

Fire Prevention, Safety & Evacuation Plan (FPSEP)

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Contents

Section 1 General Information.....	3
Purpose.....	3
Section 2 Responsibilities and Duties.....	4
Responsibilities of All Employees, Faculty and Staff.....	4
Responsibilities of Students.....	4
Responsibilities of Faculty, Lecturers, and Teaching Assistants	5
Responsibilities for Laboratory and Other Locations with Hazardous Materials	5
Responsibilities of Groundskeepers	5
Responsibilities of the Emergency Manager and Responsible Parties.....	5
Emergency Manager Responsibilities.....	5
Emergency Manager Duties	6
Responsible Parties Duties	7
Section 3 Potential Fire Hazards, Proper Storage, and Handling Procedures.....	9
Electrical Fire Hazards	9
Portable Heaters	9
Office Fire Hazards.....	9
Cutting, Welding, and Open Flame Work.....	9
Flammable and Combustible Material.....	10
Section 4 Potential Sources of Ignition.....	11
Section 5 Housekeeping Practices.....	12
Section 6 Fire Protection Systems	13
Fire Protection Maintenance and Inspection Frequencies.....	13
Fire watch	13
Section 7 Evacuation Procedures	15
Evacuation Route Maps.....	15
Section 8 Emergency Procedures	16
Fire/Explosion	16
Other Emergency Procedures	16
Section 9 - Emergency Evacuation for Persons with Disabilities	17
Planning.....	17
Evacuation Options.....	17
Emergency Procedures	18
Additional Considerations	18
Section 10 – Automated Notifications & Assembly Locations	20
Automated Notifications.....	20
Rally Points and Evacuation Assembly Points (EAPs)	20
Section 11 – Fire Prevention, Safety, & Evacuation Plan Reviews	21
Appendix A – Critical Equipment Shutdown.....	22
Appendix B – Additional Considerations.....	23

Section 1 General Information

Purpose

The purpose of the Fire Prevention, Safety, & Evacuation Plan (FPSEP) is to ensure fire prevention is a functional process for eliminating hazards from the workplace in compliance with California Code of Regulations (CCR), Title 8, § 3221. It provides faculty, staff, and students with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards. It also is to establish procedures required by Chapter 4 of the California Fire Code. More specifically, this plan is to document how to notify occupants of a building emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants.

The FPSEP is designed to identify critical equipment that may need to be shut down and includes information about the nature of the emergency that can be provided to emergency services so that a safe and effective response may be initiated. This plan is also written to meet the requirements of Chapter 9 of the California Fire Code, procedures for sounding emergency alarms. In response to the COVID-19 pandemic, this plan also integrates face covering and physical distancing preparedness with emergency evacuation procedures. The COVID-19 response considerations will also be applicable to any future communicable disease events with similar modes of transmission.

Outside contractors will be expected to comply with all environmental health and safety conditions outlined in their contract as well as follow sound fire prevention techniques and methods during their contracted jobs.

Section 2 Responsibilities and Duties

The Associate Vice President of Facilities Management is responsible for the identification and installation of fire detection and fire suppression systems for new construction and existing facilities' renovation projects.

The Director of Facilities Operation is responsible for the following:

- a. Inspection and maintenance of fire suppression and detection systems installed to prevent or control ignitions of fires; and
- b. Installation, inspection and maintenance of fire extinguishers.

The Custodial and Grounds Manager is responsible for the control of accumulation of combustible waste materials in buildings.

The Department Chairs are responsible for controlling the accumulation of flammable and combustible materials and wastes in their respective laboratories.

An effective fire safety and emergency evacuation plan requires the coordination of many occupants in a building. All building occupants, including faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty and staff. Visitors should also be instructed on proper response to alarms and the requirement to evacuate.

Responsibilities of All Employees, Faculty and Staff

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 7 and 8.
2. Participate in drills and training as required. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes. One required drill shall be held during hours after sunset or before sunrise.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. Supervisors orient new employees of this plan upon hire.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities.
6. Complete and maintain evacuation exemption procedures for qualified medical procedures. (Intended for a very small number of surgical procedures. Drills are normally scheduled out the open clinic hours to preclude this issue).
7. During communicable disease restrictions, wear a face covering when inside a building and continue to wear it outside in designated evacuation area. It is assumed employees away from their workstation during communicable disease restrictions will be wearing their face covering.

Responsibilities of Students

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 7 and 8.
2. Respond to building alarms and promptly evacuate.

3. Follow directions of instructors, Building and Floor Marshalls, police and fire representatives.
4. During communicable disease restrictions, wear a face covering as required when inside a building and continue to wear it outside in designated evacuation area.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

1. Be familiar with building and emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency.
2. Orient students with a brief overview of emergency evacuation procedures on the first day of class to:
 - a. Provide general information relating to emergency procedures.
 - b. Inform students that evacuation is required when the alarm system is activated.
 - c. Inform students of the location of the nearest exits, and where to assemble outside.
3. Take responsible charge of the classroom during building emergencies and alarms.
4. Report an emergency by activating the alarm systems and calling 911.
5. Be familiar with evacuation options for persons with disabilities.
6. During communicable disease restrictions, wear a face covering when inside a building and continue to wear it outside in designated evacuation area. It is assumed employees away from their workstation during communicable disease restrictions will be wearing their face covering.

Responsibilities for Laboratory and Other Locations with Hazardous Materials

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 7 and 8.
2. If the emergency is in or near your research area, report directly to incident command (usually Arcata Fire Department or Cal Poly Humboldt University Police Department (UPD) about hazardous materials and activities in the space. This will help ensure the safety of emergency responders and the resumption of normal operations as soon as possible.
3. During communicable disease restrictions, wear a face covering when inside a building and continue to wear it outside in designated evacuation area. It is assumed employees away from their workstation during communicable disease restrictions will be wearing their face covering.

Responsibilities of Groundskeepers

1. During evacuations, assigned groundskeepers with radios (or other designee by UPD, if needed) will surround evacuated structure and radio UPD for assistance of any person not able to evacuate by keeping an eye on the windows for movement and/or any information from persons evacuating.

Responsibilities of the Emergency Manager and Responsible Parties

The Emergency Manager (part of Risk Management & Safety Services – RMSS) and Responsible Parties (defined as all Cal Poly Humboldt employees, faculty, and staff). They receive specialized annual training from the Environmental Health & Safety Department (RMSS) to serve in their role. Additional information is available in Section 2 – Responsible Parties Duties.

Emergency Manager Responsibilities

The Emergency Manager is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the Emergency Manager or alternate is not available, a senior employee may serve as liaison.

Emergency Manager Duties

1. Administrative
 - a. Prepare, maintain, and distribute the Fire Safety and Evacuation Plan (FPSEP).
 - b. Work with management in all departments occupying the building to include the FPSEP in new employee orientation.
 - c. Call periodic meetings with the Safety Committee to review and update the FPSEP.
 - d. Distribute the FPSEP annually to all building occupants (those with assigned workstations) and highlight any changes to the document.
 - e. Be familiar with duties and emergency procedures.
2. Training
 - a. Responsible Parties (**Required**): All Responsible Parties will be assigned annually a Emergency Procedures Training offered by RMSS through CSU Learn.
 - b. Fire Extinguisher Training (**Required**): For all Cal Poly ResLife Staff and Overnight Camp Staff Leaders.
 - c. Fire Extinguisher Training (**Not required**): Optional training is available for all Cal Poly Humboldt personnel on the use of portable fire extinguishers.
3. Preparation Guidelines
 - a. Be familiar with the FPSEP and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, student and visitor health and safety to ensure all units occupying the building are addressed in this plan.
 - b. Assist with the development of emergency procedures for persons with disabilities. See guidelines contained in Section 9.
4. Oversee Responsible Parties
 - a. Ensure Responsible Parties have attended RMSS training and know what their duties are in case of an emergency.
 - b. During communicable disease restrictions, ensure all Responsible Parties are familiar with proper face covering and physical distancing guidelines.
5. Planned Evacuation Drills (first one to occur within 10 days of beginning classes)
 - a. Serve as liaison between building occupants, the building coordinator and RMSS for evacuation drills. RMSS is responsible to schedule the drills and will activate the fire alarm
 - b. Critique the drill and note any problems or issues to send to RMSS.
6. Building Emergency Evacuation
 - a. Wear face covering during communicable disease restrictions, evacuate, and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.
 - b. Receive status reports from area Responsible Parties.
 - c. Identify yourself and communicate your role to incident command (usually Arcata Fire Department or UPD), provide any relevant information you may have about the status of the emergency and the notice to send out on the Campus Emergency Alert System along with the survey of employee and student status.

- d. RMSS will monitor responses to the surveys and notify incident command of any persons needing assistance to evacuate. They will also send out a follow-up alert to anyone not responding to the original notice. Once the building or area has received the “All Clear” from UPD or AFD, an additional notification will be sent out to all students, employees, faculty, and staff that it is safe to enter the building or area.
- e. Communicate with RMSS, Facilities Services, personnel who work in the affected space and others who may have information.
- f. If necessary or requested by incident command, assign Responsible Parties or other personnel as needed to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.
- g. When the fire department has communicated “ALL CLEAR,” announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.
- h. Coordinate with Responsible Parties to allow for a controlled reentry of building occupants to minimize crowding and also ensure physical distancing during communicable disease restrictions.

Responsible Parties Duties

1. Training
 - a. Responsible Parties Training (**Required**): All Responsible Parties (this includes all Cal Poly employees, faculty, and staff) will be assigned annually a Emergency Procedures Training offered by RMSS through CSU Learn.
 - b. Fire Extinguisher Training (**Not required**): This optional training is available for all Cal Poly Humboldt personnel on the use of portable fire extinguishers. Contact RMSS to schedule.
2. Preparation Guidelines
 - a. Be familiar with the FPSEP and all relevant emergency procedures.
 - b. Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
 - c. Be aware of persons with mobility disabilities and their evacuation plan.
 - d. Sweeping an area of the building to motivate non-responsive occupants to exit is optional. If conducted, the sweep should not take longer than two minutes.
 - e. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
 - f. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
 - g. Participate in evacuation drills as requested by the Emergency Manager.
 - c. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (see Section 9). Contact RMSS for assistance.
 - d. Be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.
 - e. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
3. Building Emergency Evacuation
 - a. Wear face covering during communicable disease restrictions and check your area for visitors and others who may need assistance responding to the emergency. Students and visitors and other

- transient occupants who may not be familiar with how to evacuate should be informed of the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
- b. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
 - c. Optional: Sweep your area by walking, calling out, knocking on doors and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. As a general rule, Responsible Parties should not fight fire with fire extinguishers or otherwise.
 - d. Responsible Parties are to encourage occupants to move towards exits quickly and to alert emergency responders or groundskeepers surrounding the building of anyone not able to evacuate.
 - e. If you are unable to evacuate, stand near a window to get the attention of Cal Poly Humboldt staff stationed around the building being evacuated. Break the window if you can't get their attention by opening it and/or pounding on it/yelling.
4. At the Assembly Point
- a. Once outside, assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.
 - b. If you or anyone from your area have specific information about the nature or location of the emergency, immediately report the information to the Emergency Manager who will relay the information to first responders at the incident command location.
 - c. Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
 - d. Immediately report to the Emergency Manager any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
 - e. Don't reoccupy in response to the alarm being silenced. Await a definitive message.
 - f. During the reoccupy phase, monitor and ensure building occupants wear their face coverings and maintain physical distancing during communicable disease restrictions.

Section 3 Potential Fire Hazards, Proper Storage, and Handling Procedures

Electrical Fire Hazards

To prevent electrical fires, employees shall:

- Make sure worn wires, plugs, or cords are replaced;
- Never use extension cords as substitutes for permanent wiring;
- Use only approved power strips or surge protectors [i.e., those with the Underwriters Laboratory (UL) or FM Global (FM) label];
- Don't overload power strips or surge protectors with high drawing current electrical devices;
- Never "gang" or "daisy chain" multiple power strips or surge protectors;
- Never break off a third prong (Ground Pin) on a plug to plug it into a two-pronged outlet;
- Always disconnect an electrical plug by pulling the plug not the cord;
- Check wiring in hazardous locations where the risk of fire is especially high; and Check electrical equipment to ensure that it is either properly grounded or double insulated.

Portable Heaters

Portable electrical heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials shall be maintained at all times. Do not overload power strips or surge protectors with multiple portable heaters.

Office Fire Hazards

- Avoid overloading circuits with office equipment;
- Turn off nonessential electrical equipment at the end of each work day;
- Keep storage areas clear of rubbish; and
- Ensure that power strips or surge protectors are not placed under carpets or rugs.

Cutting, Welding, and Open Flame Work

- All necessary hot work permits have been obtained and fire watches will be established prior to work;
- Cutting or welding is prohibited in sprinkled areas while sprinkler protection is out of service;
- Cutting and welding are done in designated areas whenever possible by authorized personnel;
- Adequate ventilation is provided;
- Torches, regulators, pressure-reducing valves, and manifolds are Underwriters Laboratory (UL) or FM Global (FM) approved;
- Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure relief devices; and
- Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors or dusts could develop in confined spaces.

Flammable and Combustible Material

Class A Combustibles

These include common combustible material (wood, paper, cloth, and some plastics that can act as fuel. To handle Class A combustibles safely:

- Keep trash in receptacles;
- Dispose of waste in a timely manner;
- Keep work areas clean;
- Keep combustibles away from potential ignition sources;
- Store oily rags in metal bins with lids; and
- Do not store excessive amounts of combustibles.

Class B Flammables or Combustibles

These include flammable and combustible liquids (oils, greases, and lacquers), flammable gases, and flammable aerosols. To handle Class B flammables and combustibles safely:

- Use only approved pumps to dispense liquids from tanks, barrels, drums, or similar containers;
- Do not dispense flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire and either the container or nozzle is grounded;
- Store, handle, and use Class B flammables only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks;
- Five gallons or more of a Class B flammable must be stored in a flammable liquid storage cabinet equipped with a self-closing mechanism;
- Store materials such as oxidizers and organic peroxides in an area separate from flammable liquids and gases;
- Do not use, handle, or store Class B flammables or combustibles near exits or stairwells;
- Do not weld, cut, grind, or use unsafe electrical equipment near Class B flammables; and
- Do not generate heat or allow an open flame near Class B flammables.

Section 4 Potential Sources of Ignition

Ignition Source	Control Procedures
Brazing and Welding	Control procedures are outlined in Cal Poly Humboldt's Hot Work Permit Program.
Electrical	Control procedures are outlined in Cal Poly Humboldt's Control of Hazardous Energy Lockout/Tagout Program.
Lab Work	Control procedures are outlined in Cal Poly Humboldt's Chemical Hygiene Plan.
Smoking	Adopted and posted signage per Arcata Municipal Code (AMC) Sections 5703, 5704, and 5705 and CSU Executive Order 1108.
Cooking/Warming Appliances	<p>Use of items such as electric fry pans, coffee pots, toasters, toaster ovens, rice cookers and blenders are not allowed in student rooms and are only permitted for use in the kitchen area of the residence halls, apartments and suites.</p> <p>Appliances with open heating coils, such as space heaters, hot plates and other such heat-producing appliances, are fire safety hazards and are not permitted in the facilities at any time. Irons are heat producing and therefore considered a fire safety hazard. You can only use irons in laundry rooms. Dehumidifiers, electric blankets, and space heaters which do not adhere to the aforementioned restrictions are prohibited in the residence halls.</p>
Open Flames	<p>Candles, incense, barbecues, torches and other such incendiary products (e.g., fire poi, tea light diffusers, etc.) are fire safety hazards and are prohibited inside of housing facilities.</p> <p>Public barbecue areas are stationed on the Canyon lawn, Cypress lawn, Creekview picnic areas, the Hill Quad, and at the College Creek patio area for use by residents and should only be used with charcoal briquettes.</p> <p>Burning of wood or any other substance in the barbecue is prohibited. Flammable liquids such as lighter fluid, gasoline, and charcoal starter may not be stored in or adjacent to any facility but can be stored at the Housing Grounds shop.</p>
Room and Apartment Decorations	Large wall hangings must be treated with a flame retardant. Exterior room doors may not be more than 33% covered. Student ResLife and Dining Services reserves the right to adjust this percentage and will notify residents if any change is made. Paper or plastic may not be used to cover any light or light fixture. Lighting fixtures, including holiday lights, may not be hung on any surface outside rooms or suites including windows and doors.

Section 5 Housekeeping Practices

The following practices are used to control accumulations of flammable and combustible materials and wastes at the Institute:

Type of Fire Hazard	Fire Prevention Practices
Flammable and Combustible Liquids	<ul style="list-style-type: none">- Laboratory Fire Prevention Practices are outlined in the Chemical Hygiene Plan.- Inspections are conducted under the Injury and Illness Prevention Program.
Flammable Gases	<ul style="list-style-type: none">- Laboratory Fire Prevention Practices are outlined in the Chemical Hygiene Plan.- Inspections are conducted under the Injury and Illness Prevention Program.
Paper & Plastic	<ul style="list-style-type: none">- Office trash and recycling cans are emptied on a routine basis.

Section 6 Fire Protection Systems

Fire Protection Maintenance and Inspection Frequencies

The Director of Facilities Management is responsible for the annual, semi-annual, and five year testing of the Institute's fire suppression and detection systems. These systems include:

- Fire sprinkler systems (wet, dry, pre-action, deluge, and Gaseous extinguishing agents); and
- Heat, smoke, and infrared detection systems.

The Director of Facilities Management is also responsible for the monthly fire extinguisher inspections and the annual servicing of fire extinguishers, replacement of extinguishers on campus, and managing invoices related to third party personnel assisting with Campus fire prevention systems.

Fire watch

When and why do we setup fire watch?

- When the fire alarm system goes down in one of the housing areas (due to mechanical failure, power outage or phone outages), the RLC on duty (with support from the Emergency Manager) needs to coordinate fire watch to maintain the safety of the residents and facilities in the affected area(s).
- When the fire alarm system goes down in all other areas of campus (due to mechanical failure, power outage or phone outages), the Emergency Manager will coordinate fire watch to maintain the safety of the residents and facilities in the affected area(s).

What is fire watch?

- Student staff (or whoever is available and trained in emergency response) will need to conduct rounds every hour in the affected area(s) until the alarm systems are restored or another solution is implemented.
- If fire watch needs to occur over night, ResLife or the Emergency Manager will utilize a private company to conduct fire watch. Please call the admin on call if this becomes necessary. There will be a ready-made key for this company that will be stored in the Key Watcher System.

What should fire watch staff be looking for?

- During fire watch rounds, staff should be looking for potential fire hazards, such as candles, as well as keeping an eye out for any legitimate fires that start while the alarm system is down. Staff should remind residents to use flashlights and lanterns instead of candles.

What should fire watch staffs do if there is a real fire?

- In the event of a real fire during fire watch, staff should call or radio UPD immediately. In most buildings, the fire alarm pull stations will still respond for up to 24 hours without power due to battery back-ups. If the pull stations do not respond, however, staff should use the megaphone to notify residents to evacuate in addition to pounding on windows and doors on their way out of the area.

- Once UPD arrives, ask them to use their patrol car PA system to notify any residents still in the building. Remember: your personal safety is of utmost importance. Get yourself to safety first, and then coordinate efforts to evacuate the rest of the building.

What needs to be done after fire watch is complete?

- An after-action report should be created after fire watch is complete. Please ask fire watch staff what went well, and what could be improved upon. Please send notes to the Emergency Manager (and ResLife Area Coordinator, if applicable).

Section 7 Evacuation Procedures

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Upon fire alarm, wear face covering if under communicable disease restrictions.
3. Begin immediate evacuation of the building or area as outlined in Section 8 Emergency Procedures.
4. Take your keys and valuables and close doors behind you as you exit.
5. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
6. Go to your pre-determined Rally Point (or Evacuation Assembly Point (EAP) or other safe location if the Rally Point is not accessible), typically outdoors at a safe distance from the building and out of the way of emergency services.
7. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (see Section 9).

Evacuation Route Maps

Evacuation floor plans help to identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken. Your building's floor plans and evacuation routes are posted throughout the building. Copies of these evacuation routes are maintained electronically onsite (ResLife server - Floor Plans\Emergency Signs for all residential units and FacilitiesLink for all others) and therefore not included in the FPSEP due to the large volume of documents. See [Campus Map with Rally and Emergency Assembly Points](#).

Section 8 Emergency Procedures

Fire/Explosion

All fire alarm activations should be taken seriously. Never assume it is a false alarm. Building occupants must evacuate when the alarm sounds.

Fire/Explosion

- If something is on fire, use the **nearest pull station to activate the fire alarm** and then **call 911**. Communicate the details about the fire you know.
- **If trained, use a fire extinguisher for incipient (early) stage fires only.** Before you use, make sure that you:
 - Have **called 911** or pulled the fire alarm
 - Have an **evacuation route** planned
- **If trapped by smoke or fire; stay low** and try to **cover your mouth** with a wet cloth.
 - **Find a room** where you can **seal the cracks under the door** and **call 911**
 - **If near a window, wave or hang something outside** to alert fire personnel. Break the window if you can't get their attention by opening it and/or pounding on it/yelling.
- If your clothes catch fire: **STOP, DROP and ROLL** to smother the flames.

All Fire Alarms

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
- Wear face covering if under communicable disease restrictions.
- **Do not use elevators.** Evacuate by using the **nearest stairwell**.
- **Go to your Rally Point or Evacuation Assembly Point (EAP) or other safe location** and maintain proper physical distancing if under communicable disease restrictions.
- **Respond to any surveys received by text alert of your status.**
- **Do not re-enter the building** until authorized by emergency personnel.

A Fire in a Building without a Fire Alarm

- **Call out "FIRE – GET OUT"** loudly, using your voice **to inform other occupants**.
- **Phone 911** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**

Other Emergency Procedures

Cal Poly Humboldt standard procedures for emergencies such as earthquakes, civil unrest and chemical spills are located at https://risksafety.humboldt.edu/sites/default/files/hsu_eop-g_9.6_final.pdf.

Section 9 - Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Faculty, staff, students and visitors with disabilities are expected to consider these options in advance to determine their best response to a building emergency. Assistance is available through RMSS and the Cal Poly Humboldt's Student Disability Resource Center.

Planning

Persons with disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
3. Register with the Student Disability Resource Center (Students) or work with HR (Employees).
4. Keep a face covering on their person at all times if under communicable disease restrictions.

Evacuation Options

Persons with disabilities have five evacuation options as follows with preferred options listed first.

- **General Evacuation:** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
- **Horizontal Evacuation:** In large buildings and multi-wing complexes such as Gist Hall or Science A, evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
- **Area of Refuge:** Move to an area of refuge (also known as Areas of Evacuation Assistance or Evacuation Waiting Area) which is protected by substantial fire-rated construction. Many building stairwells with large landings serve as very good areas of refuge. Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared, then enter. Enclosed elevator lobbies and fire-rated exit corridors can also serve as an evacuation waiting area, especially when in close proximity to an exit. For assistance identifying an area of refuge, contact RMSS.
- **Stay in Place:** If evacuation or moving to an area of refuge is not possible, staying in place, in your office, for example, may be appropriate. An enclosed room with an exterior window, a telephone, and a solid or fire-resistant door may be a good choice. With this option, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will relay this location to on-site emergency personnel who will determine the necessity for evacuation.
- **Assisted Evacuation Device:** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device, such as a specially designed chair, can be used by **trained personnel** to evacuate mobility disabled persons.

Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to over-ride the elevator functions and can use them to assist with evacuation.

Emergency Procedures

1. Persons with mobility disabilities should evacuate if able, report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
2. If reporting to an area of refuge or staying in place, contact emergency services by calling 911 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. In a pandemic a person that is assisting another person may be required to have a higher level of PPE due to the time in close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper in the event of a pandemic evacuation.
5. The Emergency Manager should provide any relevant information to emergency services.

Additional Considerations

There may be times when conditions require greater assistance, in which case it is the responsibility of staff to notify Incident Command Immediately for the need for greater assistance. In some cases, individuals who require additional assistance will be preidentified. In those cases, ResLife leadership and/or Human Resources will work with those individuals to determine the best evacuation plan for them. This process is a collaborative process.

Visually Impaired

Most people with visual impairments are familiar with their immediate area. In the event of an emergency, talk to the person. Tell them the nature of the emergency and that you will guide them to the nearest emergency exit. Have the person take your elbow (escort them). Tell the person where they are and advise them of any obstacles. Ask the student if they require any other assistance once you reach the evacuation site. Inform them of where the nearest assistance is located and then inform the emergency coordinator of the location of the student.

Deaf or Hard of Hearing

People with impaired hearing may not hear the warning bells and buzzers used for the evacuations of buildings. Therefore an alternative warning device is needed. The two most acceptable methods of warning are:

- A written note telling them where the emergency is and the nearest evacuation route.
- A visual signal such as turning the light switch on and off to gain their attention.

Special equipment may have been provided for their safety by the Cal Poly Humboldt and installed in rooms housing residents who have hearing impairments. However, if this is not the case or the person with hearing impairments is not in their own room the aforementioned contact or signal should be done.

Persons Using Wheelchairs

Tell the person the nature of the emergency. Most persons using wheelchairs will be able to exit safely without assistance. If their wheelchair is inaccessible or trapped, you will need to ask them how they wish to be assisted.

Preference varies as to:

- Being removed physically from the wheelchair.
- The number of people necessary to assist them.
- Points on the wheelchair where the rescue person should hold onto for lifting.
- Whether the seat cushion or pad should be brought along with them if removed from the chair.
- Whether to extend or move their extremities when lifting due to pain, catheter leg bags, braces respirators, etc.
- How to proceed with after-care if removed from the wheelchair, i.e., whether stretchers, chair with cushion pad, car seat or paramedic involvement is necessary.
- Being carried forward or backwards, up or down a flight of stairs.

People with Service Animals

People who use service animals should never be separated from the animal unless absolutely necessary. Communicate with the person who has the animal to find out what they may need assistance on. Be aware that during an emergency, the animal may be confused and disoriented. Allow the person to handle their animal unless they ask for assistance.

Section 10 – Automated Notifications & Assembly Locations

Automated Notifications

When an incident arises that affects the entire campus, the campus community will receive alerts via Cal Poly Humboldt email and text messages to your cell phone. Both are designed for campus-wide emergencies, while the Cal Poly Humboldt homepage and 707-826-INFO provide updates on any campus emergency.

Everyone associated with the University should provide a current cellphone number that can be used to contact you in case of a campus emergency. Following a Major Emergency Event, a text survey will be sent following the notification to allow the employee to state if they are in a safe place and/or need assistance.

- RMSS will monitor responses to the surveys and notify UPD of anyone needing assistance.
- If you receive a survey regarding your safety, it is your responsibility to respond so resources can be directed to those in need and not drained locating those choosing not to respond.

Rally Points and Evacuation Assembly Points (EAPs)

When evacuating, go to the assembly point or other safe location using a safe route. Rally and Evacuation Assembly points are away from the building and out of the way of responding emergency personnel (see [Campus Map with Rally and Emergency Assembly Points](#)). Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

If building is evacuated, Groundskeepers or other assigned staff will establish a perimeter around the building to identify anyone who can not evacuate and communicate to UPD to provide assistance. Persons will not be allowed back in the building until all on scene agree (i.e. UPD, AFD, ResLife, RMSS, etc.) and the Incident Commander has given the “all-clear” notification.

Section 11 – Fire Prevention, Safety, & Evacuation Plan Reviews

*Conduct review annually or when conditions change that warrant an update.

Date	Revision	Notes	Initials
12/2022	Original document	FPSEP developed.	TN

Appendix A – Critical Equipment Shutdown

Critical equipment could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. Facilities Management coordinates these operations and will provide information to UPD as needed.

Appendix B – Additional Considerations

In addition to Student Health & Wellbeing Services that may need to coordinate with UPD directly for any issues, there are several areas on campus that house wildlife. The Wildlife Care Center Director will coordinate with UPD and Facilities Management as necessary depending on the nature of the incident.