



California State University
SAN MARCOS

Extended Learning Building

Emergency Action Plan (EAP)

August, 2019

This document contains sensitive and confidential information

Emergency Action Plan Overview

Thank you for taking the time to engage in planning for incidents, emergencies, and events that may impact your department, building or campus. Pre-incident planning is an important preparedness process that will help facilitate your safety as well as that of your co-workers, department, and the larger Cal State San Marcos community.

The Emergency Action Plan (EAP) is designed to provide guidance for life safety during an emergency or incident. It provides a method for departments to plan for potential emergencies; large and small. It gives employees and students tools to better understand emergency situations and how to respond to them. It is important that all faculty, staff and students read and understand their site emergency action plan.

Advanced planning is the key, in order to have the most comprehensive and effective plan, we strongly encourage all departments to develop and implement their own Emergency Action Plan (EAPs). They best understand the nature of their work, potential workplace hazards, the layout of their facilities, and special needs specific to their department, (i.e., people with disabilities, research, patients, and animals, etc.).

Developing your department plan

Read the Document

- Tables: All tables require your input.
- Other text: read and become familiar

Developing an EAP

The process of developing the EAP is as important as the final document. Identify the unique needs of the department and any special procedures that may be necessary—complete the tables and worksheet and ensure to distribute the information to building occupants.

Develop, Finalize, and Distribute the Document

To develop:

- The document should be reviewed, replaced, expanded upon or modified as necessary to fit the needs of the department or building. This includes tables, charts, checklists or other tools within the document.
- If your department has additional information that should be added (department-specific plans, standard operating procedures, etc.), add those as additional annexes in the rear of the document. This document is designed to be flexible and adaptable to your needs.

To distribute:

- In order for an emergency plan to be effective, it must be widely circulated. This document is intended for everyone in your department – from VP's, Deans, Supervisors, Department Chairs to Faculty and Staff. Make sure all employees and students have access to the plan and reviews it at least annually. It is recommended that at least one hard copy per department be stored in a shared folder or a binder in an accessible location.

- If you need any assistance completing the document or need guidance on developing add on sections, please contact the Office of Emergency Management at 760-750-4503 or rwilliam@csusm.edu.

Security and Privacy Statement

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains information that is considered sensitive and confidential to the safety of the campus community.

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Emergency Contact Numbers

Life Threatening Emergencies	
Police, Fire, Any type of emergency (fire, medical, active aggressor)	9-1-1
Non-Life Threatening Emergencies	
CSUSM Police Non-Emergency	(760) 750-4567
Safety, Risk and Sustainability	(760) 750-4502
Building Damage, Utilities (gas, water, electricity)	(760) 750-4600
Campus Emergency Operations Center (EOC)	(760) 750-8850
Student Health & Counseling Services	(760) 750-4915

REPORTING EMERGENCIES:

In the event of an emergency, Cal State San Marcos employees should contact University Police Dispatch by dialing **9-1-1**.

You should call 9-1-1:

- In the event of a medical emergency
- To report all fire incidents, ***even if the fire is extinguished***
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

When calling University Police please be ready to provide the following information.

- Where and who you are with call back number
- The address or location of the incident/event
- What is the emergency/situation

Alert and Notification of Employees:

The university has a numerous ways to alert the campus community of emergencies happening on or near campus. These could include:

- Emergency Notification System
- Campus Email Notification
- Social media

“If You See Something Say Something”

EMERGENCY NOTIFICATION SYSTEM

As part of our ongoing commitment to campus safety, Cal State San Marcos deploys a campus wide emergency notification system (ENS). The system is designed to immediately communicate time-sensitive emergency notifications to the campus via a variety of delivery methods. The emergency notification system is reserved for critical incidents that pose an imminent threat to life, health and/or safety.

- Components of the Emergency Notification System (ENS):
 - a. Text messages
 - b. Cell and landline phone calls
 - c. Email
 - d. Computer desktop alerts
 - e. Digital signage
 - f. Outdoor speaker system
 - g. Campus phone system (intercom)
 - h. If needed, the campus is capable of locking down with the emergency door lock system.

As soon as possible, emergency information will be posted on the University web site and information line at (760) 750-4599.

TRAINING AND EXERCISES

Training is an integral part of the safety and preparedness program. Employees should be aware of emergency procedures associated with their buildings.

Employee Emergency Action Plan Awareness

Each department is responsible for ensuring all of their employees are familiar with their building EAP. This includes EAP awareness, a physical tour of evacuation routes, location of fire extinguishers, AEDs, any special circumstances or emergency procedures associated with the building or plan.

Building Occupants

Building occupants should become familiar with the EAP and refresh their knowledge periodically. Knowledge of evacuation routes, evacuation zones, notification and emergency procedures are critical to successfully managing an incident/emergency/event.

Building Evacuation Drills

Based on California State University Executive Order No. 1056, all CSU campuses are required to conduct building evacuations drills for each building annually. Please contact Office of Emergency Management at 760-750-4503 if you have questions concerning annual evacuation drills.

CLASSROOM SAFETY

Information for faculty and instructors in the classroom

The importance of emergency preparedness extends to the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will help ensure that they and their students are better prepared for an emergency.

Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The one-page guide below titled “Emergency Information for Faculty and Instructors in the Classroom” is intended to assist faculty/instructor in the classroom.

Guide below serves as a quick reference during emergencies.

EMERGENCY INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM

Students, even in the university environment, look to the person at the front of the class as the leader of the group. Whether the class is five students or several hundred, students expect the instructor to have answers and a clear plan when an incident, emergency, or event occurs.

WHAT ARE MY RESPONSIBILITIES AS THE INSTRUCTOR?

- Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can save lives).
- Know how to report an emergency from the classroom.
- Communicate the evacuation route and Evacuation Zones outside the building in case of evacuation.
- Persons with disabilities, those who self-identify, should be able to provide information on special assistance needs if an incident/emergency/event occurs. Persons with disabilities may need assistance leaving the building during an evacuation.
- Most importantly: Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies.

HOW DO I REPORT AN EMERGENCY?

Report all emergencies by:

- Activate the Desktop Panic Alert! Desktop Panic Alerts are on all campus classroom instructor stations/computers.
- Dialing 9-1-1 from any campus phone or cell phone. (It is preferred during a medical emergency to call 9-1-1, this allows the Dispatcher the ability to triage the call)
- State the nature of the emergency.
- Remaining on the line until the dispatcher hangs up.

SUGGESTIONS ON WHAT I SHOULD CARRY WITH ME TO CLASS?

- Class roster
- Charged cell phone, charging cable (in case of power outage or prolonged lockdown)
- List of important telephone numbers (i.e. dept. leadership, supervisors, or lab managers, if applicable)

HOW DO I EVACUATE THE CLASSROOM?

In many buildings, evacuation routes are posted on building walls at main entrances. Know the evacuation routes for your classroom. Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits. All fire alarms are mandatory evacuations. Familiarize yourself with fire extinguisher and AED locations.

WHERE DO I GO AFTER EVACUATION?

As your class is evacuating the classroom, ensure that everyone is leaving the building. Evacuate to the nearest evacuation zone or at minimum 150 ft. away from the building. Do not let students re-enter the building once evacuated. Once outside, check class roster to ensure all your students are accounted for.

WHAT ABOUT A PERSON WITH A DISABILITY?

Evacuation options for a person with a mobility impairment:

- Horizontal evacuation to the outside. Evacuation without using stairs, if you are on a floor with ground access.
- Stairway evacuation by assisting the person to walk or be carried.
- Stay in place unless danger is imminent. Report the location of the person once outside.
- Move disabled person to safe stairwell, go down and advise emergency responders of the situation.

WHAT IF THERE IS VIOLENCE OR AN ACTIVE THREAT?

- Activate the Desktop panic alert! Desktop panic alerts are on all campus classroom instructor stations/computers.
- Dial 9-1-1 from any campus phone or cell phone.
- Secure the classroom by locking the doors, all classroom doors on campus are lockdown capable.
- Silence all cell phones, close the windows and blinds.
- Move people away from windows and doors, hide behind items that may protect them (desks, chairs, tables).

- Treat the injured using basic first aid (apply pressure to wounds and elevate arms or legs for bleeding).
- Follow commands/direction of emergency responders.

ASSIGNMENT OF EMERGENCY COORDINATOR OR BUILDING MARSHAL

- It is recommended that each department assign an emergency coordinator who should work closely or be assigned as a Building Marshal.
- Appointment of an emergency coordinator and alternates at each work site is highly recommended. Department Emergency Coordinators should:
 - Function as the primary emergency contact for departmental work site
 - Coordinate the departments emergency planning efforts
 - Inform employees of the evacuation zones on campus or assigned to their building.
 - Encourage individuals with permanent or temporary disabilities that may require special assistance in an emergency, to self-identify. Assign a co-worker “buddy” to provide assistance during an emergency.
 - Develop emergency notification, reporting, and call-back procedures for staff.
 - Annually review and update the Emergency Action Plan.
 - Familiarize all staff with the department’s EAP. Make sure new staff and students are oriented to emergency procedures.

EMERGENCY PROCEDURES

BUILDING EVACUATION

State law requires occupants to evacuate the building when the fire alarm sounds, or when ordered to do so by emergency response personnel, building alarm or emergency notification.

Building evacuation will occur via one of the following:

- When a building fire alarm is sounded
- When a building or campus evacuation order is given via the campus emergency notification system
- Upon notification by Fire Officials, University Police, emergency personnel or a building marshal.

When an alarm or notice to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same. Always use the stairs and try to stay to the right to leave a clear path for emergency personnel.

- Do not panic, remain calm.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes and meetings in session must be dismissed and students directed to leave the building.
- Follow quickest evacuation route from where you are (see posted floor evacuation maps).
- Proceed to the designated evacuation zone for your building.
- Report any knowledge you may have of missing persons or injured personnel.
- When possible, assist persons with disabilities in exiting the building.
- Once outside the building, move to your designated evacuation zone. Stay at least 150 feet away from any affected buildings or structures. (Do not gather at the building entrance)
- Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless directed to do so by University Police, Fire Officials or emergency personnel.
- Fire Officials and University Police are authorized to clear a building for reentry.
- Once the building is cleared for reentry University Police will inform the Building Marshals and make a perimeter sweep of the building notifying occupants it is now safe to reenter.

Under no circumstances should persons unilaterally decide to ignore a fire alarm, fire drill or a request for evacuation in order to continue activities.

CAMPUS EVACUATION

In the event of a "campus evacuation", all students, faculty and staff, with the possible exception of emergency operations personnel, will be asked to immediately leave the campus in a safe and orderly manner.

An evacuation from campus will result in heavy traffic congestion. University Police will monitor the evacuation effort and take varying mitigation actions depending on the hazard and potential threat.

- The administrator in charge may elect to declare a campus evacuation depending on the emergency, situation or hazard. Typically an emergency evacuation order will be sent out via the Emergency Notification System, notice will announce a full campus evacuation with instructions as needed.

Types of evacuations:

1. Full Campus Evacuation
 - a. Evacuate immediately (depending on threat to campus)
 - b. To include residential students
2. Staged Evacuation
 - a. Students will be asked to leave campus immediately. To include residential students
 - b. Employees may be instructed to remain on campus until students have exited. Employees will be instructed to leave campus immediately thereafter.

Students or employees who need transportation or must wait for transportation (POV) are asked to proceed to Craven Circle. Police, CSO's or parking officers will organize the transportation effort from the campus. Should it be determined that Craven Circle is not safe, the alternate transportation location will be Chavez Circle.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Evacuation of person with disabilities should be given high priority in all emergencies. In an emergency situation, it is important that you are familiar with the needs of our disabled community during the evacuation process. Disabled persons are encouraged to self-identify and convey any special needs that may be required. Become familiar with the building and its exits.

The following guidelines are important to follow:

- Always ask how you can help before attempting any emergency evacuation assistance.
- For safety reasons, try to avoid evacuating people who use wheelchairs while they are still in their wheelchair. Try to evacuate disabled persons without the wheelchair, empty wheelchairs will be evacuated later if possible. If not, move the disabled person to the nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve assistance from emergency personnel.
- Establish a buddy system to assist persons with disabilities, those who self-identify and communicate their needs, can be assigned a buddy to help during evacuations.

Tips to Remember When Interacting with Persons with Specific Disabilities

Blindness or Visual Impairment

- Provide verbal instructions to advise them regarding the safest routes or directions.
- Ask if he or she would like to hold onto your arm as you exit.
- Give other verbal instructions or information

Deafness or Hearing Impairment

- Gain attention by establishing eye contact or tapping on shoulder. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write information out if needed.

Relocation of Persons with Disabilities

- Individuals with disabilities are encouraged to self-identify and provide assistance instructions, this will be helpful to co-worker during the evacuation process.
- If assistance is not available, go to nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve help from emergency personnel.

CAMPUS CLOSURE

In the event of a crisis or major incident on campus, the administrator in charge may elect to close the campus until the incident is resolved.

Campus Closure procedures:

- Unless otherwise noted, classes already in session shall continue until their scheduled conclusion, at which time students will be asked to leave the campus in a safe and orderly manner.
- Employees may be instructed to remain on campus until after students have exited. Employees will then receive information/notice regarding when they are authorized to leave.

Students living on campus may remain in the housing units, unless instructed otherwise.

Students or employees who need transportation or must wait for transportation are asked to proceed to Craven Circle for POV pick up (current bus stop is in Craven Circle). Police, CSO's or parking officers will organize the transportation effort from the campus. Should it be determined that Craven Circle is not safe, the alternate transportation location will be Chavez Circle.

The campus will re-open the following morning, unless otherwise noticed.

*Since a campus closure does not constitute an evacuation, departures may be timed to avoid potential traffic congestion leaving the campus.

CHILDREN AND PERSONS WITH SPECIAL NEEDS

Officers assigned to positions near locations where children, disabled or special needs persons are normally picked-up shall use their best judgment on deciding how access should be granted to parents or caretakers. The campus has one location, the Center for Children and Families that may require special consideration during campus evacuations. In case of a mass evacuation, children from this location should be sheltered in place and parents notified to pick up children as soon as possible. If the threat is immediate (fire, earthquake damage) children will be relocated either to a safe location on campus or transported to an off-campus location where pickups will be made. Location will be announced by the Director of the CCF or designated representative.

Individuals with disabilities, access or functional needs may need to be relocated to a safe area of campus for pick up or transportation to an off campus evacuation site.

MEDICAL EMERGENCIES

Injury and illness are the most common of all campus-related emergencies. If a serious injury or illness occurs, remain calm and proceed as follows:

Immediately contact University Police for all medical emergencies or injury: Dial 9-1-1. University Police will evaluate and initiate emergency services as appropriate.

- Give your name.
- Describe the nature and severity of the medical problem.
- Give the campus location of the victim.
- Provide an estimated age and gender of the victim.
- Describe whether or not the victim is conscious and breathing.
- Look for emergency medical ID and give all information to the Police dispatcher.
- Administer first aid to the extent possible based on your level of training.

NOTE: All University Police Officers are trained in basic first aid, CPR and AED use.

All injuries occurring on campus MUST be reported to the Safety, Health and Sustainability Office (Phone 760-750-4502) even if the injury is not report to University Police.

ACTIVE SHOOTER/THREAT: RUN, HIDE, FIGHT

If the event of an Active Shooter on campus, University Police will activate lockdown procedures until the incident is secure. It is important to identify Safe Rooms in advance, not wait until there is an incident.

Situational Awareness is key, be aware of what is going on around you. If you hear gunfire or what sounds like gunfire, see an assailant or hear people screaming and running you must take whatever actions necessary to protect yourself and others. If you are receiving an active shooter emergency alert but are not hearing gun fire, do not see an assailant or hear screaming, get to your designated safe room and lock down immediately, wait for the all clear.

Run:

- Escape as soon as a threat is apparent.
- Leave your belongings behind, get out.

Hide:

- If running is not possible, hide.
- Lock in a secure room (Get to your Safe Room, if possible)
 - Lock and barricade doors; shut off lights, close blinds, silence cell phones.
- Remain silent, yet vigilant

Fight:

- Fighting is a last resort, use only when your life is in imminent danger.
- Use improvised weapons, i.e. chair, fire extinguisher.
- Attempt to incapacitate the active threat.
- There is strength in numbers; work together against the active threat.

Calling 9-1-1:

- Call **ONLY** if safe and with information about the active threat
- Clarify you are on the Cal State San Marcos campus and where you are, be as specific as possible
- Give the location of the active threat(s)
- Provide physical description
- Describe type of weapons
- Notify the dispatcher of victims and their location

How to React When Law Enforcement Arrives:

- Remain calm; follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements towards officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Move quickly towards the nearest exit or where directed by Police

Once in a Safe Place:

Emergency responders will need to account for everyone. Once you are in a safe place, **DO NOT LEAVE**. As the event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

PANIC ALARMS/ALERTS

Panic Alarms - Panic buttons are devices used to immediately and discretely notify University Police in the event of an emergency. These devices are generally mounted under desks/tabletops and require depressing the device to activate the alarm. To avoid accidental activation of panic alarms, departmental supervisors should educate staff on their placement and, if possible, arrange furniture such that contact with arm rests/extremities can be avoided.

Classroom Panic Alert System - The classroom Panic Alert System is designed to quickly activate a Panic Alert from any classroom instructor station on campus. If the Panic Alert is activated, Police Officers will respond immediately. The intent of this system is to alert University Police of any aggressor/shooter in or around the classroom vicinity.

Please Note: Request for Medical Assistance should be made via the classroom telephone or a cell phone, this will allow Dispatchers an opportunity to triage the situation and to call for immediate ambulance response, if required.

All classroom instructor stations have the Panic Alert system and icon installed on the computer.

Once you've log into the instructor station computer a short script will run to initiate the Panic Alert System. The script will provide the building name, number, classroom number and a phone number back to the classroom, (this process will take less than a minute from initial log-in).

To activate the alert, simply double click the Panic Alert icon.

Please Note: You must be logged into the computer in order to send an alert

After activating the Panic Alert icon the user will receive a desktop confirmation that the alert was activated and sent to University Police.

When University Police Dispatch receives the panic alert, Police Officers will be immediately dispatched to the location of the activation. All activations will require a police officer response. If you activate the panic alert by mistake please call University Police Dispatch at 760-750-4567 and let them know. In most cases a Police Officer will check the area or the classroom to ensure everything is ok.

INFORMATIONAL VIDEO – CLASSROOM PANIC ALERT SYSTEM

When to Use the Alarm

Activate the alarm at any time if you feel threatened, you see or hear anything that looks or sounds suspicious (example. possible gunfire) or see anyone in need of assistance.

SAFE ROOMS

Depending on the incident/emergency/event, identifying a safe room in advance is strongly recommended.

All of our campus classrooms are considered safe rooms as all are equipped with door locking systems, be it electronic locks or manual locks. Please familiarize yourself with the type of lock in your classroom.

Please contact University Police or Emergency Management if you'd like to request a site security assessment of your department or area. During the assessment we can identify possible locations for a safe room and/or security upgrades.

University Police – 760-750-4567

Emergency Management – 760-750-4503

EARTHQUAKE

Should an earthquake strike while in an indoor location, do the following:

Drop - Duck or drop down on the floor.

Cover - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

Hold - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

If you are in a hallway, drop to the floor against an interior wall—protect your head and neck with your arms.

- If you are with visitors, shout “Earthquake! Duck, Cover and Hold!”
- Do not enter or exit the building during the shaking - there is danger from falling debris.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use the elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- BE PREPARED FOR AFTERSHOCKS!!



BUILDING FIRE

Building occupants are required by law to evacuate a building when the fire alarm sounds.

1. Inform people in the immediate area to evacuate.
2. If you witness a fire, activate the nearest building fire alarm and exit the building.
3. When safe, immediately call 9-1-1.
4. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system. If you cannot put out the fire in 5 seconds, evacuate.
5. To use a fire extinguisher, remember **PASS**:

Fire Extinguisher Instructions:

- **P - PULL** safety pin from handle.
- **A - AIM** nozzle at base of fire.
- **S - SQUEEZE** the trigger handle to discharge the extinguisher.
- **S - SWEEP** from side to side - Keep the extinguisher aimed at the base of the fire and sweep side to side, pushing the fire away from you.



6. On your way out, warn others.
7. Move away from fire and smoke. Close doors and windows behind you, if time permits.
8. Before opening a door, place the back of your hand on the door to check for heat. If cool, slowly check the door handle for heat and proceed to exit.
9. If the door is hot, do not open it. Find or create an alternative exit (windows). If no other exit is available and you only see smoke, open the door slowly, move to a crawling position, staying low, and quickly crawl to an exit.
10. If the door is hot and fire is present, keep the door shut. Place any type material at the base of the door to keep smoke from entering the room.
11. Exit using stairs. Do not use elevators during a fire.
12. Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation zone.
13. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

R-A-C-E

Rescue

Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. Use the stairs. Do not use elevators.

Alarm

Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 9-1-1.

Confine

Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.

Extinguish/Evacuate

Extinguish a small fire by using a fire extinguisher only if safe to do so.
Evacuate the building immediately!

BUILDING ALARMS

All buildings on campus are equipped with a centralized fire alarm system.

Procedures

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation procedures located in this plan.
- The fire/evacuation alarm will also be equipped with strobe lights for persons with hearing impairments.
- Procedures which may be hazardous if left unattended should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

WILDLAND FIRE

In the event of a wild land fire, emergency responders may advise the campus to shelter in place or to evacuate.

Shelter in Place

If the campus is advised to shelter in place, air quality may be an issue, especially for those with health conditions.

1. Stay inside. Stay tuned to changing conditions through local media, news, emergency notification system, and the campus web page.
2. Close all doors and windows.
3. If air quality becomes a factor, obtain a respirator from your personal emergency supply kit (N95 quality recommended). N95s can be purchased at local hardware stores
4. If you do not have a personal respirator, create a makeshift mask by dampening a shirt or towel and cover your nose and mouth until the air improves.

Campus Evacuation

If first responders order an evacuation, campus official will employ the campus evacuation plan referenced above. Directions for evacuation will be communicated via the emergency notification system, campus web site and campus social media accounts.

Wildland Fire Incident Information

The California Department of Forestry and Fire Protection (CAL FIRE) maintains a log of all current and recent wildland fire incidents statewide. Major fires will usually have an incident-specific page created and linked to from this log.

- [CAL FIRE Incident Information](#)

Air Quality during a Wildland Fire

Smoke can have a dangerous effect on air quality during a wildland fire, especially for individuals with health concerns. Review the [EPA Air Now Site](#) for response techniques and resources for monitoring air quality.

Wildfire Smoke Information

Specific smoke advisories during wildfires are issued by the San Diego Air Pollution Control District and can be found on the [San Diego County Air Pollution Control District](#) page if available.

General information about the health effects of wild land smoke can be found in the following documents:

- [Health Threat from Wildfire Smoke \(Centers for Disease Control\)](#)
- [How Smoke from Fires Can Affect Your Health \(U.S. Environmental Protection Agency\)](#)

HAZARDOUS MATERIALS

In case of a hazardous material spill or exposure to infectious material, remain calm, and proceed as follows:

If an immediate hazard exists or medical assistance is required, call 9-1-1. Immediately evacuate and limit access to the affected area. If outdoors, all evacuations should be upwind from the release location.

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warning and cautions signs on the container's label or manufacturer's safety data sheet (SDS). A hazardous material emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area or the spill creates a situation that is immediately dangerous to life and health of persons in the spill area or facility.

Confine the spill.

- Evacuate and secure the immediate area; limit access to authorized personnel.
- Contact University Police immediately, Dial 9-1-1. Identify yourself and report the information.
- Be as specific as possible about the type, amount and location of material released.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building. If a volatile, flammable material is spilled, immediately warn everyone, and control sources of ignition.
- Report all spills to your supervisor.

Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory-specific documentation. Trained laboratory personnel are authorized by Safety, Health & Sustainability (SH&S) to determine appropriate emergency response measures for their areas.

BOMB THREAT OR SUSPICIOUS OBJECT

Report ALL bomb threats to the University Police immediately Dial 9-1-1

Note: (If you can see a suspicious object/package, do not use your cell phone unless absolutely necessary. If necessary move away from the object.)

Any person receiving a phone call that a bomb or other explosive device has been placed on campus, ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep the caller on the phone as long as possible. Listen carefully to the caller and try to determine and record the following:

- Date and time of the call
- Exact words of the caller
- Age and sex of the caller
- Speech pattern and/or accent
- Emotional State
- Background noises (i.e. traffic)

University Police Officers will conduct a detailed bomb search. Staff are requested to make cursory inspections of their areas for suspicious objects and report their location to the University police at 9-1-1 from any campus phone.

If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area immediately and leave the building. Dial 9-1-1 from any campus phone as soon as possible. (Try not to use your cell phone unless absolutely necessary)

EXPLOSION

Signs of an explosion may be:

- A very loud noise, a series of noises, such as hissing, popping, and cracking.
- Vibrations.
- Heat from fire or smoke.
- Falling glass, debris, and building damage.

Follow these recommendations if an explosion occurs:

- Remain calm.
- Get out of the building as quickly and calmly as possible.
- Call University Police Immediately - Dial 9-1-1
- Activate the fire alarm system as you exit the building.
- If you are outside, you should stay outside. Move quickly to an open area away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- **DO NOT** use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to designated evacuation areas.
- Wait for and follow instructions from emergency personnel.
- Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.

LOSS OF UTILITIES

If a power outage occurs on campus:

- In many buildings, only emergency lighting are connected to a backup generator. These systems may experience a brief (up to 30 seconds) interruption as power is switched to an emergency generator or when power to the building is restored.
- Elevators will not operate during a power outage.

If a power outage occurs in your area, follow these guidelines:

- Remain calm.
- If it is an emergency, call University Police at 9-1-1.
- Stay where you are unless there is an imminent threat to your safety (e.g. a fire). Since most power outages are relatively brief, it may be best to remain in place rather than attempt to evacuate the building.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting. The backlighting on your cell phone (or a flashlight app) may help you navigate.
- If you are trapped in an elevator, stay calm. Press the emergency call button inside the elevator or call University Police on your cell (9-1-1). When speaking with the dispatcher, identify the building, elevator number, and floor.
- Protect electrical equipment and appliances.
 - To avoid damage from any surge when the power is restored, turn off and unplug non-essential electrical devices, especially voltage-sensitive equipment like computers.
 - Keep the doors to refrigerators and freezers closed as much as possible to help them stay cold.

ELEVATOR INCIDENT

Inside the elevator:

- Press the Alarm or Emergency Call Button in the elevator to activate the intercom.
- Speak to University Police personnel.
- Call University Police on your cell if necessary (760-750-4567)
- Report the car location (building), describe the situation and let them know how many occupants are in the elevator with you.
- Remain calm. Elevator Engineers will be dispatched by University Police and/or Physical Plant to assist you. Lights inside the elevator may be inoperable.
- Do not force elevator doors open or climb out of the car's ceiling unless assisted by the Elevator Engineers.
- Do not exit an elevator if the doors open between floors.

Outside the elevator:

- Call University Police, dial 9-1-1 or 760-750-4567 from cell phone in an emergency to report a malfunctioning elevator.
- Do not use the malfunctioning elevator.
- Do not force the elevator doors open to free occupants inside the car.

AFTER-HOURS CONSIDERATIONS

There is a significant chance that an incident/emergency/event will occur before or after regular department office hours, on a holiday, weekend or when department offices are closed. Under these circumstances, the provisions of the EAP remain the same, although its utilization may vary depending upon available resources and personnel. Individuals assuming the most responsibility will be those faculty/staff of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines in this plan, while simultaneously making an effort to notify supervisors of the situation to obtain advice or verification of their actions. Attempts to reach key personnel in this EAP should be made via phone and email using the phone tree listed in the “Department Information” section.

VISITORS

Visitors present a unique challenge as they are generally not familiar with departmental or University emergency procedures. During an incident/emergency/event, visitors should be given special care to ensure that they follow building emergency procedures. Personnel with visitors on campus should familiarize themselves with emergency procedures enable to assist their guests.

PLAN REVISIONS AND UPDATES

The EAP should be considered an emergency reference and guidance document. It should be easily accessible in multiple locations and clearly identified as the EAP. It is recommended that it be made available online or in a labeled **red** three-ring binder to maintain continuity throughout the University.

Departments are encouraged to annually review and update their EAP. It is also suggested that departments update personnel contact information more frequently.

ANNEX A: Safety Annex

Identify Security Risks

Identifying security risks can help you to be more prepared for situations that are likely to occur in your office space, department or building. Some risks are not easily identifiable. For example, university buildings are usually public facilities during normal business hours, so thieves or other types of criminals may enter as easily as non-criminals.

Other risk are more easily identifiable based on the type of business or activity being conducted. Some diagnostic questions are:

- Does the department have or work with things of value or that might be perceived as having value by others? If so, persons might be more at risk for theft or confrontation with a thief.
- Does the department interact with people who may be distressed in some way, may be mentally ill, or so may get bad news from the department, e.g. poor grades, disciplinary actions, parking tickets, collection letters, medical illness, etc. If so, staff may be at higher risk from threats, irrational behavior, or assaults.
- Does your department have employees who normally work in secluded areas or during non-standard business hours? If so, these employees may appear to be more vulnerable or might have more difficulty calling for assistance in an emergency.

Other risks that might not normally be present but could arise during exceptional circumstance. Examples of this type are:

- Domestic Violence where the abuser could come to the workplace looking for his or her domestic victim but might pose a threat to others as well.
- A disgruntle employee or student who decides to cause a disturbance, damage property, or pose a threat to co-workers, faculty, staff or students.

Review Workplace Security Plan regularly

Since criminal or violent emergencies do not happen often, employees are likely to forget what to do without (at least) annual refresher training. Take opportunity to review your emergency action plans and security plans at the same time as the review discuss response options.

Workplace Violence

Cal State San Marcos is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the workplace or classroom. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The University will take appropriate action in response to reports of such conduct. Employees found to have violated the workplace violence policy will be subject to disciplinary action. Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct.

Campus Policy on workplace violence:

https://www.csusm.edu/policies/active/documents/workplace_violence.html

Physical Security

Physical Security is the ability to control physical access to the workplace and to specific locations inside the workplace. This includes controlling unauthorized access during non-business hours and denying access to a dangerous person when employees are present.

Hours of Operation

Monday – Friday: 6:30 a.m. - 10:30 p.m. (Hard Closure of the building at 11:00 pm)

Saturday: 7:00 a.m. – 7:00 p.m.

Sunday: Closed

Exterior Doors

Most exterior doors on campus are equipped with electronic locks which will remain in free access throughout the workday and lock down according to the building schedule. Shared use buildings will have specific hours of operation, please check with your supervisor for building hours.

Locks and keys

Our campus is equipped with both electronic key card access system and hard keys. Departmental key request are approved by the department MPP or designate, request for keys will be submit on line to Campus Lock Shop. Authorizing key access is an important method of key control to support the physical security of the campus. All precautions should be taken to ensure only those with a need for a specific area or key are approved. If keys are lost, that should be immediately reported to University Police and Campus Lock Shop.

Area that have restricted access

Designated areas of the workplace which have restricted access make it easier for employees to identify suspicious persons who should not be there and protect sensitive information within the workspace. Do not be afraid to ask someone if they need assistance, if they are in your workspace and you do not recognize them.

Alarms

- Intrusion Alarms detect unauthorized entry during non-business hours. The alarms are monitored by University Police and will be investigated by University Police.
- Panic alerts enable employees to call for help without being obvious to the person causing the problem. The alert is sent to University Police who will immediately dispatch officers to the location of the activation. Dialing 911 from an office phone and setting down the handset or hanging up after connecting will also initiate a response from University Police.

Securing a Building (LOCKDOWN)

Buildings may be locked down in case of a violent situation on or near campus or for other safety reasons.

- Select employees should be voluntarily assigned the primary and back up responsibility to lock certain doors or area in the event of an emergency during a lockdown/shelter in place.
- Office Security Assessments are completed on a request basis. If you'd like to request a security assessment please email or call Robert Williams rwilliam@csusm.edu / 760-750-4503.

Emergency Communications

911

- Anyone that perceives an immediate threat of danger to persons or property, or to report suspicious persons or activity, should call 911 for assistance.
- When you call 911 you will be asked the following questions:
- What is happening? This helps the dispatcher assign the correct priority response and if medical is needed as well.
- Where is the danger? This may not be the same place as from where you are calling.
- Who is causing the danger? (Include a description). Police will be looking for a dangerous person while arriving at an emergency situation.

Within your work unit

The ability to communicate emergency information in a single building or work area is crucial to protect life and property. Having one communication method is not enough. Using multiple methods increase the chances of getting the message to larger number of employees. The message distributed should be clear and concise.

- Implement a local phone tree. Designate primary and secondary staff members as points of contacts to initiate emergency communications. That contact person can call prearranged list of persons who would call a short list of different persons until all employee has been notified.
- Designate primary and secondary staff members in discrete work areas to notify each employee in person.
- When danger is imminent, yell for help or to alert co-workers to Evacuate or Shelter in place.
- Use a Code Word, or phrase to alert a co-worker to call University Police when you don't want the suspect or dangerous person to know. The code word or phrase should be subtle enough not alert the person causing the problem, but common enough so it won't be used accidentally in the course of normal business.
- Other methods for emergency communications within the department
- Email list
- Text messaging

Action items

- Decide which communication methods to use
- Identify Code word or phrase and notify University Police
- Design Phone tree or in person notification plan
- Identify primary and secondary points of contact for distributing emergency information.
- Write clear and concise sample messages for the points of contact to use and include in your safety plan.
- Practice emergency communication

Identify and Report Concerns

Identifying and reporting concerns in a timely manner is being proactive to prevent crimes and workplace violence. "If you see something say something". The key to violence prevention is early identification of concerns and reporting those concerns. Call 911 if you are ever unsure.

Individual employees' responsibility

The primary responsibility for the safety of employees is with each individual employee. The University can help with plans, technology, and training but each employee has to contribute to their own safety.

Report concerns to supervisors

The identification and reporting of early warning signs and appropriate intervention is critical to preventing violence, report any concerns to your supervisor. Supervisors should always use discretion when working through employee concerns, never hesitate to include Human Resources or University Police.

Recognize and report suspicious person/event

While violence doesn't happen very often, other types of crimes, such as theft, happens much more often. A safety plan that includes training on reporting suspicious person or events will help exercise the safety plan and prevent some property crimes.

Maintain personal safety

In an emergency, employees should keep themselves safe so they can report the emergency and alert other employees.

Maintain workplace physical security

Each employee should assume responsibility for reporting malfunctions in door locks or equipment, for making sure locked doors close behind them and for not letting unknown person/s tailgate behind them when entering a secure area.

Identify and discuss common scenarios

Each workplace will have a slightly different concerns and needs. Employees in some workplaces have extensive contact with the general public; others have none. Some have a lot of interaction with students: others have less. Some workgroups have a large number employees working in different locations; others have a relatively small group of colleagues. Discuss these concerns as a group so that problems and concerns can be identified early.

Known types of concerns

Have a discussion with employees about known or typical types of concerns and decide on guidelines to handle them.

Suspicious persons/or activities

A suspicious person is one that is inappropriately present in an area, such as a private office or nonpublic area, or exhibiting unusual or strange behavior e.g. looking into parked cars and try door handles. Employees should contact University Police immediately, Dial 911.

- Employees do not have to see or recognize a crime before they can call University Police. UPD will do an assessment and respond appropriately. Employees should not be concerned for reporting something that turns out to be nothing.
- Most thieves who are caught near the time of the crime have been reported by aware employees who thought the person was suspicious. Usually the actual crime had not been observed. Criminals do not like to be scene, be observant in your work spaces!

Court Order for Victim Protections

Employees are reminded to notify University Police and Human Resources of any Court Ordered Protective Orders.

Confidentiality

Reassure the employee that their situation will remain as confidential as possible, consistent with the University's responsibility to maintain a safe workplace that other parties may be contacted on a need to know basis in order to maintain a safe workplace.

Response to Violence

Most Safety Plans are devoted to identifying and addressing early warning signs to prevent violence and to putting the physical and training resources in place in order to react more effectively if violence occurs. Become familiar with workplace safety, understand situational awareness and don't be hesitant to report suspicious or violent behavior.

"If You See Something Say Something"

ANNEX B: BUILDING LOCATION

BUILDING LOCATION

Building Name	Building Number
<i>Extended Learning Building</i>	<i>901</i>

ANNEX C: Building Marshalls

Floor 2

Building Marshal	
Full Name	
Title	
Office Address	
Office Phone	
Cell Phone	
Email Address	

Floor 3

Building Marshal	
Full Name	
Title	
Office Address	
Office Phone	
Cell Phone	
Email Address	

Floor 4

Building Marshal	
Full Name	
Title	
Office Address	
Office Phone	
Cell Phone	
Email Address	

Floor 5

Building Marshal	
Full Name	Alex Manzano
Title	Marketing and Data Administrative Coordinator, Extended Learning
Office Address	ELB 521
Office Phone	x8762
Cell Phone	
Email Address	amanzano@csusm.edu

Building Marshal	
Full Name	James Covey
Title	Administrative Coordinator, EL Dean's Office
Office Address	517-12
Office Phone	x8612
Cell Phone	
Email Address	jcovey@csusm.edu

Building Marshal	
Full Name	Chelsey Novak
Title	Coordinator, Business and Professional Programs, Extended Learning
Office Address	517-4
Office Phone	x8704
Cell Phone	
Email Address	cnovak@csusm.edu

Floor 6

Building Marshal	
Full Name	Justin Cox
Title	Office Administrator, CSUSM Corporation
Office Address	ELB 670-5
Office Phone	x4718
Cell Phone	
Email Address	jcox@csusm.edu

Building Marshal	
Full Name	Margarita Robles
Title	Assistant to the Dean, Extended Learning
Office Address	612
Office Phone	x8727
Cell Phone	
Email Address	mrobles@csusm.edu

ANNEX D: Campus Evacuation Zones

Evacuation Zones



ANNEX E: Automated External Defibrillator (AED) Locations

The Extended Learning building has been equipped with automated external defibrillators (AEDs). A map showing AED locations is coming soon. All AED cabinets are equipped with Stop the Bleed kits.

Location(s) of AEDs			
Room			
Room			
Room			
Room			
Room			
Room			
Room			
Room			

ANNEX F: Unique Hazards

List any unique hazards located in this building. Unique hazards may include chemicals, combustibles, research activities, biological agents, etc. When incidents/emergencies/events occur, personnel should attempt to provide emergency responders with a list of specific hazards within the building.

Description of Hazard	Location	Contact Person	Office Phone	Cell Phone

[illegible]

ANNEX H: Emergency Action Plan (Quick Sheet)

Department _____

Division _____

Building _____

Floor _____

Room(s) _____

Emergency Coordinator _____

Floor Marshal/Building Marshal

Name _____ Phone: _____ Email _____

Name _____ Phone: _____ Email _____

Identified Special Assistance _____

EMERGENCY LOCATION(S)

Safe Room(s) Location _____

Campus Evacuation Zone _____

IMPORTANT LOCATION(S):

Nearest Stairwell _____

Alternate Stairwell _____

Nearest Elevator _____

Nearest AED _____

Nearest Fire Extinguisher _____

Nearest Fire Alarm Pull Station _____

Date of Plan: _____ (Update your Plan annually)

By: _____ Title: _____

Fillable PDF (double click the document below to open fillable .pdf)

EMERGENCY ACTION PLAN

Department _____

Division _____

Building _____

Floor _____

Room(s) _____

Emergency Coordinator _____

Floor Marshal/Building Marshal

Name _____ Phone: _____ Email _____

Name _____ Phone: _____ Email _____

Identified Special Assistance _____

EMERGENCY LOCATION(S)

Safe Room(s) Location _____

Campus Evacuation Zone _____

IMPORTANT LOCATION(S):

Nearest Stairwell _____

Alternate Stairwell _____

Nearest Elevator _____

Nearest AED _____

Nearest Fire Extinguisher _____

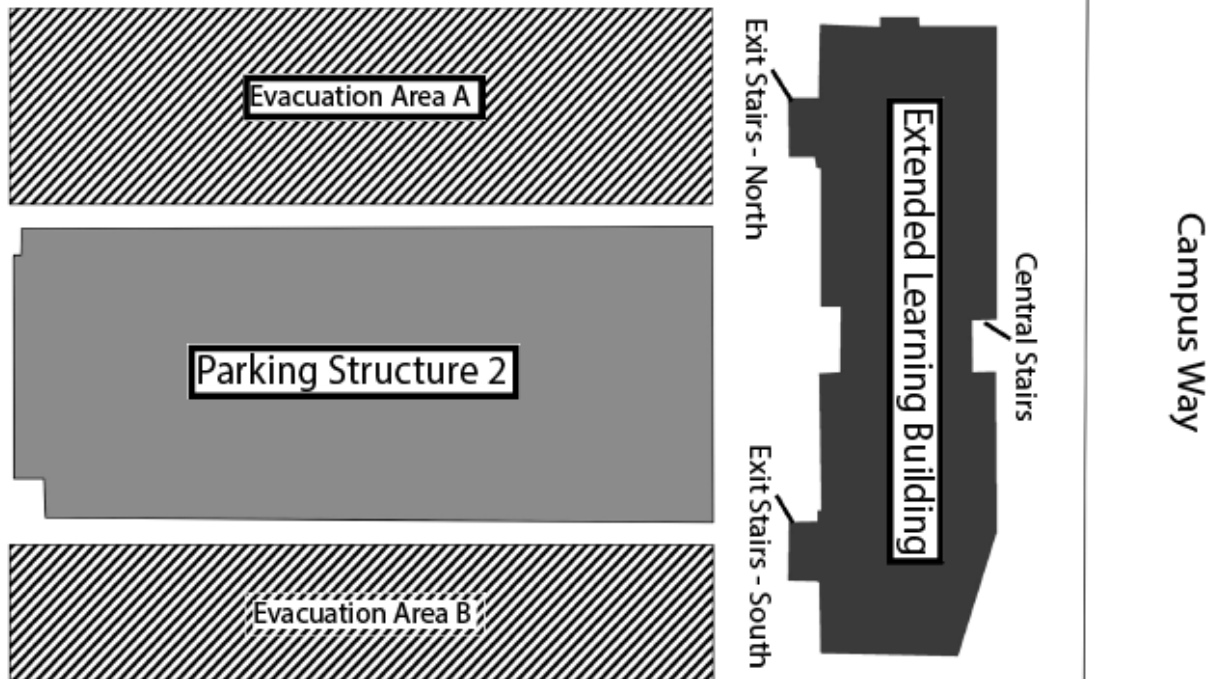
Nearest Fire Alarm Pull Station _____

Date of Plan: _____ (Update your Plan annually)

By: _____ Title: _____

ANNEX I: Evacuation Route Maps

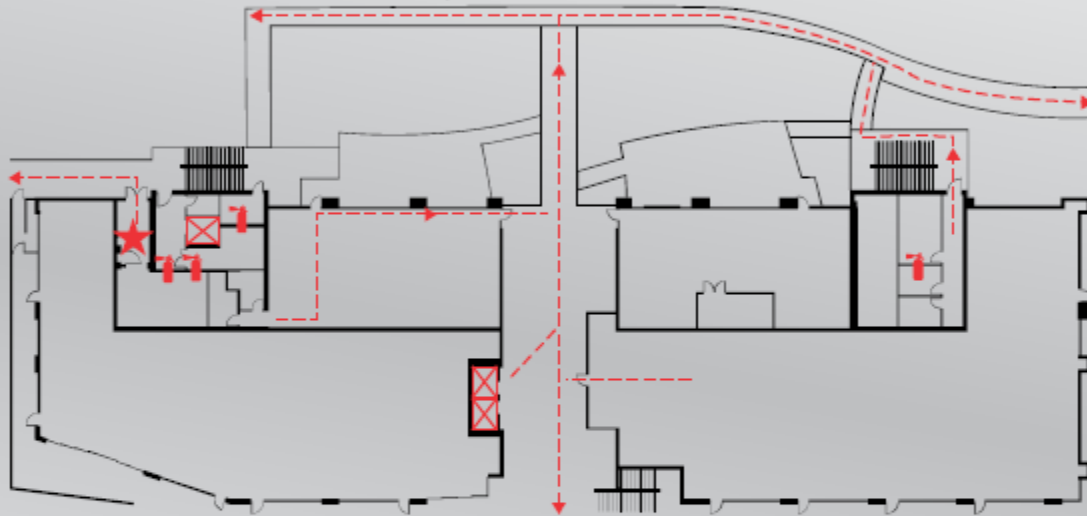
ELB & PS2 Evacuation Map



Barham Drive

EMERGENCY EVACUATION PLAN FIRST FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

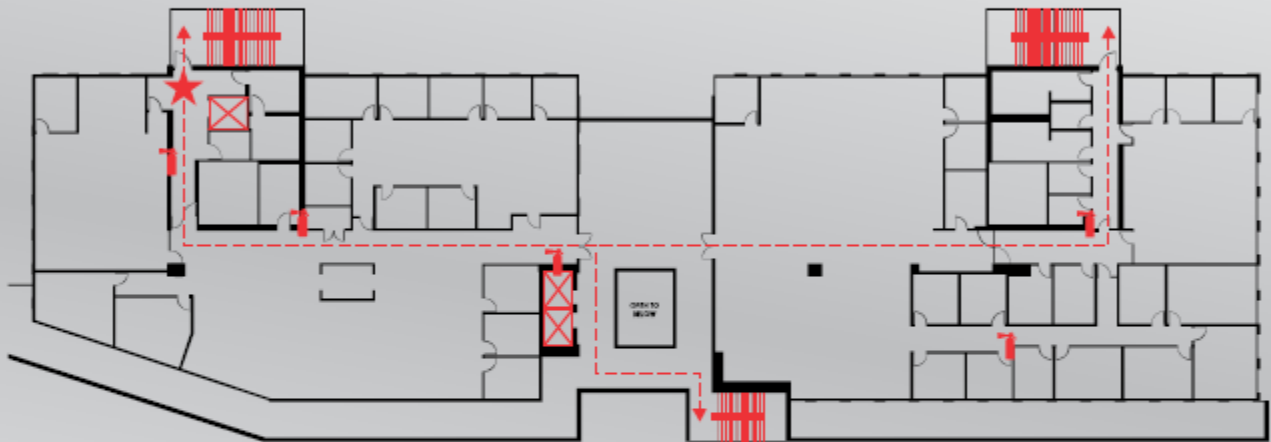


MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |

EMERGENCY EVACUATION PLAN SECOND FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

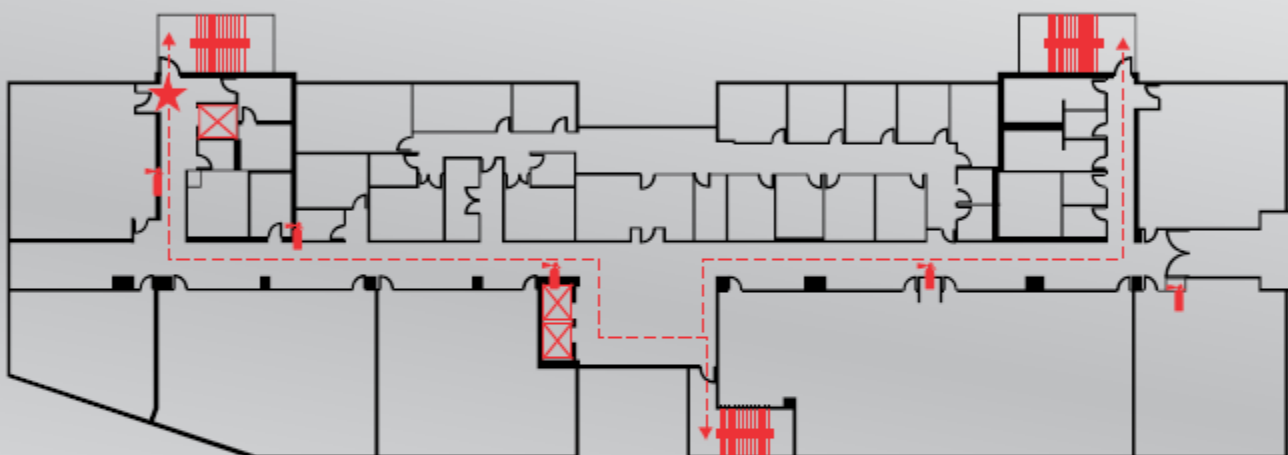
**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |

EMERGENCY EVACUATION PLAN THIRD FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

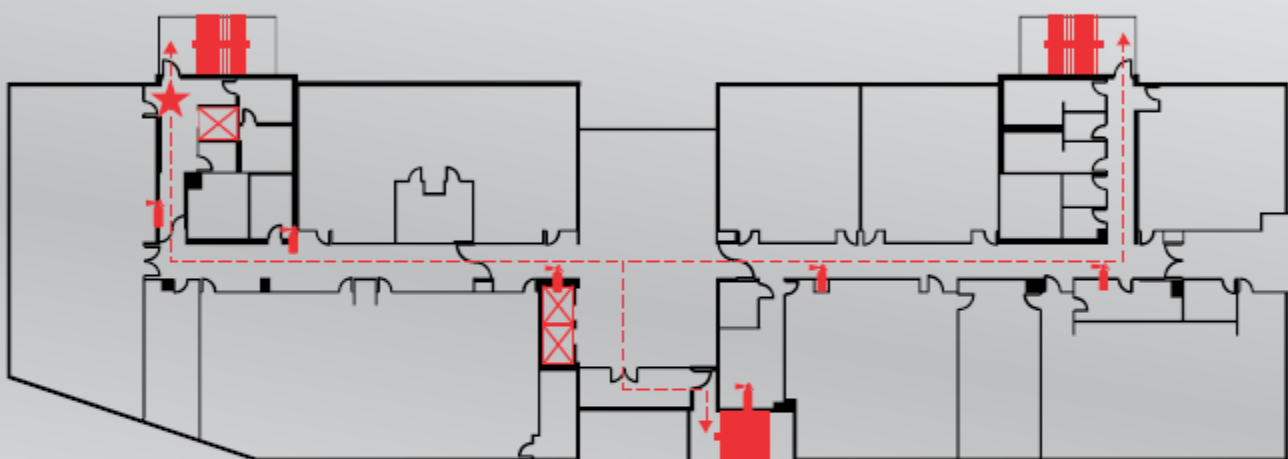


MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |

EMERGENCY EVACUATION PLAN FOURTH FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

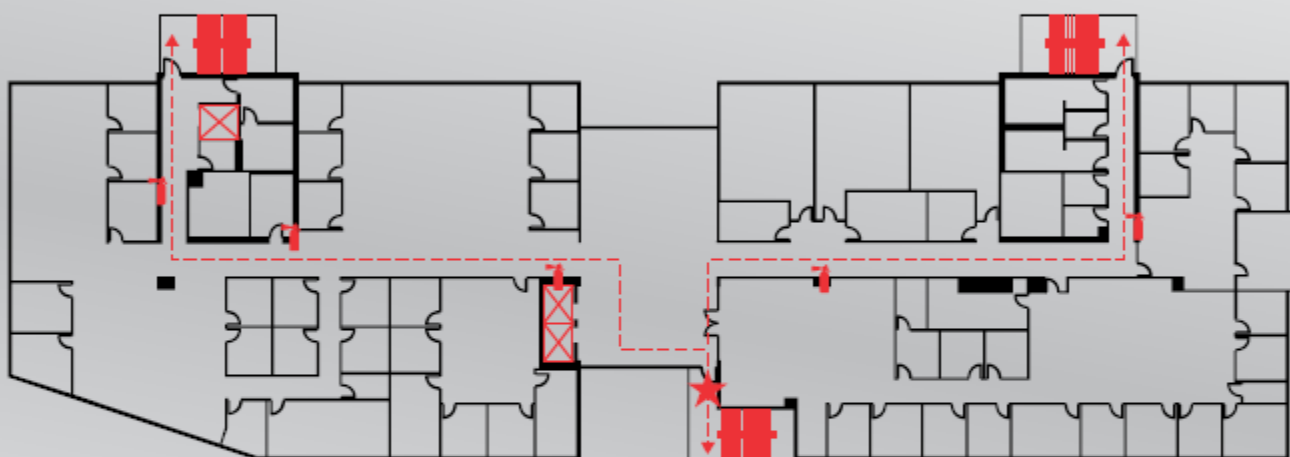


MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |

EMERGENCY EVACUATION PLAN FIFTH FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

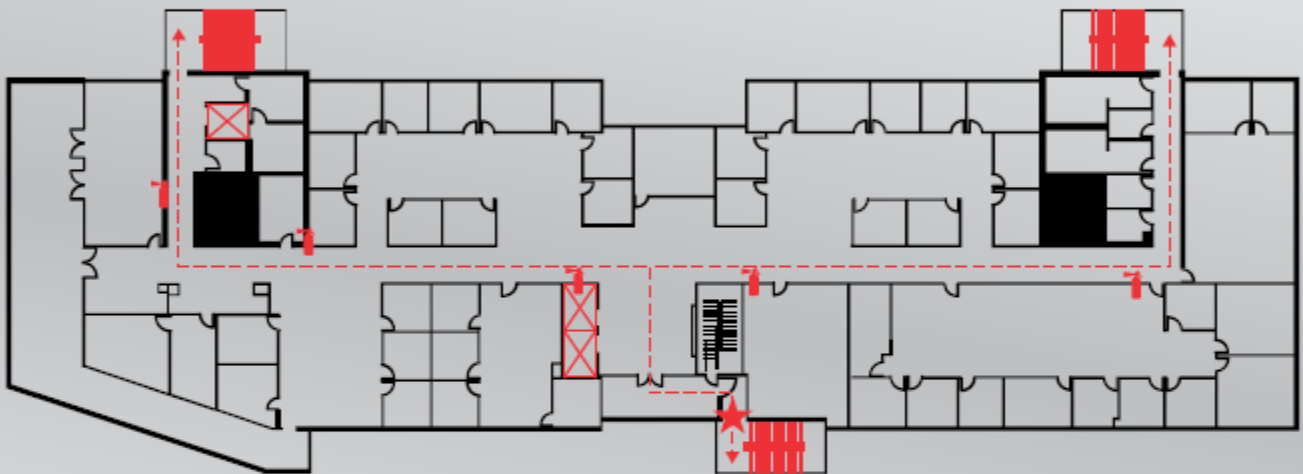


MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |

EMERGENCY EVACUATION PLAN SIXTH FLOOR

288 Campus Way, San Marcos, CA 92078








**IN CASE OF EMERGENCY
DIAL: 911**

FIRE ALARM DEVICES WILL
SOUND AS A REPEATING
HORN WITH FLASHING LIGHTS.

**IN CASE OF FIRE
USE STAIRS TO EXIT
DO NOT USE ELEVATORS**

MAP LEGEND

- | | |
|--|--|
|  YOU ARE HERE |  ELEVATOR |
|  FIRE EXTINGUISHER |  STAIRWAY |
|  MAIN PATH OF TRAVEL | |