- Administration will alert staff and students utilizing the all possible communication procedures
- Instruct staff and students to cover mouths and noses with damp towel, handkerchiefs, or some other article of clothing if they see contaminates in the air or when going outside

FIRE

Fire

If you discover fire or smoke:

- Report the fire and/or smoke by activating the nearest fire alarm.
- Know where the area pull stations and fire extinguishers are located.
- If trained, and the fire is smaller than the size of a trash can, remember the Fire Extinguisher Guide: PASS
  - P – Pull safety pin from handle.
  - A – Aim Nozzle at base of fire.
  - S – Squeeze the trigger handle.
  - S – Sweep from side to side at the base of the fire (watch for re-flash)

If Indoors

- Any member of the campus community who sees a building on fire or who reasonably believes a building is on fire AND there are no alarms sounding in that building should immediately activate a fire alarm pull station and call 911.
- If a fire alarm sounds while you are inside a building, EVACUATE, following the instructions of the Building Marshals if one is present. Once outside move away from the building.
- Isolate the fire by closing all doors on your way out—DO NOT LOCK THE DOORS.
- Assist injured and individuals with access and functional needs.
- DO NOT use elevators—use the stairways.
- DO NOT stop for personal belongings or records.
- DO NOT stand in smoke. Instead drop to your knees or stomach and crawl to the nearest exit. If possible cover your nose and mouth with a cloth to avoid inhaling smoke.
- Stay out of the way of emergency personnel.
- Notify either emergency personnel or fire fighters on the scene if you suspect someone may be trapped inside.
- DO NOT return to the building until instructed to do so.
- Faculty should try to keep their classes together during an evacuation as this will allow for an accounting of any missing persons. Any missing person should be reported to emergency responders.
- Evacuate to an Evacuation Assembly Point.
- Assist in rendering first aid to the injured where able.

FIRE

If Outdoors

- Any member of the campus community who sees a building, storage facility, trash can, vehicle or other structure/object on fire on campus should immediately contact the University Police by dialing 9-1-1.
- Move a safe distance away from the fire and wait for emergency responders.
- Assist in rendering first aid to the injured where able.
- Only attempt to extinguish a fire if it is minor and can be quickly and easily put out with a portable fire extinguisher and you have been trained on its use. Be sure you are using an extinguisher for the type of fire you are fighting. If you are not sure read the instructions on the extinguisher.
- If the fire is large, very smoky, or spreading rapidly, evacuate the area immediately.

If you become trapped

- If possible, call 911. Give the 911 dispatcher the building, floor and room location.
- If a window is available, open it, and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel then close the window to protect yourself and others.
- Stay near the floor where there is the least amount smoke.
- Cover your mouth with clothing to avoid inhaling smoke.
- Do not open a door if smoke is pouring in or around the bottom or if it feels hot.
- Shout to alert emergency personnel of your location.

FLOOD

Flood

Many areas of the campus are subject to flooding. Except in the case of flash floods the onset of most floods is a relatively slow process which involves the buildup of water of a period of time. Closure of roadways on and around the campus may restrict the ability of the campus community to move about or leave the campus. If flooding occurs the following procedures should be followed.

- When a member of the campus community becomes aware of flooding either inside a building or on campus grounds they should contact the University Police at (562) 985-4101 or for emergencies 9-1-1.
- If a building is ordered evacuated follow the instructions of the Building Marshals and the procedures outlined in the Evacuation Section.
- The University will notify the community of affected areas and those areas and buildings that are no longer safe to be around.

HAZARDOUS MATERIALS

Hazardous Materials

Hazardous Materials incidents may occur on campus for a variety of reasons. There are hazardous materials stored in various areas on campus, vehicles carrying hazardous materials frequently travel on or about the university campus, businesses operating near the campus generate hazardous materials, and hazardous materials may be released into the atmosphere intentionally. The following procedures should be followed in the event of a hazardous materials incident.

Incident Involving Known Material

- If there is a hazardous materials spill or incident involving a material you are familiar with you should:
  - Determine if the spill will cause an immediate threat to individuals in the area.
  - If so immediately call 911.
  - Where appropriate consult the Material Safety Data Sheet (MSDS) for information on precautions and health concerns for the substance.
  - Evacuate the area and deny entry if there is a threat.
  - Where able render first aid to any injured persons
  - During normal business hours contact the Office of Environmental Health and Safety at (562) 985-2283 and report the spill.
  - During off hours and weekends or when persons are injured report the incident to the University Police at 9-1-1 or for non-emergencies at (562) 985-4101.
- If evacuation of a building area is necessary then you should:
  - Move crosswind to avoid the fumes.
  - NEVER MOVE DOWNWIND OF A SPILL
  - Follow the directions of the Building Marshals or Emergency Personnel
  - Faculty should maintain class integrity by keeping students together whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders.
  - Meet with Emergency Responders from University Police or Environmental Health and Safety; provide responders with a description of what occurred any injured persons, and/or the MSDS for the substance.

HAZARDOUS MATERIALS

Incidents Involving Unknown Material

If there is a hazardous materials spill or incident involving a material you are UNFAMILIAR with you should:

- Evacuate the area IMMEDIATELY.
- Activate the Fire Alarm System if deemed necessary.
- Move crosswind to avoid the fumes.
- NEVER MOVE DOWNWIND OF A SPILL
- Notify the University Police at 9-1-1
- Follow the directions of the Building Marshals or Emergency Personnel.
- Faculty should maintain class integrity by keeping students together whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders.
- Building Marshals should close the area off and deny entry to anyone but emergency responders.
- Meet with arriving responders from the University Police and Office of Environmental Health and Safety. Provide responders with a description of what occurred, and any injured persons

SHELTER IN PLACE

Shelter in Place

Certain incidents may arise where a "Shelter in Place" order will be given. Shelter in Place orders are usually given to incidents where the safety of individuals is a concern and the best course of action is to secure yourself in a safe area of the building or room you are currently in. Examples of some events that would initiate a Shelter in Place order: earthquake, health emergency, hazmat release, gas leak, fire (major), explosion, building collapse, threat (general), stabbing, shooting, disruption (major), bomb threat, assault, flooding (major), severe weather including; hurricane, tornado, windstorm, hailstorm. These instructions may differ in a real event depending on what situation you find yourself in and based on the area you are in if a Shelter in Place order is given. Always use your best judgment and follow the instructions of emergency personnel at all times.

Hazardous Materials Release or Severe Weather Conditions

- Go immediately indoors and close all windows and doors.
- Move away from windows.
- Make a list of who is there
- For soot/ash from local fires and chemical spills, close off all air from under doors, or wherever air could seep into the room.
- For tornadoes, seek shelter in the lowest, most inner part of the building.
- For floods, move to upper floors.
- Do not leave your shelter until directed so by authorized personnel.

Dangerous Situations

- If the threat is NEAR YOU and YOU CAN ESCAPE:
  - Move away from it, do so as quickly as possible. RUN, if possible
- If the threat is NEAR you and YOU CANNOT ESCAPE:
  - Find a secure room and LOCK THE DOOR:
  - Put any big object in front of the door to prevent entry.
  - Turn off the lights and silence off all electronic devices.
  - Move away from windows.
  - Hide behind furniture and be as quiet as possible.
  - Make a list of who is there and call University Police at (562) 985-4101 to report.
  - Wait for University Police to release you from your position.

For more information on threats see the Active Shooter Section.

SHELTER IN PLACE

Building Locations

In the event a Shelter In Place order is given it is important to identify locations that may be utilized for those in the area. Determining factors for Shelter Locations:

- Away from windows
- Able to secure or block entry
- Above ground (Flooding)
- Lower Levels (Severe Weather)
- Preferably more than one exit
- Large enough to hold the area personnel, but can be multiple locations if not large enough.

The following location(s) may be utilized as safe locations for this building: (attach building diagram if able)

ED2-158 classroom

SEVERE WEATHER

Severe Weather

Due to its location in the Greater Los Angeles area the campus may occasionally be subject to severe weather. In the event of such an incident the follow guidelines should be followed.

Wind Related

- Although rare severe windstorms and tornados can occur in the Los Angeles Area.
- If a severe windstorm occurs take cover inside along an interior wall staying away from windows.
  - 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 windstorm stops
  - As soon as possible move away from windows and overhead fixtures.
- Remain inside if it is safe otherwise evacuate the area

Lightning Storm

Although somewhat rare in Southern California lightning storms pose a very serious threat to the well-being of the campus community. In the event of a lightning storm the following guidelines should be followed.

- If you are OUTSIDE when a thunder/lightning storm moves into the area. GO INTO A BUILDING OR FULLY ENCLOSED VEHICLE.
  - AVOID all metal objects such as fences and machinery, trees, open shelters, high ground, open spaces, and water
- REMAIN inside for at LEAST 30 minutes following the LAST strike in the area.
- If you are outside in a storm and feel your hair standing on end and/or hear “crackling noises” you are in lightning’s electrical field. A LIGHTNING STRIKE IN YOUR IMMEDIATE AREA IN IMMINENT.
- If you cannot immediately get inside you should immediately remove all metal objects (including: cell phones, radios, ball caps, backpacks), place your feet together, duck your head, and crouch down low in a baseball catchers stance with your hands on your knees. Seek shelter inside a fixed building as soon as it is safe to move.
- People who have been struck by lightning DO NOT carry an electrical charge. It is safe to render first aid to a victim.

SEVERE WEATHER

Heat Related

- If severe or intense heat is predicted reduce outdoor activity to a minimum.
- Drink plenty of hydrating fluids, such as water, and wear sunscreen.
- If you witness a person overcome by heat or feel yourself being overcome by heat seek medical attention immediately.
- Contact the University Police at 911 OR (562) 985-4101.

TERRORISM

Terrorism

Terrorism can take many forms, from an individual with a gun or bomb to groups using chemical, biological, or nuclear weapons. Although the attack may be centered off campus, due to its nature it may affect the University. In many instances the incident will not be immediately identifiable as a terrorist attack

Suspicious Person(s) or Activity

- If you observe a person or persons who appear out of place or who are acting in a suspicious manner contact the University Police at 9-1-1 or (562) 985-4101.
- Be prepared to provide the University Police Dispatcher with:
  - Description of the suspect(s)
  - Description of what they are doing that makes them suspicious
  - Location last seen
  - Types of weapons seen (if any)
- If you observe a suspicious situation that you feel needs to be further investigated contact the University Police at 9-1-1 or (562) 985-4101.
- If you receive a suspicious package contact the University Police at 9-1-1. Do not open the package.

Suspicious Packages

In the past, government facilities around the country have received packages or envelopes which contained bombs or either a threat of, or in some cases actual strains of, anthrax. Many of these packages have turned out to be hoaxes, however, as a government institution we need to remain alert to a possible attack.

The following information is intended to provide the campus community with some answers to questions regarding the threat.

TERRORISM

Identification of Suspicious Packages

- While there is no guaranteed way to identify every threatening package the following characteristics are generally held to be suspicious:
  - Excessive postage
  - Poorly handwritten/printed address/misspellings of common words
  - No return address
  - Incorrect titles in address
  - Addressed to a title, but NOT a name
  - Discoloration or oily stained packaging
  - Odd odors coming from package
  - Excessive weight for size of package
  - Lopsided, uneven or lumpy envelope
  - Protruding wires or aluminum foil
  - Excessive sealing material such as masking tape, string, strapping tape
  - Ticking sound coming from the package
  - Marked with restrictive notations such as “Personal”, “Confidential”, or “For your Eyes Only.”
  - Postmark is from a city or state that does not match the return address

What To Do

- Do not shake or empty the contents
- If possible gently place the package in a plastic bag or container
- If you do not have any container, then cover the package with anything (clothing, trash can, paper, etc). Do not remove the cover.
- If a substance spills out of the package DO NOT CLEAN IT UP cover the spill with anything and immediately leave the area. DO NOT REMOVE THE COVER
- Leave the room and close the door. Do not allow anyone other than emergency responders to enter the area.
- Do not touch your face until after you have thoroughly washed your hands with soap and water.
- Contact the police at 9-1-1
- If substance spills onto clothing remove the clothing as soon as possible and place it in a plastic bag or some other container that can be sealed. Give the container with the contaminated clothing to emergency responders.
- If substance spills onto exposed skin shower as soon as possible using soap and water.
- Create a list of all people who came into contact either with the package or the substance or who were in the room at the time the package was discovered.

UTILITY FAILURE

Utility Failure

Failure of utilities serving the campus may occur. These outages may be of short duration or for extended periods. Every effort will be made to return utility service to the campus is as timely as 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. Excessive calls to the 911 system tie up lines and prevent those with life threatening emergencies from reaching assistance.
- Call the Facilities Management hotline (562) 985-4357 and clearly state the building(s) that are affected. In the evening, call University Police at (562) 985-4101.
- Clearly state what you heard or saw before the power went off.
- Turn off all computers and other electrical equipment.
- If downed power lines are present, treat them as if they are live.
- DO NOT TOUCH any wires. Keep others away from the wires.

Further Information

The University Facilities Management Department and/or University Police may receive advance notification of an impending power outage. Wherever possible attempts will be made to notify the University community of the impending outage, however outages are likely to occur with little or no warning.

- When reacting to power outages remember that if the University loses power, the surrounding area will likely be blacked out as well.
- Traffic signals and street lights will not be operating. When driving during an outage remember that ALL intersections normally controlled by a traffic signal IMMEDIATELY become FOUR-WAY STOPS. ALWAYS stop at a darkened intersection, and then proceed with caution.
- Individuals with access and functional needs needing assistance in leaving a building should contact the University Police at (562) 985-4101 or the Disabled Students Services at (562) 985-5401.
- Campus telephones should continue to operate as normal and voice mail should continue to operate as well, however; all telephone lighting and dialing displays will not function.
- When leaving the upper floors of a building remember the elevators will not be operating. Anyone trapped inside an elevator should use the emergency phone to contact the University Police for assistance.

UTILITY FAILURE

Further Information (cont'd)

- The University will monitor the dates and times of each power outage to ensure the power outage periods do not exceed a total of 90 hours per calendar year when a serving electric utility by contractual arrangement requests the University to decrease electrical power demand.
- All operations using hazardous materials will be safely and promptly terminated upon power outage.
- If working on a computer make it a practice to save frequently.
- If in a room with no natural light source, ensure that you have access to a flashlight or lantern; designate someone close to an outside door to open the door if the lights go out.
- Familiarize yourself with the path of exit from your building.
- The Physical Planning/Facilities Management website (http://ppfm.csulb.edu/) is accessible through the CSULB home page (http://www.csulb.edu). The website contains information about the power crisis and outages from the ISO.
- A situation update and additional instructions will be made available through the Office of Public Affairs voicemail system. The information may also be available on the News and Events website (http://www.csulb.edu/News-Events/), which is accessible through the CSULB home page.
- Campus shuttles will continue to operate on their regular schedules .

Power Outage During Normal Business Hours

The University will remain open. Business and instructional operations will continue to the maximum extent possible.

- Should safety considerations prevent work from continuing the Deans, Directors, Department Chairs, or Faculty Members may reassign staff or classes to outside locations.
- Faculty retain the discretion of canceling the remainder of a class if instructional quality or student safety is compromised.
- Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.
- Help those who need assistance.
- Do not attempt to use elevators.

UTILITY FAILURE

Power Outage After Business Hours

- Remain on campus for fifteen minutes in the event power is restored quickly. If power is not restored within fifteen minutes, instruction will stop and the campus business will close for the remainder of the evening.
- Faculty should remind students of the general rules regarding power outages as outlined above, the need to exercise caution and avoid panic.

Plumbing Failure

- Call the Facilities Management hotline at (562) 985-4357 and clearly state the building(s) that are affected. If Facilities Management is closed, call University Police at (562) 985-4101.
- If it is within the scope of their capabilities, the maintenance department will repair the problem.
- If it is not within the scope of their capabilities, the maintenance department will contact the proper utility company and shut-off the water main to prevent flooding or water damage.
- Be aware of electrical power sources in wet or flooded areas.

Elevator Failure

- The campus elevators are serviced and inspected on a routine basis.
- If you are trapped in an elevator, remain calm and pick up the phone or push emergency button. Alternatively, you can call University Police at (562) 985-4101 from your cell phone.
- Clearly state your name, how many are trapped, the building, and what floor you think you are stuck on.
- DO NOT ATTEMPT TO CLIMB OUT ON YOUR OWN. The elevator can resume operation at any time.
- Power to the elevator will be shut off if a rescue attempt becomes necessary. Facilities Management will notify the appropriate elevator service repair company.

Other Utility Failures

- If you smell natural gas cease all work and immediately evacuate the area. Contact the University Police at 9-1-1 OR (562) 985-4101.
- If you discover a telecommunications failure use another working phone to contact Telecommunications at (562) 985-4480

ACTIVE SHOOTER AND ARMED INTRUDER

Active Shooter and Armed Intruder

Every situation is different and the threatened individual will have to rely on his or her best judgment as to the best course of action given the unique situation. Do not let curiosity mislead you. Assume the worst first. Do not assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go out to investigate. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority.

Active Shooter or Active Violent Encounter

- If possible, flee to a safe location away from the vicinity of the shooter or violent person.
  - Leave your belongings behind, and help others if possible.
  - Prevent others from entering the area and call 911 when you are safe.
  - Realize that the 911 lines may be jammed with other callers and you may receive a busy signal. If you do get through, say: “We have an active shooter on campus. Gun shots fired. I’m calling from building/room #.”
- If you have the information, you may inform the 911 dispatcher of:
  - Number of shooters.
  - Direction of travel through or from building.
  - Race and gender of shooter(s).
  - Color of clothing and garment type.
  - Physical features: height, weight, hair color, facial hair, glasses, and/or tattoos.
  - Type of weapon.
  - Name of the shooter(s) if known.
  - Number of injured.
  - Types of injuries.
- If you cannot get out safely you need to hide.
  - Lock and/or blockade the door.
  - Silence your cellphone (even the vibrate function)
  - Stay quiet and out of the shooters view.
  - Be aware of your surroundings and try not to trap or restrict your options for escape.
- As a last resort, and only if your life is in danger, you may need to attempt to incapacitate and fight the shooter.
  - Work in unison if others are with you.
  - Act with physical aggression and use improvised weapons (chairs, fire extinguishers, etc.) if able.

ACTIVE SHOOTER AND ARMED INTRUDER

If Notified of an Active Shooter

- If you are notified an active shooter or armed intruder is in the building or your immediate area, assume police have been notified and take the following steps:
  - Get out of your office, classroom, or the building if you can safely do so.
  - Immediately clear all students and staff from hallways. But do so only if safety permits.
  - If escape is not an option, close and lock all office and classroom doors.
  - If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.
  - Shut off all lights.
  - Pull blinds down on windows if blinds are available and do so only if it can be done safely
  - Get yourself and others down on the floor and up against a solid interior wall.
  - Stay out of sight and out of the line of fire of any windows.
  - If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
  - After securing the room, maintain absolute silence. Turn off radios, mute computer alarms and darken computer monitors, and silence all cell phones. Leave your network computer on to receive emergency notifications via email & website. Make a plan of action in case the armed intruder should gain entry in to your area of safety.
  - Allow no one to leave the secured area.
- If you find yourself in an open area and unable to find a secure office or room in which to shelter, run away from the sounds of gunfire as fast and far as possible.
- If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location that is out of sight.
- Follow law enforcement instructions. Remain in your secure location and do not come out until the “all-clear” has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.
- Once you are aware an active shooter is on campus, BE WARY OF ANY FIRE ALARMS. The alarm may be a trick to draw you out into the open. Again, it may be necessary to stay in your secure area, be quiet, and wait for the “all-clear” to be given.
- Be sure law enforcement can see your hands as they approach and that they are empty.

ACTIVE SHOOTER AND ARMED INTRUDER

If Confronted by a Threatening Person (Not an Active Shooter)

- Remain as calm as possible. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, and is understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least three feet).
- If you are standing, stand at an angle to the individual rather than face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful—to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, and what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.
- Call 911 as soon as possible.

READY Beach
EMERGENCY.CSULB.EDU

This is a publication from the Office of Emergency Preparedness, University Police. For questions, comments, or other information contact the Emergency Management and Preparedness Coordinator at 562-985-1992 or e-mail Jonathan.Rosene@csulb.edu.