



***CSU Chico
Department/College Emergency Plan***

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INTRODUCTION

The complexity of a campus like CSU, Chico requires participation of the entire community to successfully implement CSU, Chico's Emergency Management Plan. Department Emergency Plans (DEPs) are an integral part of the overall program.

Departments/Colleges throughout the University are strongly encouraged to develop their own Department Emergency Plan for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facilities, and special needs specific to their Department, (i.e., people with disabilities, research, patients, animals, etc).

The DEP should address preparedness measures and emergency response. The DEP is a way for your Department to plan for potential emergencies, small accidents, citywide disasters, power outages, hazardous chemical spills, fires, a civil disturbance, or an earthquake. Advanced planning and a DEP will help reduce risk and loss of life. It is important that all faculty, staff and students read and understand their work site Emergency Action Plan.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST

It is recommended that a campus department have an emergency preparedness committee which should consist of a Building Manager, Department Emergency Coordinator and Evacuation Coordinator(s).

Appointment of one Department Emergency Coordinator, with an alternate, for each work site occupied by the department is recommended. Department Emergency Coordinators will:

- Function as the primary emergency contact for the departmental work site.
- Coordinate the work site's emergency planning efforts.
- Inform employees of the evacuation meeting location for each work site.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. Assign a co-worker "buddy" to provide assistance during an emergency.
- Post emergency procedures, emergency information notices, and evacuation plan/routes at the work site.
- Develop emergency notification, reporting, and call-back procedures for staff.
- Annually review and update the Department Emergency Plan. Submit for review. A copy should be sent to the Emergency Preparedness Coordinator, University Police Department.
- Familiarize all staff with the Department's Emergency Plan. Make sure new staff and students are oriented to emergency procedures.

Key Staff Assignments

Evaluate your Department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g., Search & Rescue, First Aid, CPR, HAM Radio Operators.

Assign co-workers as "buddies" to assist disabled staff, patients, and/or visitors during an emergency evacuation.

Department Emergency Notification & Communication Plan

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- Identify key Department individuals who will function as emergency information contacts and coordinators to receive and distribute information to staff.
- Establish a Department “telephone tree” and hotline (voice mailbox) to provide information updates and instructions. Campus information hotlines should be identified as a source for status information updates.
- Departments should maintain up-to-date employee call lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, i.e., fire, chemical spill or a crime over a weekend).
- Update Department phone tree at least twice a year and send updated copies to the Emergency Preparedness Coordinator, University Police Department.
- List location and numbers of closest campus emergency (blue) telephones.
- Establish a “code” word or phrase to signal danger and prompt an immediate call to the police in a situation of threatened violence.

EVACUATION PLAN

State law (T-19 CCR 3.10 Evacuation of Buildings) requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Evacuation Coordinators are responsible for ensuring that employees know their Rally Points, which are pre-designated places to meet after an evacuation. The Rally Point locations should be included in the Department Emergency Plan.

- Note location of nearest emergency exits, fire extinguishers, and fire alarm pull stations.
- Describe the evacuation routes and Rally Point for your work site and building.
- Rally Points are pre-designated places to meet after an evacuation, in the immediate area of the building. These areas are places for your Department/Unit staff to gather and wait for instructions and/or the “all clear” notification by emergency response personnel. You may be instructed to move from the Rally Point to one of the Emergency Assembly Points designated in the CSU, Chico Emergency Preparedness and Management Plan.
- Rally Points should be easily and safely accessible.
- Large departments with staff in more than one building will have more than one Rally Point.
- For building evacuations (fire alarms), NEVER assemble in any building where the fire alarm is sounding. Continue to move to a safe area.
- For large-scale campus emergency evacuations, building occupants should proceed to the designated Emergency Assembly Point, when instructed by emergency services personnel.
- Develop a personal evacuation plan for any person in the Department who might require special assistance during an evacuation.
- Once safely evacuated, the Evacuation Coordinator will report to the Building Manger, who will then serve as a point of contact for emergency services.

DEFINITIONS

Alternates – Individuals assigned as back-ups to specific emergency response positions.

Building Emergency Team (BET) – The Building Emergency Team is made up of the Building Manager, Building Emergency Coordinator, and Building Evacuation Coordinator(s).

Department Emergency Plan (DEP) – Prepared by each campus Department/Unit, the DEP is specific to each work site and outlines various emergency responsibilities of staff, evacuation routes and emergency assembly areas, emergency supplies, emergency notification plans, etc.

Department Emergency Coordinator – Designated by the Department/Unit supervisor as the primary emergency contact person for the work site; responsible for implementation and updating of the Emergency Action Plan. In concert with the Building and Floor Managers, assists with the safe evacuation of the Department/Unit staff.

Principal Building Manager – The identified lead person and contact point for emergency services in the event of an evacuation or other emergency. May also be the Department Emergency Coordinator.

Evacuation Coordinator (EC) – The designated person(s) responsible to account for and evacuate individuals from their individual areas of responsibility quickly and methodically. Once the evacuation is achieved the EC reports to the Principal Building Manager.

Emergency Operations Center (EOC) – The EOC is where campus emergency management staff are deployed to coordinate the response to an emergency event impacting the campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed.

Evacuation Rally Points – Areas, pre-designated, where occupants from an evacuated building assemble to temporarily gather and account for people, prior to moving to a designated Emergency Assembly Point.

Emergency Assembly Point (EAP) – Emergency Assembly Points are pre-designated areas of open space where large numbers of evacuees may safely assemble for an extended period of time. Their locations are identified in the CSU, Chico Emergency Preparedness and Management Plan.

INSTRUCTIONS

These instructions are provided to assist you in completing the Department Emergency Plan (DEP) and to insure consistency. The instructions correspond with their respective number on the forms.

1. **Department:** List the Department where the plan originates (e.g. Police Department, Department of Recreation, etc.)
2. **Division:** List the specific Division of the Department (e.g. Business & Finance, Academic Affairs, etc.)
3. **Building:** List the building where the plan will be applicable (e.g. Yuba Hall). Note: It is possible to have more than one department in the same building, and therefore, more than one DEP per building. For example, the University Box Office is in the same building as the Police Department and is a department of Academic Affairs. The Box Office would be responsible for its own DEP.
4. **Floor:** List the floor that the department occupies. It is possible for the Department to occupy multiple floors. If the building is only one floor, list it simply, "ground floor, single story building."
5. **Room(s):** List the rooms the department occupies (e.g. Yuba 102-120)
6. **Building Manager and Alternate:** List the names of the Building Manger and alternate. This person(s) is the point of contact for emergency services. He/she should be a person that is in a position to make decisions on behalf of the Department. He/she is responsible for meeting with all Evacuation Coordinators and reports to police and/or fire personnel informing them that all the occupants of the building have been evacuated as well as identifying any hazards that may be present for the first responders. When the emergency is over, the Police Department will relay an "all clear" to the Building Manager, who will then carry the information back to all evacuees that it is safe to re-enter the building. There is only one Building Manager per building. For example, the Chief of Police is designated as the Building Manager of Yuba Hall because the Box Office occupies a smaller space in the building. Therefore, the designation of the Building Manager could also come through mutual agreement between the Departments that occupy the same space.
7. **Department Emergency Coordinator/Alternate:** List the names of the Department Emergency Coordinator and alternate. The Department Emergency Coordinator is responsible for the development and coordination of the DEP. The Department Emergency Coordinator is the point of contact for the Campus Emergency Preparedness Coordinator. The Department Emergency Coordinator is responsible for assigning Evacuation Coordinators and designing the Department Evacuation Plan.

8. **Evacuation Rally Point(s):** Evacuation Rally Points are collection areas near the evacuated space. In this area, Evacuation Coordinators will gather and account for personnel assigned to them and then report to the Building Manager. The evacuation rally point should be away from the potential hazard, large enough to collect all personnel and away from potential areas first responders will use to park emergency equipment. Evacuation Rally Points are temporary. Personnel must be prepared to move to an Emergency Assembly Point if necessary.
9. **Emergency Assembly Points:** Emergency Assembly Points are large predesignated areas, selected for the collection of large groups of people for an extended duration, and are free from environmental hazards. A map of these locations can be found in the Campus Emergency Preparedness and Management Plan. Find the Designated Emergency Assembly Point near your building and note it in this space.
10. **Evacuation Coordinator(s) and Alternate(s):** The size and complexity of your work space will determine the number of assigned evacuation coordinators. There should be at least a primary and alternate person for each work area. Evacuation coordinators should be familiar with the workspace and the people in it. The evacuation coordinator's role is to facilitate the rapid, orderly evacuation of his/her assigned work area, and then provide a verbal status report to the Building Manager. (The "status report" should include any persons unaccounted for or hazards observed during evacuation.)
11. **Evacuation Plan:** The evacuation plan should describe, in narrative format, how the Building Emergency Team (BET) will actually perform a safe and coordinated evacuation of the building. There may be more than one department in a building. Each department is responsible for its own plan. There should only be one Building Manager and Alternate per building. Buildings containing more than one department should coordinate their plans to insure efficiency in the evacuation process.

For example: The University Box Office and the University Police Department share the same building, Yuba Hall. The Building Manager should either be the highest administrator in the building or the administrator occupying the most space within the building. Because there are two departments in Yuba Hall each is responsible for its own DEP. Since the Police Department occupies two-thirds of the building and the Chief of Police is the highest ranking administrator, he will be the Building Manager for both plans. The Box Office and Police Department will each have its own Emergency Coordinator, Evacuation Coordinator(s) and Evacuation Plan.

The Police Department's evacuation plan reads as follows: *"In a coordinated evacuation of the University Police Department, the Police Chief, or in his absence, the Chief's Administrative Assistant, is responsible for notifying and evacuating the occupants of Yuba Rooms 117, 118, 119 and 120, and instructing the occupants to exit the building through the exterior door located on the Northwest corner of the building. Once outside the building, the evacuees will be*

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told to wait for further instruction at the rally point located across Normal Street on the sidewalk adjoining the PAC.

The Lieutenant, or designee, will be responsible for notifying and evacuating Yuba Rooms 105, 106, 107, 108, 109, 110, and 111, and checking the men's and women's locker rooms and restrooms. The evacuees will be told to exit the building using the two exterior doors located on the East side of the building. Once outside the building the evacuees will be told to wait for further instruction at the rally point located in the parking lot to the East of the building.

The Lieutenant (Evacuation Coordinator/Alternate Building Manager) will then meet with the Police Chief (Building Manager) at the front of the building and make a report to include any unaccounted for employees or hazards that were observed. The Chief of Police will then serve as the point of contact for any responding emergency resources."

The Box Office plan would respectively read: *"In a coordinated evacuation of the University Box office, the Box Office Coordinator, or in his/her absence, the Window Sales Supervisor, is responsible for notifying and evacuating Yuba Rooms 101, 102, and 103, and checking the restrooms. All evacuees will be directed to exit the building out of the exterior door located at the Southwest corner of the building. The evacuees will then be instructed to wait for further instruction at the rally point located across Normal Street on the sidewalk adjoining the PAC.*

The Box Office Coordinator (Evacuation Coordinator) will then meet with the Police Chief (Building Manager) at the front of the building and make a report to include any unaccounted for employees or hazards that were observed. The Chief of Police will then serve as the point of contact for any responding emergency resources."

It is recommended that job positions, not people, are designated in the plan as personnel can change but job positions and locations generally remain the same.

12. **Emergency Supplies and First Aid Location:** The function and importance of your Department in both normal and emergency operations will dictate the supplies you will need to procure and maintain. This is also a good place to track personal protective equipment or emergency response equipment required by OSHA for your work area.
13. **Department Essential Functions:** Identify Department critical operations and resources that need to be protected; e.g. research freezers; equipment; data/confidential records; individuals responsible for protecting and salvaging department resources; and plans in place to ensure continuation of critical operations (data back-up, off site storage, priority vendor contracts, etc.).

14. **Special Needs of the Department:** List any special needs of the work site (security issues, electronic access control, disabled staff, on-site visitors/ patients). Note: the DEP should include procedures for ensuring the safety and welfare of all persons including visitors and individuals with disabilities that might require special assistance during an evacuation. Department Emergency Coordinators should encourage individuals with disabilities to self-identify so they may be assigned an assistant prior to an emergency.
15. **Chain of Command:** During and immediately following a disaster, the Department Emergency Plan should identify key staff, including a line of succession, which will have decision-making authorization for the Department/Division.
16. **Personnel Roster:** The personnel roster will assist in emergency notification and the dissemination of information. Indicate if the phone number provided is included in the CSU, Chico mass electronic notification system (Send Word Now). This roster is to be updated annually with the plan. The Building Manager and Emergency Coordinator should keep a copy of the roster at home and in their desk. When leaving the work area in the case of an emergency take the roster with you. It will serve as a check list to account for personnel.

DEPARTMENT EMERGENCY PLAN (DEP)

1) Department _____

2) Division _____

3) Building _____

4) Floor _____

5) Room(s) _____

Floor plan (with room number) maps available on-line at <http://www.csuchico.edu/fms/map/facila2.html>

6) Building Manager and Alternate

6a) Name _____ **Phone** _____ **Email** _____

6b) Name _____ **Phone** _____ **Email** _____

7) Department Emergency Coordinator and Alternate

7a) Name _____ **Phone** _____ **Email** _____

7b) Name _____ **Phone** _____ **Email** _____

8) Evacuation Rally Point(s)

9) Emergency Assembly Points

10) Evacuation Coordinators/Alternates

Evacuation Coordinator	Alternate

11 Evacuation Plan

13) Department Essential Functions

14) Special Needs of the Department

15) Chain of Command - Please list name(s) and phone number(s) in order of succession; indicate work number/home number/cell number or all.

Name	Position (Title)	Work Phone	Alternate Phone
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

EMERGENCY NUMBERS

911 (if from a Campus phone)	Police, Fire, Medical Emergency, Haz Mat Incident
898-5555	CSU Chico Police Non-Emergency (Dispatch Center – Operational 24/7)
898-5126	Environmental Health & Safety
898-6222	FMS for building damage, utilities (gas, water, electricity)
898-5555	Emergency Preparedness Coordinator
www.csuchico.edu/up	CSU Chico Police Department website – Check to read emergency bulletins/status updates
www.csuchico.edu/ehs	CSU Chico Environmental Health & Safety website
Department Emergency Coordinator	NAME:
Principal Building Manager	NAME:
Evacuation Coordinator(s)	NAME(s):