The purpose of this guideline is to provide information to the Cal Maritime campus community regarding safe and orderly evacuation of buildings in the event of an emergency. Additionally, this document outlines the conditions for which building occupants must evacuate a building and delineates the responsibility of Building Emergency Coordinators, campus affiliates and the campus population during a drill, exercise, test or emergency for on-campus property and non-campus buildings as outlined by CSU policy and federal regulation.

In the event of an emergency affecting Cal Maritime facilities, the Building Emergency Coordinator is the lead person on evacuation of the building and for communicating building status to the campus Emergency Operations Center. These checklists are provided as tools to assist the Building Emergency Coordinator with evacuation procedures.

**KEY TERMS & DEFINITIONS**

**Building Emergency Coordinator (BEC):** A University staff or faculty employee who performs the duties specified in the Cal Maritime Building Emergency Coordinator Plan. A roster of Building Emergency Coordinators is maintained by Emergency Management; Safety, and Risk Management (SRM) and University Police Department (UPD).

**Building Evacuation Drill:** A coordinated, supervised activity used to validate skills or capabilities in a particular activity that is done at least once a year or more frequently as needed (e.g. Student Housing & Residential Life (SHRL) evacuation drills). Building evacuation drills are intended as an all-hazard test of the building/facility evacuation process and are usually begun with the sounding of a fire alarm. The University Police Department (UPD), fire authorities and SHRL reserve the right to conduct building evacuation drills building-by-building.

**Campus Community:** Includes, but may not be limited to, students, staff, faculty, and administrators employed by the University, as well as service vendors, contractors, and guests.

**Emergency:** An emergency is a sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences, including conditions of disaster or extreme peril to the safety of persons and property which require the response of community resources.

**Emergency Evacuation Plan Map:** Maps that are posted near exits of each building/facility and may also be viewed online, showing exit routes and primary assembly areas.

**Essential Personnel:** Campus administrators, faculty, and staff who are required to report to a designated work location to ensure the operation of University functions during an emergency or when the University is experiencing a suspension in function. Essential personnel vary depending on the type of emergency or suspended function.

**Evacuation:** The orderly withdrawal of building occupants to a designated primary assembly area in response to an actual or potential emergency situation. Building evacuations are divided into three types:

- **Fire alarm evacuations:** Evacuations initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.
- **Controlled evacuations:** Evacuations initiated by a phone call/message from the University Police/emergency management office in response to a non-fire, non-fire alarm report of a potential hazard in or around the building. People are usually able to collect personal belongings and leave the building in a slow, deliberate manner.
- **Armed Intruder/Active shooter:** Evacuations initiated in response to a shooter actively menacing campus facilities and occupants.

**Evacuation Exercise:** For the purpose of this policy, evacuation exercises are coordinated, supervised and operated in coordination with a hazard-specific training event conducted campus-wide (e.g. The Great California Shakeout). Evacuation exercises may not be accompanied by a fire alarm but will be announced by the Chief of Police, or designee, or University Communications. In some cases an evacuation notification may also be utilized (See Section 5.00 Evacuation Notification) immediately prior to an evacuation exercise.

**Evacuation Notification:** A message, if warranted, issued to the occupants of a campus building affected by an emergency incident that instructs occupants to evacuate the building in accordance with the building’s emergency evacuation plan as an included component of an emergency notification. The term evacuation notification also refers to the notifications issued in conjunction with evacuation drills and exercises.

**False Alarm:** A fire alarm or other emergency signal intentionally activated when no emergency exists for the
purpose of disrupting occupants or creating panic. A false alarm may also be triggered by system malfunction.

**Non-campus Building:** Any building owned or controlled by a student organization that is officially recognized by Cal Maritime; or any building or property owned or controlled by Cal Maritime that is used in direct support of, or in relation to, Cal Maritime’s educational purposes, is frequently used by students, and is not within the same, reasonably contiguous geographic area of the University. For the purposes of this policy, non-campus buildings are only subject to training, drills, and exercises as outlined. Actual emergencies requiring evacuation will be responded to and handled by the appropriate local agencies.

**On-campus Property:** Any building or property owned or controlled by Cal Maritime within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the campus that is owned by Cal Maritime but controlled by another person, is frequently used by students, and supports institutional purposes. Also referred to as “on-campus.” On-campus property includes residential facilities.

**Primary Assembly Area:** A designated open-space area at least 50 feet away and easily accessible from the building and that is capable of holding all building occupants safely. These areas will not include locations where emergency personnel are likely to respond or open areas contained within structures (e.g. courtyard). Each building’s primary assembly area is visibly marked on its Emergency Evacuation Plan Map. Maps are posted near exits of each building/facility and may also be viewed online.

**Test:** Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

### ROLES & RESPONSIBILITIES

Pursuant to the Cal Maritime’s Emergency Operations Plan (EOP), UPD, the Chief of Police and the Director of Safety and Risk Management have been assigned responsibility for campus emergency management activities and programs by the Emergency Manager Executive (i.e. Vice President of Administration and Finance). Therefore, UPD and SRM, and if warranted in collaboration with local support organizations, shall lead evacuation drills, exercises, or response to an actual emergency.

According to the National Fire Protection Association Standard (NFPA) Fire Prevention Code Section 3.22, drills include suitable procedures so that all persons who are subject to them participate. Drill and evacuation plans cover all persons in the building; therefore; occupants of University buildings must exit when alarms sound or when emergency authorities or the Building Emergency Coordinator initiates an evacuation. Any person failing to comply with fire drill procedures is subject to being escorted out of the building by UPD. The BECs shall report incidents of employee non-compliance to evacuate a building to the employee’s immediate supervisor for further review and corrective action. Any incidents of student non-compliance to evacuate may be forwarded by the SHRL BEC to the Student Conduct Administrator for consideration of corrective or disciplinary action. No person may leave the primary assembly area or campus until they have been counted and released by the assigned BEC, as directed by Emergency Management Personnel.

### Campus Community

Members of the campus population shall:

- Know the evacuation routes and assembly points for buildings they occupy;
- Assist others in need during evacuations without placing themselves in danger;
- 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;
- Adhere to all campus health, safety, and security policies;
- Follow evacuation and safety plans in the event of an emergency situation, drill, or exercise; and
- Comply with the directions of identified University officials and uniformed emergency response personnel.

### Faculty, Researchers, and Staff

In addition to the responsibilities identified in section 3.10 of this policy, faculty, researchers, and staff who work directly with students are encouraged to:

- Inform students of safety and evacuation procedures in the event of an emergency situation and implementing those procedures during an event or drill; and
- Report in-class incidents and potential hazards to appropriate University departments (i.e. Emergency Management, Facilities Services and Operations, Campus Planning and Development, etc.) for follow-up action.
Building Emergency Coordinators

In addition to the responsibilities identified in section 4.10 of this policy, identified building emergency coordinators shall:

- Thoroughly familiarize themselves with the locations of exits, areas of refuge, fire extinguishers, emergency notification systems, the location of utility disconnects and evacuation plans and policies for the building or suite to which they are assigned;
- Regularly monitor exit corridors, doors, and other areas of the path of exit travel to ensure that these areas are kept clear of storage and obstructions;
- Serve as the primary evacuation assembly area coordinator and the building’s initial point of contact for the Emergency Operations Center in an emergency;
- Complete one in-person training annually and all federally required online training; and
- Perform the duties as outlined in the BEC Plan and checklists for each drill and evacuation.

Process Management

Building Management Coordination

- BECs shall be identified by department leadership of each building, and their names forwarded to Emergency Management within 15 days of their designation.
- Emergency Management shall request updated BEC listings from department leadership annually by September 1. Department leadership shall submit their listing of BECs no later than September 15.
- Each building shall have a designated BEC(s). Alternate BECs shall be identified by department leadership in cases of sick leave or vacation by the originally assigned BEC.
- Emergency Management shall be responsible for coordinating and conducting the University’s evacuation exercises.

Evacuation Notification

Upon confirmation of an emergency impacting campus buildings or facilities, Emergency Management will investigate the report and in cooperation with fire/rescue first-responders to determine if evacuation of the facility is warranted. When evacuation of the building or facility is determined to be appropriate, an Evacuation Notification will be issued for the building as described in this policy and the University’s Emergency Operations Plan. Building evacuations may be announced using a variety of platforms, including but not limited to:

- University websites;
- Outdoor Public Address System;
- Cal Maritime ALERT (e.g. text message, Twitter, Facebook, RSS Feed, email);
- Mass e-mail;
- Mass voicemail;
- Emergency Update Hotline;
- Emergency Alert System;
- Local media; and
- Fire alarm.

Emergency Notifications

For the full policy on emergency notification, refer to the Cal Maritime policy, Policy on Emergency Notifications and Timely Warnings.

Critical Operations Shutdown

Certain campus activities may pose an additional hazard if left unattended or in operation during evacuation. Emergency Management will work with departments involved in such activities to develop procedures for response to an emergency during critical operation. This may require additional training for involved employees, including recognition of risk and when to abandon the operation and evacuate.

Auxiliary Evacuation Plans

Students, faculty and staff occupying an on-campus residential facility during the time of an evacuation drill or emergency are subject to abide by SHRL evacuation procedures as outlined in the Emergency Housing Plan pursuant to Section 66210 of the California Education Code.

Training

- The Emergency Management will be responsible for training BECs and the retention of training records.
- BECs shall be offered spring and fall in-person orientation trainings annually, and are required to attend at least one in addition to complying with all additional training as delineated in Section 7.3 of the Building Emergency Coordinator Plan.
- Additional training for additional faculty and staff or students may be issued upon request from either Emergency Management as part of UPD’s community outreach and education initiative.
**DOCUMENT RETENTION & RECORDKEEPING**

This process shall be reviewed five years from its effective date to determine its effectiveness and appropriateness; this policy may be reviewed before that time as necessary.

**Test Protocol**

Emergency Management shall be responsible for coordinating and conducting the University’s emergency response and evacuation tests.

Tests will be planned in advance but components thereof may be announced or un-announced. Where un-announced drills are planned, every effort will be made to coordinate the drill around the scheduling of sensitive academic activities (i.e., tests, guest lectures, etc.) and critical operations.

Drills and exercises will be conducted in accordance with the Department of Homeland Security’s Homeland Security Exercise Evaluation Program; the SHRL Emergency Housing Plan; and the University’s Emergency Management Employee Training, Testing and Exercise Plan.

The Emergency Manager, Emergency Coordinator, EOC Directors, and other essential personnel that would be required to respond to an on-campus emergency would be expected to participate in the annual test’s exercise (e.g. tabletop, functional, or full-scale). The University shall also invite local first responders to participate.

A test’s drill and exercise shall be conducted no more than 30 days apart from one another.

After Action Reports/Improvement Plans (AARs/IPs) provide concrete steps that an entity can take to remedy deficiencies or shortcomings observed during tests. Tests are also an opportunity to identify lessons learned and best practices that can help build the University’s overall preparedness. As such, each test shall be documented, including but not limited to:

- A description of the test;
- The date(s) of the test;
- The test’s time(s);
- Whether the drill was announced or unannounced;
- Identification of gaps and lessons learned from the test; and
- Development of a continuous improvement plan based on gap analysis and lessons learned from the test.

The Emergency Manager shall produce an AAR/IP no later than 60 days after the completion of an annual test.

The Emergency Management, in concert with the Clery Compliance Coordinator (CCC) and the Chief of Police, or designee, shall publish a notice to all current students and employees of its annual test requirement completion. The notice shall contain a summary of the test’s components and applicable evacuation procedures. The test shall be publicized by University Communications upon the completion of the AAR/IP.

Emergency Management and the CCC shall work to retain records regarding the University’s completion of Higher Education Opportunity Act’s (HEOA) annual test requirement in accordance with the CSU Records Retention and Disposition Schedule or federal mandate (seven years), whichever is greater.

**REGULATORY REFERENCE**

- 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.

- 19 C.C.R. § 3220 (e)(2); 29 C.F.R. § 1910.38(e)
- For the purposes of Occupational Safety and Health Administration (OSHA) compliance, this policy includes Cal Maritime’s on-campus and non-campus buildings. For Clery Act (20 U.S.C. § 1092(f)) compliance purposes, documentation regarding emergency response and evacuation tests shall only be for on-campus property.

- California State University Executive Order 1056 and 34 C.F.R. § 668.46(g)
- Pursuant to California Penal Code 409.5(c), any unauthorized person who willfully and knowingly enters an area that has been closed and who willfully remains within the area after receiving notice to evacuate or leave, or any person who willfully remains in a closed area after receiving notice to evacuate or leave shall be guilty of a misdemeanor

- Evacuation notifications shall be coordinated by Authorized Personnel, including but not limited to, the University President, Emergency Manager, Emergency Coordinator, EOC Directors, Police Watch Commanders, Cal Maritime IT and the University Public Information Officer.

- Authorized Personnel is a term coined specifically for University policy. These designated persons have additional responsibilities regarding emergency notification. For more information, see the Policy on Emergency Notifications and Timely Warnings.
These checklists provide general information applicable to the majority of anticipated emergency situations. They do not address every contingency. Every situation is different and you may have to think “outside the box” from what is provided here and in your Building Emergency Coordinator training. Sometimes you may have to decide if it is safe to move to the rally point or if an alternate location is necessary. Depending on the situation you may decide to shelter-in-place until it is safe to leave. In all cases, your first concern is your safety and the safety of others.

### Fire Alarm Evacuations

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Grab and don personal protective equipment.</td>
</tr>
<tr>
<td>2</td>
<td>Take your cell phone (if you have one) to allow communication with the EOC.</td>
</tr>
<tr>
<td>3</td>
<td>Assign a “Runner” in the event that cell phone service is interrupted.</td>
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<tr>
<td>4</td>
<td>On your way out of the building – shout, blow a whistle and knock on doors to alert other building occupants. If people refuse to leave, move on and document their location to report to first responders and the EOC.</td>
</tr>
<tr>
<td>5</td>
<td>Feel door knobs for heat with the back of the hand prior to grasping. <strong>Do not</strong> open hot doors if at all possible – use an alternate exit route. <strong>Do not use elevators.</strong></td>
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<tr>
<td>6</td>
<td>Close doors behind you. This helps control the passage of smoke and flames.</td>
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<tr>
<td>7</td>
<td>On your way out, instruct others to go to the assigned rally point at the exterior of the building.</td>
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<tr>
<td>8</td>
<td>Make note of the location of the fire if known and report it to the first responders and EOC.</td>
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<tr>
<td>9</td>
<td>Use fire extinguishers to extinguish small fires only if safe to do so and you have a safe exit path.</td>
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<tr>
<td>10</td>
<td>Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled &amp; special populations checklist for information.</td>
</tr>
<tr>
<td>11</td>
<td>Respond to the exterior rally point and attempt to identify any missing or trapped occupants.</td>
</tr>
<tr>
<td>12</td>
<td>Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.</td>
</tr>
<tr>
<td>13</td>
<td>Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Do not</strong> attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.</td>
</tr>
<tr>
<td>15</td>
<td>Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.</td>
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### Controlled Evacuations

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<td>Take your cell phone (if you have one) to allow communication with the EOC.</td>
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<tr>
<td>3</td>
<td>Assign a “Runner” in the event that cell phone service is interrupted.</td>
</tr>
<tr>
<td>4</td>
<td>Notify building occupants that a controlled evacuation has been requested by university public safety officials. Notification may have been provided through campus emergency notification systems however Building Emergency Coordinators should assure that all occupants are notified.</td>
</tr>
<tr>
<td>5</td>
<td>Unless told otherwise by university public safety officials, direct building occupants to evacuate to building rally points.</td>
</tr>
<tr>
<td>6</td>
<td>Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled &amp; special populations checklist for information.</td>
</tr>
<tr>
<td>7</td>
<td>Respond to the exterior rally point and attempt to identify any missing occupants.</td>
</tr>
<tr>
<td>8</td>
<td>Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.</td>
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<td>Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.</td>
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<td><strong>Do not</strong> attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.</td>
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<td>Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.</td>
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</table>
**Armed Intruder/Active Shooter**

1. Grab and don personal protective equipment.
2. Take your cell phone (if you have one) to allow communication with the EOC.
3. **If possible, evacuate the building.**
4. Leave belongings behind.
5. Help others escape if possible.
6. **Do not** attempt to move wounded people.
7. Get to a safe location and call 9-1-1.
8. **If evacuation is not possible shelter-in-place.**
9. Move to a room with a locking door and lock it.
10. Block the door with heavy furniture.
11. Keep quiet and turn cell phones on silent.
12. Stay clear of windows that can be accessed by the shooter.
13. Remain calm
14. **Take Action Against Shooter as a Last Resort – Life in Imminent Danger**
15. Act as aggressively as possible against him/her.
16. Throw items and improvise weapons.
17. Yell loudly
18. Commit to your actions
<table>
<thead>
<tr>
<th>PRIMARY ASSEMBLY POINTS</th>
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<tbody>
<tr>
<td>Lower Resident Hall</td>
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<tr>
<td>Dining Center-Mayo Hall</td>
</tr>
<tr>
<td>Technology Center</td>
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<tr>
<td>Boat Basin/ TSGB</td>
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Refer to the Department of Safety & Risk Management and/or Campus Police Department webpage for more information.