



CAL POLY

Administration & Finance
Department of Emergency
Management

Emergency Reference Guide

Department of Emergency Management
DEM@calpoly.edu

emergency.calpoly.edu
805-756-6658

In case of fire PULL FIRE ALARM
To report an emergency call 9-1-1 UPD non-emergency call 805-756-2281
University Police and News Line 805-756-6397 or 756-News

Cal Poly Radio Alert System 1610 AM
Emergency Alert System for news and instructions: 920 AM, 1400 AM, and 98.1 FM

BUILDING EVACUATION

Remain calm and evacuate the building using the nearest exit or alternate if nearest exit is blocked. Secure any hazardous materials or equipment before leaving. Take personal belongings and assist individuals with access and functional needs.

**KEEP CALM, WALK – DO NOT RUN,
DO NOT USE ELEVATORS**

Assemble at the building evacuation point, unless otherwise instructed. Remain at the evacuation point and do not re-enter building until authorized by emergency personnel. Building Coordinators will provide emergency personnel with relevant information.

CAMPUS EVACUATION

In the event of an emergency, it may be recommended to evacuate the campus. Persons with vehicles will be advised to exit campus by designated routes. Persons without vehicles may be instructed to walk, bike, or, if possible, obtain a ride. **Three** areas on campus have been designated by the San Luis Obispo County as **staging areas for evacuation of carless persons who need to obtain a ride**. Please refer to the "Carless Collection Points" maps. Evacuation of special populations, such as the ASI Children's Center, will be coordinated through the Emergency Operations Center.

CAL POLY EMERGENCY NOTIFICATION SYSTEM – POLY ALERT

The Cal Poly Emergency Notification System is a text messaging service that distributes brief messages in situations posing imminent physical threats to the campus community. Using Short Message System (SMS) technology, the system conveys messages to registered cellular phones, other wireless devices and all Cal Poly email addresses. To add a cell phone number, register via the My Cal Poly Portal, Personal Info tab, and follow instructions for PolyAlert.

ACTIONS TO BE TAKEN BY FACULTY

Professors should stop teaching when the emergency alarms are activated. They should ask students to gather their personal belongings, evacuate the building, and not return until instructed to do so by emergency personnel. During the first week of class, faculty should familiarize themselves and the students with the emergency evacuation signs and the building exits. If a professor is aware of an emergency and no alarm has been pulled to evacuate the building, he/she should activate the evacuation alarm and evacuate the building with students.

SUSPICIOUS OBJECTS

Do not touch or disturb the object. Warn others to stay away from the object. Call 9-1-1 from a campus telephone. Do not use your cell phone in close range of the object. Notify your supervisor. Be prepared to evacuate.

STRANGER OR UNAUTHORIZED ACTIVITY

Do not physically confront the person. Do not let anyone into a locked building/office. Do not block the person's access to an exit. Call 9-1-1 from a campus telephone and provide as much information as possible about the person and their direction of travel.

FIRE

**Activate the nearest fire alarm pull station, call 911 –
know your location**

Use fire extinguisher for small fires. When operating a fire extinguisher, remember **P-A-S-S**: Pull the pin; Aim at the base of the fire; Squeeze the lever; Sweep from side to side.

Feel doors for heat. If cool, exit carefully. **If door is hot, do not open the door.** Stay where you are until help arrives. Place cloth material around the bottom of the door to prevent smoke from entering.

Evacuate building, close doors between you and the fire. Go to your building evacuation point. **DO NOT USE ELEVATORS**

If caught in smoke, drop to your hands and knees and crawl as you exit. Hold your breath as long as possible. Breathe shallowly through your nose using clothing as a filter.

In laboratories, follow the fire safety training provided by the instructor or other department personnel.

If your clothing catches fire – **STOP, DROP AND ROLL** to extinguish the flames.

EARTHQUAKE

Drop, cover, and hold.

Remain calm. Take cover under a desk, table or chair; between seating rows in classrooms; against a corridor wall; outdoors, away from falling hazards. Stay away from glass windows, wall shelves and heavy equipment. Remain where you are. **PROTECT HEAD AND NECK with your arms until the shaking stops.**

After the shaking stops, move toward the nearest available exit. Evacuate carefully. **Do not use elevators.** Go to your evacuation site.

Secure hazardous materials or equipment before leaving. Take emergency supplies and any personal belongings that are in reach. Do not move injured unless necessary to prevent further injury.

Restore calm, assist others. Expect aftershocks. **Only dial 9-1-1 to report injuries or fires.** Do not touch anything that has been damaged. Report damages to Building Coordinator and/or Department Head.

Assemble at your building's evacuation point and remain there until further instructions by authorized emergency personnel.



HAZARDOUS MATERIALS SPILL

Call 9-1-1. Dispatch will report the spill to Environmental Health & Safety. Evacuate the area. If the spill does not pose immediate danger, wear protective clothing, isolate the spill, evacuate the scene, and limit access. Keep all persons exposed to radioactive materials isolated until they can be examined to prevent further contamination. If the spill was handled by authorized departmental personnel, report the situation to Environmental Health & Safety, 6-6662. Notify the area supervisor.

SHELTERING

Sheltering (staying inside a campus building) may become the selected protective action when there is insufficient time to evacuate, when evacuation routes are blocked, or when a radioactive release has occurred. The campus community will be given the location of campus shelters and the designated routes for evacuation using campus emergency communication sources.

POWER OUTAGE

Assess the extent of the outage in your area. **During the day**, report the outage to Facility Services (6-5555). **At night**, report the outage to University Police, 6-2281

Turn on battery-powered radios for further information if the outage is an area event. Use auxiliary light supplies (flashlights) conservatively. Keep refrigerators/freezers closed during outage. Open windows for additional light and ventilation.

If relocation is necessary, follow directions from authorized campus personnel. Help persons in darkened rooms move to safety.

Laboratory personnel should secure experiments or activities which may be dangerous without power or when power is abruptly restored. When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. Clean up any spills, store chemicals and close containers.

Remain at your work location and, if needed, work with your management to relocate employees and classes to areas where there is natural light.

During a daytime power interruption, the campus will not close. Daytime class dismissal will be at the discretion of the instructor. If a blackout occurs at night, classes will be cancelled and the campus will be closed.

ACTIVE SHOOTER

RUN: When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate the building.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the building/area.
- Call 911 when you are safe.

HIDE: If evacuation is not possible, find a place to hide.

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Do your best to remain quiet and calm.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

FIGHT: As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

911 When Law Enforcement Arrives:

- **Police are there to STOP the shooter**
- **Remain calm and follow instructions.**
- **Keep your hands visible at all times.**
- **Avoid pointing or yelling.**
- **Know that help for the injured is on its way.**

BOMB THREAT

Bomb Threat Checklist

Most bomb threats are made by telephone. If you receive a bomb threat telephone call:

- ✓ Remain calm.
- ✓ Keep the caller on the line as long as possible.
- ✓ Write down the telephone number of the incoming call if it is displayed on the telephone.
- ✓ Use this form to document the call.
- ✓ Notify a supervisor or co-worker nearby via a note.

Questions to Ask:

- ✓ When is the bomb going to explode?
- ✓ Where is the bomb right now?
- ✓ What kind of bomb is it?
- ✓ How do you know about the bomb?
- ✓ Why did you place the bomb?
- ✓ Who are you?
- ✓ Where are you calling from?

REPORT ALL BOMB THREATS IMMEDIATELY TO "9-1-1"

Complete as much of the following information as possible:

Describe Caller's voice: _____

Male Female (circle one) Approximate Age _____

Accent? If yes, describe _____

Is voice familiar? If yes, who does it sound like?

Other voice characteristics _____

Is there background noise? If yes, describe it _____

Date of call: _____

Time call began: _____

Time call ended: _____

Exact words of caller: _____

Name of person receiving call: _____

ADDITIONAL RESOURCES

Emergency Maps - Outdoor Assembly Areas; Emergency Phones; Buildings with Wheelchair Evacuation Chairs; Carless Pickup Areas

<http://www.facilities.calpoly.edu/mapsplans/map/emergency.pdf>

University Police

<http://afd.calpoly.edu/police/>

San Luis Obispo County Office of Emergency Services

<http://www.slocounty.ca.gov/OES.htm>

Campus Department of Emergency Management

emergency.calpoly.edu

Cal Poly Department of Emergency Management Twitter Handle

[@CalPolyDEM](https://twitter.com/CalPolyDEM)