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, Division 1, Chapter 4, Subchapter 7, Group 1, Article 2, Section 3220.

3.2. California State University, Los Angeles (Cal State LA) Administrative Procedure 400, Medical and Psychological Emergencies.

3.3. Cal State LA Administrative Procedure 409, Fire Procedures.

3.5. Cal State LA Multi-Hazard Plan.

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

3.7. California State University (CSU) Executive Order 1056, CSU Emergency Management Program.

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 wellbeing 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. Building Administrator - Staff assigned to individual campus buildings responsible for coordinating emergency response, evacuation events, training, and drills for personnel located within that building. These staff, or their designees, are responsible for maintenance of their building emergency plan, occupant accountability, and communication with the EOC during emergencies or drills.

5.2. Campus Emergency Telephone Number - Extension 911 (from campus landline phone). This extension places the caller in direct contact with the Department of Public Safety. Emergencies reported from a cell phone should call the Public Safety direct line at (323) 343-3700 (cell phone calls made to 911 are connected with California Highway Patrol dispatch, and may delay response).

5.3. Community Emergency Response Team (Eagle CERT) - A team of Cal State LA staff, students, and faculty trained and equipped to provide 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) director or Operations Section Chief.

5.4. Emergency Executive - The designated campus executive, such as the Vice President for Administration and Chief Financial Officer or other commensurate management position, with overall responsibility for campus-wide emergency management planning and execution of the campus plan. The succession for the Emergency Executive at Cal State LA is: Vice President for Administration and Chief Financial Officer (primary), the Chief of Police (secondary), and the Director of Risk Management / Environmental Health and Safety (tertiary).

5.5. Emergency Operations Center (EOC) - A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, implement mitigation measures and initiate the recovery process. The Cal State LA EOC is located in parking lot 7.

5.6. Emergency Operations Center Director - Maintains overall direction and operation of the EOC assigned to coordinate campus-wide incidents or events involving the campus. Responsibilities include ensuring conflict resolution, providing guidance, ensuring that compatible objectives are established and strategies are selected for the delivery/coordination of critical resources in support of campus emergency operations.

5.7. Emergency Operations Officer (Emergency Manager) - Staff responsible for the administration and maintenance of the Cal State LA Emergency Preparedness Program.

5.8. Emergency Operations Staff - Administration, Public Safety, Facilities/Services, Student Health Center, and various other designated and trained operational managers who will assume an emergency response capacity during an emergency.

5.9. Emergency Notification System (ENS / Eagle Alert) - Emergency notification / messaging system that transmits mass emergency messages to registered students, faculty, and staff through their text, phone, and email.

5.10. Evacuation Coordinators - Building staff responsible for clearing buildings of people during evacuations or emergencies. Reports to the Building Administrator for their assigned building.

5.11. 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.

5.12. Incident Command System (ICS) - The nationally used standardized on-scene emergency management concept specifically designed to allow user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

5.13. Mass Notification System (MNS) - Outdoor public address system utilized to give live or prerecorded messages to selected zones, or campus wide.

5.14. National Incident Management System (NIMS) - A system mandated by the Homeland Security Presidential Directive/HSPD - 5 that provides a consistent nation-wide approach to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity, and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

5.15. 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.

5.16. Standardized Emergency Management System (SEMS) - A system created by California Government Code Section 8607 that is designed to ensure that all public agencies have a common system to utilize in responding to emergencies. The California Office of Emergency Services administers SEMS.

5.17. Triage - The sorting of and allocation of treatment to disaster victims to maximize the number of survivors.

6.0. RESPONSIBILITIES:

6.1. Employees and Students will call extension 911 from a campus landline or Public Safety dispatch at (323) 343-3700 from a cell phone 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. Coordinate with the Emergency Manager to designate and train Emergency Response Staff, Building Administrators, Evacuation Coordinators, and Eagle CERT members to assist in the safe and orderly emergency evacuation of employees and students and activation of the EOC, as appropriate.

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. Direct activation of Eagle CERT, 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 Eagle CERT when making property and medical assessments.

6.2.10. Direct activation of Eagle Alert and/or the MNS system, as appropriate.

6.3. Public Safety Staff will:

6.3.1. Respond immediately to the affected area to assess the situation, hazard, or threat, determine the severity and type of emergency assistance required, and take necessary action to protect public safety.

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. Coordinate with the Office of Students with Disabilities (OSD) for an accounting of disabled students and staff by location who may require assistance during evacuation.

6.3.6. Activate the Eagle Alert system and MNS, as appropriate.

6.4. Building Administrators will:

6.4.1. Develop an emergency plan for their assigned building or section. (Appendix 8.3.)

6.4.2. Update the plan yearly and submit to Emergency Operations Officer. Such plan must be “site-specific, identifying tasks, responsible persons, escape routes, and emergency assembly areas at a minimum.

6.4.3. Inform Evacuation Coordinators of their assignment and insure they are trained.

6.4.4. Complete Evacuation Drill Evaluation Form (Appendix 8.4.) after evacuation drills and submit to the Emergency Operations Officer.

6.4.5. Work closely with the Emergency Manager to establish understanding of the plan, and coordinate training of Evacuation Coordinators, support staff, and building occupants.

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.

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 by building administrators, Public Safety personnel or when announced over the MNS.

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, including assisting with the deployment and use of evacuation stair chairs, or requesting assistance with stair chair evacuation from someone trained in using them. If complete evacuation is not possible or a stair chair is unavailable, 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 personnel to conduct building and damage assessment, 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. Emergency Operations staff will assume their designated tasks and 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. Eagle CERT will activate at the direction of the Emergency Manager and complete an assessment when the situation so dictates and provide the information to the appropriate 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 (or (323) 343-3700 from a cell phone) 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 building alarms will be activated, an emergency notification will be sent out via Eagle Alert, and the message will be announced through the MNS system. 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 EOC, Eagle CERT or other search and rescue teams will be activated and deployed.

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 (or (323) 343-3700 from a cell phone) 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. Emergency Checklist Form.

8.3. Evacuation Drill Evaluation Form.