



CALIFORNIA STATE UNIVERSITY  
**SAN BERNARDINO**

# Emergency Action Plan

Building Name: University Enterprises  
Date of Plan: 1/03/2024  
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Evacuation Area: Parking Lot B  
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Building Marshal Names: Kathleen Ingersoll  
Email: Kathleen.Ingersoll@csusb.edu Extension: 73563

Area Marshal Name: Patrick Bungard  
Email: pbungard@csusb.edu Extension: 77771

### ImportantPhoneNumbers

<b>Emergency</b>	911 (from a campus phone or cell phone)
<b>University Police Non-Emergency</b>	909-537-7777
<b>Facilities Services</b>	909-537-5175
<b>Campus Emergency Hotline</b>	909-537-5999
<b>Environmental Health &amp; Safety</b>	909-537-5179
<b>Emergency Management Office</b>	909-537-7477

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## **Introduction**

The complexity of a campus like California State University, San Bernardino (CSUSB) requires the full support of all divisions, departments, and personnel to successfully implement CSUSB's Emergency Operations Plan. Each building is required to develop an Emergency Action Plan (EAP) because they best understand the nature of their work, potential workplace hazards, the layout of their sites, and specific needs. Building EAPs are an integral part of the overall program.

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EAPs will be placed on file in the Emergency Management Office and be made available to the Emergency Operations Center during incidents as a reference to ensure proper management of building and departments in times of emergency.

This action plan will provide general evacuation procedures, site specific actions, and documentation on each building's individual practices. It will also give direction on sheltering-in-place, staff emergency assignments, and emergency notification procedures, both for each building and the campus in general. It will list emergency contact information and Building and Floor Marshal names and numbers. It is intended to provide guidance to building occupants as to the safest, most effective methods for emergency procedures in a multitude of circumstances.

Marshals are expected to develop the EAP to address preparedness measures and emergency response. The EAP is a way for building occupants to plan for potential emergencies ranging from small accidents to regional disasters. Advanced planning and a current EAP will help reduce risk and loss of life. It is important that all staff and faculty read and understand the emergency action plan for their building.

## Implementation Checklist

The following is an emergency planning implementation checklist to assist with facilitating emergency preparedness planning for each campus building.

- Identify staff that will play key roles during an emergency: Area Marshal(s), Building Marshal(s)
- Familiarize staff and Marshals with evacuation areas assigned to the building.
- Perform a walk through of all worksites, taking note of exits, escape routes, stairwells, fire alarm pull stations, shelter in place locations, fire extinguishers, AEDs, and/or first aid supplies.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. Be prepared to provide assistance as needed during emergency circumstances.
- Assess your building's unique needs including visitors, special populations, and specific hazards. Develop procedures for any distinctive needs.
- Discuss your building's preferred method of emergency communications and gather all phone numbers.
- Consider who should be making decisions within each department if key stakeholders are not available.
- Finalize your building EAP by having senior level officials approve and sign the plan, if applicable.
- Send a copy to the CSUSB Emergency Management and Business Continuity office.
- Hold a building meeting to educate all staff about the contents of the plan, make sure everyone has a clear understanding of what to do during different emergency scenarios.
- Educate current staff on procedures during emergencies, using the attached checklist if needed.
- Post emergency procedures, emergency information notices and evacuation plans/routes in conspicuous locations throughout the building.
- Participate in building evacuation drills; use these as an opportunity to test your plan.
- Keep the plan current by updating it and holding refresher trainings for your building at least once per year.

If you require assistance or have questions about this process, please do not hesitate to contact the office of Emergency Management and Business Continuity.



## General Evacuation Procedures

1. Building evacuation will occur via one of the following mechanisms:
  - a. Whenever a building fire alarm is sounded.
  - b. Upon notification by a CSUSB Police Officer, Area Marshal or Building Marshal
  - c. If a fire is seen within the building, occupants should activate the building fire alarm to initiate the evacuation protocol.
  
2. **Building Marshals** will take the following steps to assist with evacuation:
  - a. Put on vest and Building Marshal backpack. Take personal items with you, when possible.
  - b. Begin sweep of the building, instructing occupants to evacuate to the designated emergency evacuation site (LOT B).
  - c. Check restrooms when, and if, safe to do so.
  - d. Take note of damage, injuries, location of casualties, and any hazards.
  - e. Assist individuals with access and functional needs to the extent that you are safely able to do so. Move individuals to evacuation site.
  - f. Note: If evacuation is due to a fire alarm, check to see if a fire pull station had been pulled when possible.
  - g. Once you safely arrive at the designated evacuation site, begin (or authorize someone in the evacuation site to begin) documenting staff, facility, and students who are present at the site and have been accounted for, utilizing the Employee Status Report Form. located in your reference manual.
  - h. Report building and evacuation status to:
    - i. Campus police on scene
    - ii. Campus police dispatch via phone call or radio, or
    - iii. Planning Section of the Emergency Operations Center
    - iv. Executive Director
  
3. Maintain calm and order at the evacuation site, as much as possible.
  
4. Marshals may be asked to help establish a perimeter around the building and assist with keeping people away from the area during the incident. The location of the perimeter will differ depending on the type of emergency situation. The Area and/or Building Marshal will receive this information from the Incident Commander and will communicate needs to all Marshals.

## **Evacuation Procedures for Individuals with Access and Functional Needs**

Marshals should familiarize themselves with procedures in order to assist in planning for the evacuation of individuals with access and functional needs.

### **IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:**

1. Evacuation of individuals with access and functional needs will be given the highest priority. Evacuation of a disabled or injured person should be performed by at least **TWO** people and done alone **ONLY** as a last resort.
2. Attempt a rescue evacuation **ONLY** if you have had rescue training.
3. Check on people with special needs during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.
4. **Always ASK** someone with an access or functional need 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.
5. If the situation is life threatening, call 9-1-1.
6. Do **NOT** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

## **EMERGENCY RESPONSES BY FUNCTIONAL NEED**

### Visual Impairment

- Review the nature of the emergency with the individual and inquire the best manner in which to assist. In most cases, blind individuals will appreciate others offering their elbow (this is the preferred method when acting as a "Sighted Guide"). Do **NOT** grasp a visually impaired person's arm unless asked to do so.
- As individuals are walking, offer verbal information about location, the route you are following, and the presence of any obstacles (e.g., stairs, overhanging objects, uneven pavement, curbs, and narrow passageways). Use compass or clock directions and estimated distances as much as possible.
- Upon arrival at the designated Campus Evacuation Site, orient the individual as to location on campus and offer further assistance as needed.
- Some visually impaired individuals may have guide dogs that can become disoriented or injured during an emergency. Attempt to evaluate the dog's needs and offer assistance if possible.
- White canes and other mobility aids should be moved with the individual, if possible.

### Deafness or Hearing Loss

- Individuals with impaired hearing may or may not be able to hear the audible emergency alarms, depending on the level of hearing loss. Most university buildings are equipped with visual (flashing light) evacuation alarms. An individual with a hearing impairment may not perceive that an emergency exists. An alternative warning technique may be required. One such alternative involves gaining attention by turning the lights on and off and using hand gestures or a written note to describe the emergency and the evacuation route, e.g, "Fire - go



out the rear door to parking lot."

- Ongoing visual instructions may be needed along the evacuation route. It may be necessary to point in the direction of the exit or use an evacuation map in order to advise individuals with impaired hearing of the safest evacuation routes.
- It is important to note that individuals with hearing impairments sometimes have voice/speech impairments as well. They may be carrying or using a whistle or have some other means of attracting the attention of others.

### Mobility Impairments

- Most individuals with mobility impairments will be able to safely exit a one-story building without assistance. Individuals who have difficulty opening doors or encounter obstructed pathways should ask their buddy or other individual(s) around him/her for assistance or call 911 from a working telephone for assistance. Individuals on or above the second floor the basement of a building may require varying levels of evacuation assistance.
- If an individual with a mobility impairment is unable to exit a building safely, an attempt should first be made to help direct him/her to the Area of Refuge to await assistance from emergency personnel. If there is no Area of Refuge, or the area is obstructed, the individual should be directed to a safe area to await assistance from emergency personnel. A safe area might include the end of the building near an exit opposite the emergency hazard, a closed stairwell or a classroom with a closed door. It may be necessary, if possible, to clear the individual's path.
- In general, individuals with mobility impairments should NOT be evacuated by untrained personnel. However, if an individual is in immediate danger and cannot be moved to an area to wait for assistance, the situation may become urgent, making it necessary to evacuate using a carrying option or an evacuation chair. Carrying options include using a **two person** lock-arm position or using a sturdy chair, preferably a chair with arms. Every attempt should be made to properly secure the individual in the chair. Using a seatbelt or belt can be useful, if available. Before making this type of rescue attempt, always ask the individual as to the preferred method of assistance. This is essential because moving and lifting individuals with certain types of disabilities can result in serious injury to the individual. Always consult the individual as to preference with regard to:
  1. Actual method of removal from wheelchair.
  2. Number of persons generally required for safe removal from the wheelchair.
  3. The advisability of lifting/moving extremities due to the potential for pain or spasticity due to the presence of braces, catheter leg bags, etc.
  4. The need to bring along (and possibly detach) mobility aids/medical equipment/medications/personal care items (for example, an oxygen tank, catheter bag or rescue inhaler).
  5. The need for a seat cushion or pad to be brought along after the individual has been removed from the wheelchair.
  6. The advisability of being carried downstairs in a forward or backward position.
  7. The need for after care. For example, some individuals may require medical

treatment after being removed from their wheelchairs.

8. The wheelchair should be evacuated along with the individual, when possible and should be made available to the individual as soon as possible after evacuation. A wheelchair is essential to a wheelchair user's ongoing safety and mobility.

- Individuals who are evacuated will be taken to the designated evacuation site and will be connected with emergency personnel. Accommodations will be made on site as possible and appropriate.
- Some individuals with mobility impairments may also be prone to respiratory complications and will be particularly vulnerable in an emergency involving smoke or fumes. This should be considered during evacuation and shared with emergency personnel.

Police and fire personnel should be immediately notified of any individuals remaining in a building as well as their locations. Emergency personnel will evaluate whether the individual is safe in that location or whether an evacuation is necessary.



## Shelter in Place

A shelter in place order is called when evacuation of a building is inappropriate, unavailable, or unsafe. Examples include, but are not limited to: chemical spills or explosions, severe weather events, shootings and/or hostage situations and other related emergencies or natural disasters. How you respond to a shelter in place will be dictated by the specific circumstances of the event, however, general guidance is provided.

General guidelines for Shelter in Place are as follows:

1. Move to an interior room or building space away from as many windows as possible.
2. Shut and lock all windows and doors.
3. Make a list of everyone who is in the room.
4. Silence all cell phones and devices.
5. Do not leave the room unless authorities give official notification that the Shelter in Place order has been lifted.

For many buildings, personnel will stay inside normal classrooms and/or workplaces. Others may have interior rooms designated as safe locations to be utilized during a Shelter in Place. If this applies to your building, please list those locations below.

	<b>Room Number/ Description</b>	<b>Capacity</b>
1	N/A Keep away from front doors, doors and windows	
2		
3		
4		
5		

## **Shelter in Place - Active Shooter**

Your actions during an Act of Violence or Active Shooter situation should take into consideration the totality of the situation and the facts that you know. Consider your options when deciding to act, whether you run, hide, fight, or shelter in place. IF there is an emergency message from the campus, FOLLOW the directions and TRUST the message. IF there is no message, you must make the best decision given the information you have available. Always be aware of your surroundings and know what is going on around you, no matter where you are.

**Run** – If you can safely leave the area, evacuate immediately. If you are inside a building, use any way out. Leave everything except your phone, if possible. Run until you are in the safest area possible.

### **Call 9-1-1 when safe.**

Provide the dispatcher with the following information:

- \*Your name.
- \*Location of the incident (be as specific as possible).
- \*Number of shooters or people involved (if known).
- \*Identification or description of shooter(s).
- \*Number of persons who may be involved.
- \*Your exact location.
- \*Injuries to anyone, if known.

### **If you cannot run, hide.**

If it is too risky to run, hide. Do not be an easy target. Ideally, you want a room with no windows and a locking door. Make it look like the room is unoccupied. Turn off the noise on all electronic devices and turn out the lights. Be prepared to stay hidden for a long time.

### **If confronted, be prepared to fight.**

Consider the weapons you have that are not typical. Fire extinguishers, chairs, and books can all be used to defend yourself. If confronted then fight. Commit to your actions. Make a plan with those you are hiding with. Fight until the threat is over.

### **When the police arrive:**

- \*Hands in the air
- \*Avoid sudden movements
- \*Obey police direction

**Specific Equipment**

Please fill in the locations of the following critical components of your site-specific emergency plan. Include a building map with these components, as well as locations/areas of responsibility for Building Marshals if these have been determined. Provide information on all floors of the building, including basements if applicable.

<b>Fire Alarm Pull Stations</b>		<b>Fire Extinguishers</b>
1	North Entrance	See Attached List - Page 11A
2	South Entrance	
3	Executive Board Room (NW Corner)	
4		
5		
<b>AED's</b>		<b>Evacuation Chairs</b>
1	N/A	N/A
2		
3		
4		
5		
<b>Exits (including emergency exits and those available for access and functional needs exits)</b>		
1	North Entrance	
2	South Entrance (Automatic Doors Entrance)	
3	Executive Board Room (Northwest Corner)	
4		
5		



**Fire Extinguishers**

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C102 - Next to Automatic Doors- South Entrance

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102 - Executive Board Room

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104 - Human Resources

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105 - Office - College Corps

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108 - Executive Offices

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109 - Reception/Payroll

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110 - Inside Copy Room

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C102 - Hallway-Across from 104

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C101 - Hallway by Mens Restroom

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L101 - Hallway by Glass Doors

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**Additional Considerations**

Please answer the following questions and provide an explanation below, noting the number to the corresponding answer.

		Yes	No
1.	Are there any special populations in the building that require special planning considerations? (Ex. children, <b>visitors</b> , after hours activities)	<b>X</b>	
2.	Are there any unique hazards in the building? (Ex. chemicals, live animals, laboratories, machinery)		<b>X</b>
3.	Does the building host visitors on a regular basis?	<b>X</b>	
4.	Is the building regularly occupied before 8am or after 5pm?		<b>X</b>

**Question # 1** - All types of guests and patrons may come in our building to seek shelter or be directed to safety in the event of an incident.

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**Question # 3** - If an incident occurs, a Building Marshal or their designee, if possible, would verbally alert guests of the incident and the required safety protocols.

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**Staff Emergency Assignments**

Building Marshals: Each worksite should identify Building Marshals to facilitate evacuation in the case of an emergency. Building Marshal responsibilities will include ensuring that their building has been safely and completely evacuated.

Add additional sheets as needed.

Building Marshals		
1.	Name:	Kathleen Ingersoll
	Building/Room #:	UE/109
	Work Phone:	(909) 537-3563                      Cell Phone: (909) 205-2709
	Email Address:	Kathleen.Ingersoll@csusb.edu
2.	Name:	
	Building/Room #:	
	Work Phone:	Cell Phone:
	Email Address:	
3.	Name:	
	Building/Room #:	
	Work Phone:	Cell Phone:
	Email Address:	
4.	Name:	
	Building/Room #:	
	Work Phone:	Cell Phone:
	Email Address:	

## Building Resources

During an emergency, a variety of resources may be needed to help assist others to safety. This section has been broken up to assist you with identifying the resources your building has.

Add additional sheets as needed.

### Employees Trained in CPR or First Aid

Please list employees, in your building, with a current CPR/First Aid certification.

Name	Training	Expiration
Kathleen Ingersoll	CPR	
Michelle Mondorf	CPR	

## Emergency Supplies and Equipment

Buildings are responsible for maintaining emergency supplies and equipment for their building. Recommended supplies include: First Aid Kits, flashlights, extra batteries, water, non-perishable food, and a battery-operated radio.

List all items maintained in the building, including the expected replacement date and where the items are located:

Item	Replacement Date	Location
First Aid Kits	1-1-2024	UE-110 Copy Room, UE-101 Kitchen
Water	Replaced every two weeks by bottle water provider	UE-101 Kitchen
Flashlights	1-1-2024	UE-109 Front Desk, Supply Cabinet
Batteries	1-1-2024	UE-109 Office Supply Cabinet
Handheld Radio	1-1-2024	UE-106 / UE-109 Front Desk

## **Emergency Notification System Overview**

In the event of an emergency at Cal State San Bernardino, the campus home page and the front page of the CSUSB news website will provide timely information for students, parents, faculty, and staff, as well as the news media.

Emergency information will be updated regularly.

If the University website is temporarily disabled due to unforeseen circumstances, you will be automatically re-directed to a special emergency information website through the California State University.

In the event of an emergency or conditions that could cause the university to close or cancel classes, please refer to the following communication channels.

- Text messages sent to cellular phones
- Voice messages to cellular, home and/or office phones
- Announcements over office and classroom speakerphones
- LiveSafe app notifications
- Public address announcements on campus
- CSUSB Emergency Hotline: (909) 537-5999
- CSUSB Website ([csusb.edu](http://csusb.edu))
- Cal State news
- Faculty and staff office telephone voice messages
- Faculty and staff email (CSUSB accounts)
- Student email (CSUSB accounts and/or Blackboard and My Coyote)
- CSUSB Campus Operator (if available): (909) 537-5000
- Marquee sign at entrance to the campus
- Local radio stations (information communicated through local radio is up to the discretion and schedule of individual stations)
- News media websites (information communicated is up to the discretion of individual media outlets)
- Newspapers (information communicated through newspapers is up to the discretion of individual newspapers and will reflect information as of press time)



## Building Emergency Communications

Sharing information will be critical in the event of an emergency. It is recommended that each building establish multiple methods of communication to employees in the event of an emergency. Here are some guidelines and suggestions for establishing emergency communications within your building:

1. Establish a plan for both working and non-working hours.
2. Identify key building or department individuals who will assist in the dissemination and collection of information during an emergency.
3. The following methods are suggestions for establishing communications:
  - a. Create a building "telephone tree." Attach the document to this EAP. This is considered confidential information.
  - b. Establish a building hotline/voice mailbox to provide status information to all staff.
  - c. Develop emergency contact information lists/cards for all staff with cell and home phone numbers.
  - d. Utilize group SMS messages to provide information quickly during an emergency.
  - e. Share alternate email addresses and/or create a free electronic group through Google Groups, Yahoo Groups, or other online forums to share information with all team members

These procedures may apply to the entire building, or may need to be added to address specific departments within the building. Use as applicable.

Please outline The UEC building's communications/procedures during an emergency:

Each Building Marshal and or the E.D will distribute the information and procedures to  

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staff, guests and patrons in the building.  

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The Building Marshal or E.D. will notify all Building occupants of the incident and provide direction.  

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### Building Personnel Roster

Along with emergency communications needs, a current roster of all personnel assigned to each building should be maintained and updated as needed. Duplicate as needed for multiple departments or divisions within a building. Have employee initial date on which they are provided orientation/training on this EAP.

Name	Room	Phone	Email	EAP Orientation Date
Michelle Mondorf	108A	(678) 704-3763	Michelle.Mondorf@csusb.edu	
Kathleen Ingersoll	109	(909) 205-2709	Kathleen.Ingersoll@csusb.edu	
Jonathan Hamblen	108	(760) 221-6844	Jonathan.Hamblen@csusb.edu	
Stacy Charlier	108	(951) 520-7504	Stacy.Charlier@csusb.edu	
Allana M. Espiritu (Student)	109	(909) 637-6306	Allanamarice.espiritu@csusb.edu	
Vanessa Rolland	109C	(909) 714-9067	Vanessa.Rolland@csusb.edu	
Jessica Knotts	1090	(909) 709-0953	Jessica.Knotts@csusb.edu	
Ingrid Valdez	104A	(323) 333-5611	Ingrid.Valdez@csusb.edu	

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Name	Room	Phone	Email	EAP Orientation Date
Rebecca Guerrero	104	(909) 663-6310	Rguerrero@csusb.edu	
Ruth Mata	104	(909) 675-5853	Ruth.Mata@csusb.edu	
Alondra R. Rodriguez	104	(909) 619-9866	Alondra.Reyesrodriguez@csusb.edu	
Zayra Sandoval (Student)	104	(909) 251-2734	Zayra.Sandoval@csusb.edu	
Veronica Guzman (College Corps)	105	(909) 379-9221	Veronica.Guzman@csusb.edu	
Matthew Aguilera (College Corps)	105	(909) 936-8245	Matthew.Aguilera@csusb.edu	

**Plan Administration**

1. This plan must be reviewed annually; however, other events may require the plan to be reviewed sooner. Examples of such events are:
  - a. Construction to the facility
  - b. Department relocation
  - c. Department reorganization
  - d. Key position change
  - e. Protocol or procedure changes that impact emergency response
2. The Building Marshal will conduct and document staff training on this plan at least annually.
3. The building will participate in drills and exercises in order to test the efficiency of the plan.
4. A signed copy of the Emergency Action Plan must be sent to the Emergency Management Office before the end of each calendar year.

Each senior level officials in the building should acknowledge that they have read the plan and understand the established procedures should an emergency situation occur.

By their signatures below, management certifies that approval of this Emergency Action Plan and understanding of the emergency procedures that are to be followed in the event of an incident that impacts facilities and employees for which they are responsible.

Approved: John S. Griffin Date: 1/25/2024  
Title: EXECUTIVE DIRECTOR

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_