

EMERGENCY PLAN

BUILDING WARDENS & FLOOR WARDENS

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS

1000 E. VICTORIA ST.
CARSON, CA 90747

MARCH 2000

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FIRE PROCEDURES

If you discover a fire:

1. Activate the manual pull station to sound the fire alarm- **CALL** the Fire Department / University Police at **9-9-1-1** (if there is a problem in dialing the 9-1-1 system, call **9-324-5941 – Fire Station #116**).
2. **CLEAR** everyone from the building.
3. **CONFINE** the fire by closing all doors to the area.

Give the following information:

Who and Where: **Your name** @ California State University, Dominguez Hills
Building Name & Location: Educational Resource Center AKA ERC – 5th floor
Building Address: 1000 E. Victoria St., Carson 90747
Cross Streets: Victoria & Avalon
Floor & Room Number:
Nature of the Emergency: Fire
Your call back number:
Number of University Police: 310-243-3639

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

Also call University Police @ 243-3639. Be sure to make these calls from a safe location.

REMEMBER THE 3 C'S: CLEAR, CONFINE & CALL.

4. Use a fire extinguisher if it is a small fire, if it is safe to do so and if you are trained to do so. NEVER attempt to put out a fire alone. Use the buddy system. Be sure to use the right type of extinguisher.
5. Evacuate your floor by the safest emergency exit. Using safe stairwell procedures, proceed to a Safe Refuge Area. Unless otherwise instructed, occupants will walk down and evacuate the building.

NOTE: EMPLOYEES ARE RESPONSIBLE FOR ADVISING VISITORS THAT THEY MUST EVACUATE.

When you hear or see the fire alarm on your floor:

- Feel the door to see if it is hot. If not hot, open cautiously. Stand behind the door; be prepared to close quickly.
- If there is no smoke present, proceed to your Emergency Stairwell Exit. Follow safe stairwell procedures, walk down and evacuate the building and proceed to a Safe Refuge Area.

- If you do encounter smoke, crawl on your hands and knees along the wall to your Emergency Exit. Evacuate the building and proceed to a Safe Refuge Area.
- Follow instructions from Emergency Personnel. **ASSUME ALL ALARMS ARE REAL.**
- **If door is hot: DO NOT OPEN IT.**
- Use alternate door if safe.

If there is no alternate door and you are trapped in your office:

1. Call 9-9-1-1. Give exact location and all known facts.
2. Seal the bottom of the door with cloth material to keep out smoke.
3. If water is available, wet cloths and seal the door and any vents.
4. Retreat. Close as many doors between you and the fire as possible.
5. Signal at the window waving a bright colored material.
6. Do not break the window. If there is smoke outside the window, the smoke may enter into the room you are in. Once broken the window cannot be closed. Breaking a window should only be done as a last resort.
7. DO NOT JUMP. Jumping from windows above the third floor can cause fatal injuries.
8. If there is smoke in the room - Stay low - air is cooler and cleaner closer to the floor. Hold a cloth over your mouth and nose.
9. Remain calm. Help is on the way.

NOTE: "Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3)."

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BUILDING POLICY

- Building and Floor Wardens are responsible for assisting in the safe and orderly evacuation of campus facilities and buildings in the event of a disaster, preventing re-entry, and reporting injuries and probable locations of trapped individuals to campus authorities. The information provided to these individuals will aid in establishing search and rescue priorities.
- The Responsibilities of the campus Emergency Warden Program are four fold.

First, when prompted by a drill or real emergency situation, assist in the orderly evacuation of the building population.

Second, secure building entrances, direct personnel 300 feet from the building, and deny re-entry until informed by University Police or the Fire Department that it is safe to do so.

Third, report building status to University Police at established locations (i.e., fully evacuated, location of trapped or injured individuals, etc).

Fourth, if necessary, assist in the movement of persons to indicated campus evacuation staging area(s).

University Police and Risk Management / Environmental Health and Occupational Safety is in charge of all pre-emergency planning, training and implementing of emergency procedures. University Police is on duty 24 hours.

FIRE ALARM PANELS:

The Fire Alarm Enunciator Panel is located in the University Police department. Upon notification of an emergency a Police Officer will meet the Fire Department and direct them to the fire and/or panels.

EVACUATION:

The fire alarms emit a variety of tones and flashing lights (i.e. strobes). The audible and visual alarms are designed to activate on ALL FLOORS. When the alarm sounds on a floor, occupants will walk down the stairs, evacuate the building and proceed to a Safe Refuge Area.

Note: Most office buildings here at California State University, Dominguez Hills are not fully sprinklered.

EMERGENCY EXITS:

In the ERC building, stairwell doors are locked from the stair side for security reasons. However, stairwell doors in the LCH, SBS and NSM buildings remain unlocked from the stair side.

The stairwells are the lifelines for buildings. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. For this reason, NOTHING should ever be stored in the stairwells. DOORS MUST NOT BE PROPPED OPEN.

STAIRWELL SAFETY INSTRUCTIONS

In evacuating the building, it is important for all occupants to follow safe stairwell procedures:

- Remain quiet and calm.
- Move quickly but do not run.
- Go to the nearest safe stairwell or exit. DO NOT USE ELEVATORS.
- Do not carry open containers of liquids. If it spills someone may slip and fall.
- Remove high-heeled shoes to avoid tripping (carry them with you).

- Walk down. Use handrails.
- Keep to one side. Walk in single file. Firefighters will be using them as well.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Gain assistance for those who are slower moving or physically impaired (i.e. evacuation chairs).
- All injuries should be treated at stairwell landings when required and safe to do so.
- Dispel any false information, rumors, etc.
- Complete evacuation. Do not congregate in stairwell. Proceed to the designated safe refuge area.

SAFE REFUGE AREAS

Safe Refuge Areas are areas inside or outside of the building that would provide a limit of protection.

Inside Safe Refuge Areas: usually the enclosed stairwells that are fire rated.

Outside Safe Refuge Areas for a FIRE emergency are:

- Open areas, free from obstructions, and a minimum of 300 feet clearance from the building

It is important for occupants to proceed a minimum of 300 feet from the building (in case of failing glass) and out of the way of incoming Fire Department Personnel. Occupants must use caution crossing all streets/roads/walkways. All occupants will meet their Floor Warden at the designated Safe Refuge Area. Floor Wardens will take a head count there.

EARTHQUAKE

DURING AN EARTHQUAKE:

During the earthquake -you will usually be safer inside the building than you are outside.

If you feel a tremor:

1. **DUCK** - Duck or drop down to the floor.
2. **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.
3. **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.
4. Do not enter or exit the building during the shaking. There is danger of falling debris.
5. Do not use the elevators. Elevators will automatically move to the next floor in the direction of travel. Doors will open and elevators will shut off.
6. If you are outdoors, move away from buildings, falling objects and power lines.

AFTER THE EARTHQUAKE: BE PREPARED FOR AFTERSHOCKS.

1. Check for injuries and administer first aid if necessary and if qualified. Do not move victims unless absolutely necessary.
2. Replace telephone receivers that have been shaken off but do not try to use the telephone. Telephones should be used for emergency calls only.
3. If evacuation is necessary, make sure stairwells are safe to use. Do not use the elevators.
4. If you are outside, do not return to your office until authorized.
5. Listen to University Police and follow directions from Emergency Personnel.

MEDICAL EMERGENCY

1. Do not move the person.
2. Call 9-9-1-1. Give them the following information.
 - i. *Who and Where: Your name @ California State University, Dominguez Hills*
 - ii. *Building Name & Location: Educational Resource Center AKA ERC – 5th floor*
 - iii. *Building Address: 1000 E. Victoria St., Carson 90747*
 - iv. *Cross Streets: Victoria & Avalon*
 - v. *Floor & Room Number:*
 - vi. *Nature of the Emergency:*
 - vii. *Your call back number:*
 - viii. *Number of University Police: 310-243-3639*
3. Try to make the victim comfortable. If you are trained in First Aid or CPR assist as needed.
4. Gather as much information as you can about the person and the injury (signs/symptoms and complaints of the victim).
5. Have someone at the service elevator lobby on the floor to meet the University Police / Paramedics and direct them to the victim.

BOMB THREAT

1. If you receive a telephone bomb threat, attract the attention of a co-worker. Have your coworker call 9-9-1-1 (if there is a problem in dialing the 9-1-1 system call 9-830-1123) to request that the call on your line be traced for Police Department Response.
2. Get as much information as possible from the caller about the bomb's location, type and time of detonation. Ask about the bomb's appearance and who is placing it.
3. Listen for background noises or distinguishing voice characteristics that might aid the police.
4. Assure that University Police have been notified. Relay all information.
5. Survey your immediate work area and report all suspicious items to University Police. Do not touch a suspected bomb or unusual device.
6. Follow directions from University Police.
7. Evacuate the building if necessary
8. DO NOT sound alarms or activate fire alarm pull stations.

POWER OUTAGE

1. Remain calm and in place.
2. Look around your area to see if the outage is within your room only, the entire floor or area. If it appears to be within your room only, call Physical Plant at extension 3804. If it appears to be the entire area, turn on battery-powered radio to find out what is happening.
3. Unplug all electrical equipment, movie projectors, TV sets, computers, audio-visuals. In addition, turn off light switches. When power returns, it may be in a surge and blow out light bulbs and other equipment.
4. Open window shades or drapes to provide natural lighting. Depending upon the time of year (if sun is bright), you may not want to open shades/drapes as this may heat up the office area.
5. If evacuation is necessary, use flashlight or lightsticks to assist in evacuating. Make sure your flashlights work!

NOTE: EMPLOYEES ARE RESPONSIBLE FOR ADVISING VISITORS THAT THEY MUST EVACUATE.

NOTE: Buildings have emergency generators which will power emergency lights in the stairwells, elevator cabs, corridors, office spaces, restrooms, Fire Control panels University Police control, Elevator power, PA systems, Fire Alarm System, and EXIT signs.

TO ALL BUILDING OCCUPANTS

Pursuant to California Code of Regulations, Title 19, Section 3.09 (d) 5 (b), CSUDH is required to maintain information on all permanent building tenants who are physically challenged. This information is confidential and used in case of a building emergency that requires evacuation.

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated quickly, please provide the following information. Also, if you know two employees who will assist you with evacuation, list those individuals where indicated.

Name: _____
 Division: _____ Floor: _____ Location: _____
 Phone #: _____
 Nature of Physical Impairment: _____
 Permanent or Temporary (if temp., expected & date): _____
 Nature of Assistance Needed: _____

Names of Assistants:

Name: _____ Floor: _____ Location: _____ Extension: _____
 Name: _____ Floor: _____ Location: _____ Extension: _____

Signature: _____ Date: _____

Please complete and return this form to RM/EHOS @ ERC D-102 immediately.

SAFE REFUGE AREAS

The outside Safe Refuge Areas for a FIRE emergency are:

ERC BUILDING	
REFUGE 1	Open area by tennis courts
REFUGE 2	Open area of SAC/CAMS
REFUGE 3	Front lawn of Loker Student Union

FIELD HOUSE & GYM BUILDINGS	
REFUGE 1	Gym parking area
REFUGE 2	Open area between gym & lot #4

LOKER STUDENT UNION	
REFUGE 1	Front lawn of Loker Student Union
REFUGE 2	Sculpture Garden lawn

SBS BUILDING	
REFUGE 1	SBS east lawn area

NSM BUILDING	
REFUGE 1	100 parking level
REFUGE 2	SBS east lawn area

LCH BUILDING	
REFUGE 1	Sculpture Garden lawn
REFUGE 2	Front lawn of Loker Student Union

STUDENT HOUSING	
REFUGE 1	SBS east lawn area
REFUGE 2	

SHC, CHILD DEVELOPMENT & THEATER	
REFUGE 1	Access road between SHC & lot #3
REFUGE 2	Front lawn of Loker Student Union

SCC BUILDINGS	
REFUGE 1	Open area between SCC & lot #2
REFUGE 2	Front lawn of Loker Student Union

SAC / CAMS BUILDING	
REFUGE 1	East main access road

PHYSICAL PLANT & WAREHOUSE	
REFUGE 1	Main access road
REFUGE 2	Physical Plant parking lot

CENTRAL PLANT	
REFUGE 1	SBS east lawn area
REFUGE 2	Main access road to SAC / CAMS

EMERGENCY SUPPLY CHECKLIST

The following is a list of recommended supplies for all occupants. Remember you may be on your own for 72 hours.

- First Aid Kits and First Aid Book
- Portable radio and extra batteries
- Flashlights and extra batteries (or lightsticks)

- Water - 2 quarts to 1 gallon per person per day
- Food - packaged, canned, survival food bars, etc. (Can opener - non electric)
- Sturdy shoes
- Heavy gloves
- Whistle

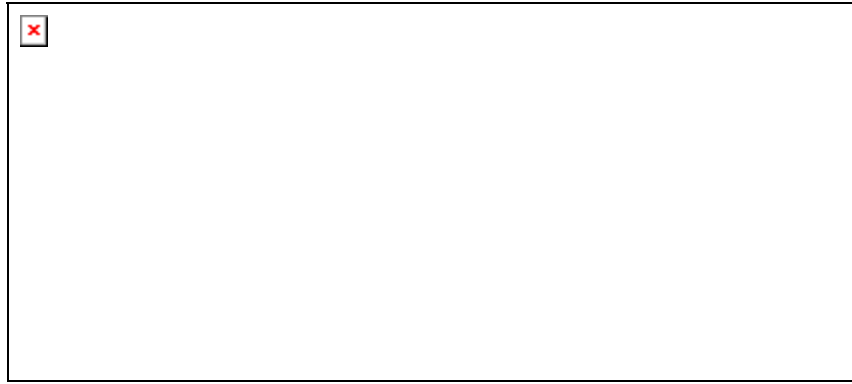
- Change of clothing
- Large plastic bags for trash, wasteland water protection
- Extra prescription for medicines
- Extra glasses or contact case and solution
- Cash (ATM's may not work)
- Have an emergency phone contact that is out of state

Supplies should also be stored in your car and at home. For additional information on recommended supplies contact the American Red Cross

BE PREPARED

BUILDING & FLOOR WARDEN PURPOSE & RESPONSIBILITIES

The purpose of our Building & Floor Wardens are to orchestrate the search and evacuation of floors during emergencies and to provide fire control and first aid when EMS services may not be able to respond during a local disaster.



Responsibilities

A. Building Warden

1. Ensures safe and complete evacuation or relocation of floor occupants during an emergency or fire drill.
2. Maintains a roster of persons needing assistance during an evacuation.
3. Communicates with University Police.
4. Verifies a head count at the evacuation point and reports the completed status to Police.
5. Does not allow employees to reenter the building until Police gives the “All Clear”

B. Alternate Building Warden

1. Assumes the Building Warden’s duties/responsibilities when necessary.
2. Aids the Building Warden during an emergency or fire drill.

C. Floor Wardens

1. Aid in evacuation at stairwells.
2. Receives information from: Building Warden, Police or P.A. announcements.
3. Directs evacuating personnel based on information from the Building Warden, Police, or P.A. announcements.
4. Directs the occupants to evacuate in single file, using the inside handrail of the stairwell.
5. Direct evacuating personnel to the nearest stairwell.
6. Searches the floor for any injured or remaining personnel.
7. Tags and closes doors to all searched and cleared areas.
8. Extracts ambulatory victims and provides first aid when necessary.
9. Maintains a roster of employees on the floor and reports any changes to EHOS.

Remember

1. Police must give the “All Clear” before employees can return to workstations.
2. Keep your floor rosters current and easily accessible.
3. Use the stairwell handrails & stay to the inside when evacuating.
4. Remove high-heeled shoes prior to entering stairwells.
5. At the evacuation point, assist your Building Warden in determining whether all employees, vendors and visitors to floor have been accounted for.