

EVACUATION PROCEDURE

CSULB Research Foundation Building
6300 State University Drive Long Beach, CA 90815

I. PURPOSE OF EVACUATION

In the event of an emergency such as fire, earthquake, bomb threat or other circumstances requiring the evacuation of the CSULB Foundation Building, all employees should be aware of and be ready to perform a prompt, safe and successful evacuation.

II. EMERGENCY ALARM SYSTEM

The Building Emergency Alarm System consists of Emergency Alarm, Fire Alarm Pull Stations, Smoke Detectors, and a Fire Sprinkler System. All alarm occurrences shall be considered genuine. The alarm will sound designating instances of fire, hazardous chemical/gas spills or leaks, following earthquakes when damage has been sustained and other instances as deemed necessary. Once the alarm is sounded, the evacuation procedure will begin.

Emergency Alarm: The alarm is a loud whooping sound. It will sound throughout the entire building in the event of an emergency. Automated announcements will be given over the Public Announcement System (PA system) and strobe lights will also flash from alarm position.

Fire Alarm Pull Stations: Fire alarm pull stations are located at the main entry/exits to building. These pull stations will set off the alarms throughout the entire building and the Alarm Control Panel in the Fire Control Room. They will cause the Heating Ventilation and Air Conditioning system to shut down. The alarm will notify ADT, who monitors the alarm system and, in turn, contacts the Long Beach Fire Department. To activate the alarm, pull lever down.

NOTE: Any intentional false alarms could be subject to criminal prosecution as a misdemeanor, or as a felony if people are injured.

III. PROCEDURE

When the Emergency Alarm sounds, all employees are to walk to the nearest stairway/exit IMMEDIATELY. Do not wait to finish a project or a piece of work. By the time the alarm sounds, the emergency has most likely already progressed beyond its incipient stage. Employees should become familiar with the location of the nearest exit to their workstation and practice the route to take during an emergency. It is also important to determine a secondary route for use in the event that the emergency itself prohibits following the primary plan.

Walk down and out of the building and away from the building to avoid any falling glass. DO NOT ATTEMPT TO USE ELEVATORS, as they are not intended to be safe exits during an emergency. Elevator shafts may fill with smoke or gas creating a dangerous condition for passengers. Fire can cause elevator controls to malfunction, trapping passengers. REMEMBER TO USE STAIRWAYS TO EXIT.

Keep low when traveling through smoke; as smoke and heat rise, the air closer to the floor will be cooler and easier to breathe.

Do not break windows to vent smoke, as this may fuel a fire. Falling glass is a serious threat to pedestrians and firemen below. The exhaust fans, when activated, will clear the building of smoke within a short period.

Do not open hot doors. Before opening any door, touch it near the bottom, then upward to see if it is hot. If it is hot, DO NOT OPEN! Place a fabric type of material (towel, clothing, etc.) along the bottom of the door to keep out smoke. A fire on the other side of the door will blast through the slightest opening with tremendous force.

Building Marshals (selected persons in your office area) are responsible for alerting the employees/persons in their area to immediately evacuate the building in the event of an emergency alarm. They shall accompany those evacuating to assure orderly departure and to keep people away from the building. DO NOT RETURN to the building unless advised by the Fire Department/Appointed Safety Official that it is safe to do so.

IV. ASSEMBLY AREA

Once outside of the building, everyone will assemble in the following areas away from any hazards:

Primary location - parking lot area on the east side of the Foundation Building - opposite side of the parking booth. This area borders the neighboring church facility going toward Palo Verde Avenue).

Secondary location – picnic area on the far west side of the Foundation Building just past the boiler room and the CPIE class registration windows.

All employees should stay together while in the assembly area until they are told that it is safe to return to the building. Employees must check in with their Manager/Supervisor upon arriving at the location. Employees that do not check in will be reported to emergency personnel to initiate possible search and rescue measures.

Certain conditions may require movement to an alternative assembly area. In the event that our primary and secondary locations are found to be unsafe, please follow all directions provided by the Building Marshals and Emergency Personnel.

V. BUILDING MARSHAL PROCEDURES

Building Marshals are volunteers who receive training from the University Office of Safety and Risk Management.

When alarm sounds, proceed to assigned station.

Assist or direct building occupants to the nearest usable exit.

Be aware of changes in evacuation conditions and be ready to adapt to those changes.

If you are assigned to do so, inspect rooms and offices as they become vacant, turn off lights, and close (but do not lock) the door. If the door cannot be unlocked, leave it open.

Take note of any structural damage and of any injured or trapped persons. This is a judgment call, but if they can be released easily and quickly, acts to rescue them. If not, report the victim's location and situation to the search and rescue team as soon as you have left the building. Be alert to the needs of the

physically challenged individuals during an evacuation. Ask if they require assistance (see Guidelines for Evacuation of Disabled Persons below). If they do, you may need to secure the help of another occupant who can guide them out the exit and to the assembly area.

Once you can verify that your section of the structure has been evacuated, leave the building with the other Marshals in your area and secure the exits with “DO NOT ENTER” tape. Proceed to the assembly area and assist in caring for the occupants if necessary.

Once you have left the building, do not re-enter until you are told that it is safe to do so by the Chief Building Marshal, Emergency Personnel, or Research Foundation Management.

When directed to do so, assist in relocating the building occupants to the main or alternate assembly area.

VI. EVACUATION PRACTICE DRILLS

There will be two evacuation drills each year. The dates will be scheduled by the University and recognized by the entire campus. Employees will be notified in advance that there will be a drill and should review the evacuation procedure if necessary.

VII. EVACUATION GUIDELINES FOR DISABLED PERSONS

The following guidelines should be considered when assisting persons with disabilities. Emergency Building Marshals and volunteers should familiarize themselves with these procedures.

- **Visual Impairments**

Most persons with visual impairments will be familiar with their immediate area. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit – DO NOT USE ELEVATORS. Have the person take your elbow and escort him/her (this is the preferred method when acting as a “sighted guide”). As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, narrow passageways, etc. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed. Some individuals may have guide dogs that are disoriented during the emergency, and may require additional assistance. Please note: White canes and other mobility aids should not be left behind.

- **Hearing Impairments**

Most buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists. An alternative warning technique is required. Two methods of warning are:

Writing a note describing the emergency and the nearest evacuation route (e.g., “Fire - - go out rear door to the right and down stairs. Now!”).

1. Getting the person’s attention and communicating through simple gestures where to exit.
2. Persons Using Crutches, Canes, or Walkers

If the person is not on the ground floor, or if obstacles are blocking escape routes, they may need assistance. Before taking action, always ask the person their preferred method of assistance. Refer

to the following illustrations for evacuation options. Check with Building Marshal/Emergency Coordinator for the availability of an evacuation chair if needed- DO NOT USE ELEVATORS. Crutches, canes, and walkers should not be left behind.

- **Persons Using Wheelchairs**

Persons using wheelchairs may be able to exit safely without assistance. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately. If the person prefers to be moved in their wheelchair, they should be moved forward downstairs – DO NOT USE ELEVATORS.

Important considerations include:

1. Wheelchairs have many moveable or weak parts that were not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, moveable arm rest).
2. Some people using wheelchairs have electric artificial respirators attached. They should be given priority assistance if there is smoke or fumes, as their ability to breathe may be seriously in danger.
3. Some people have no upper trunk or neck strength.
4. Power wheelchairs may have heavy batteries which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair so that they can be moved immediately, and the wheelchair can be retrieved later. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), call University Police for assistance. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.
5. If a seatbelt is available, secure the person in the chair when evacuating them.

VIII. QUESTIONS

Any questions regarding this evacuation plan should be directed to the Research Foundation Facilities Manager (562)985-2714 or Director of Human Resources (562)985-7949.