



Emergency Response Procedures

Emergency Response Procedures

Quick Incident Response Guide

Type of Emergency	Emergency Description	Action Type Evacuate vs. Shelter-in-Place
Earthquake	A significant earthquake strikes the area	Shelter-in-Place Evacuate only if there is significant structural damage or if directed by authorities.
Fire	A fire breaks out inside the building	Evacuate
Fire Alarm Activation	The fire alarms are activated in a campus building.	Evacuate
Gas Leak / Explosion	A gas line ruptures either externally or internally causing gas to escape and / or leading to an explosion	Shelter-in-Place if the leak is outside the building. Evacuate if the gas leak is inside the building
Water Damage	A pipe bursts causing water to leak onto a floor or create a flood; possible electrical hazard.	Evacuate the damage area. May not be necessary to evacuate entire building.
Civil Disturbance	Riot or civil unrest in or around the building or neighborhood	Shelter-in-Place
Bomb Threat	Notification of the possibility of a bomb or suspicious package in or near the building. Includes the actual discovery of a bomb or suspicious package by Law Enforcement	Evacuate the area
Gunman / Active Shooter	A gunman is in or around the building	Follow CSUSB Active Shooter policy
Biological Release	Hazardous biological materials are released externally near the building or inside the building	Outdoor release: Shelter-in-Place Indoor release: Evacuate

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Chemical Release	Hazardous chemical materials are released externally near the building or inside the building.	Outdoor release: Shelter-in-Place Indoor release: Evacuate
Radiological Release	Radiological materials are released externally near the building or inside the building	Outdoor release: Shelter-in-Place Indoor release: Evacuate
Nearby Neighborhood Emergencies	Apartment house fire in neighborhood; robbery / shooting near campus; major accident	To be determined by incident. Follow any and all direction provided by UPD and campus Emergency Notification Systems.

All CSUSB students, faculty, and staff are expected to be familiar with basic emergency protocols and what to do in the event of a disaster on campus, whether small or large. Every campus community member should be prepared for emergencies by learning basic emergency procedures and maintaining a small personal emergency kit in their office and/or vehicle. In the event of any emergency, each individual should react calmly and rationally. The success of these plans will depend on the thoughtful and cooperative response by the entire campus community.

Depending on circumstances and the type of emergency, the first important decision is whether to stay inside the building (shelter-in-place) or to evacuate the area. Understand and plan for both possibilities and the rationale for each response. Use common sense and available information, including campus emergency messages and the suggestions outlined in this guide, to assess the situation and determine if there is an immediate danger. As building and floor marshals, you are expected to be prepared; utilize calm leadership skills, take quick action when necessary, and know how to direct an evacuation or shelter-in-place event. In all cases, your first concern is your safety and the safety of others.

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Incident-Specific Emergency Response Procedures

What to Do When a Fire Occurs:

- Activate the nearest fire alarm
- Call 911
- Evacuate the building utilizing evacuation procedures – do not return until instructed by emergency personnel.

What to Do When an Earthquake Occurs:

DROP, COVER and HOLD ON

- Drop to the floor; cover yourself under a table, desk, or any other object. Hold on and be prepared to move with the object.
- Stay clear of windows and glass doors.
- After the shaking stops, check yourself and others for injuries.
- EVACUATION IS NOT AUTOMATIC - Evacuate the building only if the fire alarm has been activated or if directed by emergency personnel.

What to Do in a Medical Emergency:

- Call 911 and give the dispatcher the following information:
 - Building name and location
 - Floor and room number
- If you are trained in first aid or CPR, assist as needed.
- Gather as much information as you can about the person and the nature of the injury.
- Try to keep the person calm and await professional responders.

What to do if there is a hazardous spill:

- If an immediate hazard exists, call 911.
- If you are contaminated, remove your clothing and rinse with water for 15 minutes.
- For small spills, and those not involving immediate danger, confine the spill and call EHS.

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General Evacuation Information

- Take your personal belongings, if possible.
- Do not use the elevators, use the nearest stairs.
- Follow the directions given by the marshal or emergency personnel.
- Assist persons with disabilities.
- Every person **MUST** evacuate the building.
- Go to the designated evacuation point; do not return to the building until instructed to do so by emergency personnel.
- Do not leave the area or the campus until you have checked in with your building or floor marshal and/or have been instructed to leave campus.

General Shelter in Place Information

- Stay in the building, closing and locking all windows and doors.
- Move into an interior room away from the windows.
- Do not use the elevators.
- Make a list of who is there and call 911.
- Remain in shelter until emergency personnel announce “all clear”.

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Building Evacuation Guidance

The purpose of this guidance is to provide information and direction to the CSUSB campus community regarding safe and orderly evacuation of buildings in the event of an emergency. Additionally, this outlines the conditions for which building occupants must evacuate a building¹ and delineates the responsibility of building and floor marshals and the campus population during a drill, exercise, test or emergency as outlined by CSU policy and state regulations².

Upon initial evacuation notification, or the activation of the fire alarm building and floor marshals shall:

- Initiate the orderly withdrawal of building occupants to a designated assembly area in response to the actual or potential emergency situation;
- Notify all occupants of the evacuation order, and direct them to exit the area in an expedited manner;
- Systematically check all assigned areas of responsibility, clearly and quickly alerting building occupants of the situation;
- Provide assistance to individuals who may require special assistance, including persons with access and functional needs, or mobility impaired persons;
- Note the location of persons who are waiting in areas of refuge for rescue;
- Note the location of those who refuse to leave;
- Marshals shall manage campus evacuation site populations utilizing the tools provided in the reference guide.

Pursuant to the CSUSB's Emergency Operations Plan (EOP), UPD and the Chief of Police in cooperation with Risk Management have been assigned primary responsibility for campus incident management. UPD and the Risk Management office shall lead evacuation drills, exercises, or response to an actual emergency.

Members of the campus, including staff, faculty, students, contractors, researchers, guests, and volunteers should:

1. Know the evacuation routes and assembly points for buildings they occupy;
2. Assist others in need during evacuations without placing themselves in danger;
3. Evacuate the building in an orderly manner whenever the fire alarm system is activated and evacuation is ordered by an appropriate campus authority, or during planned evacuation drills and exercises, whether announced or not;
4. Adhere to all campus health, safety, and security policies;
5. Follow evacuation and safety plans in the event of an emergency situation, drill, or exercise; and
6. Comply with the directions of identified University officials and uniformed emergency response personnel.

¹ Pursuant to 29 C.F.R. § 1910.38 and 19 C.C.R. §3.10 upon notification of a fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures shall be immediately evacuated or occupants shall be relocated in accordance with established plans as delineated by Occupational Safety and Health Administration (OSHA) standards. Pursuant to 2 C.F.R. § 8665, any person who violates any provisions of [Chapter 7 California Emergency Services Act] or who refuses or willfully neglects to obey any lawful order or regulation promulgated or issued as provided in [Chapter 7], shall be guilty of a misdemeanor and, upon conviction thereof, shall be punishable by a fine of not to exceed \$1,000 or by imprisonment for not to exceed six months or by both such fine and imprisonment.

² Pursuant to California State University Executive Order 1056 campus evacuation drills will be held at least annually or more frequent as needed. Pursuant to NFPA 1 Uniform Fire Code § 10.5.1 no person shall fail to leave a building when notified to do so directly by the authority having jurisdiction as the result of a known or perceived emergency.