



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Building Emergency Coordinator Plan

September 2019

Support Annex 2 to the CSU Monterey Bay Emergency Operations Plan

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1. INTRODUCTION

Initial actions following the onset of an emergency event are critical to subsequent response strategies and resultant event outcomes. The unique nature of the California State University, Monterey Bay (CSUMB) community requires effective initial actions in the event of an emergency incident to ensure:

- Safety of students, faculty, staff, and business partners;
- Appropriate initial response strategies and priorities;
- A clear understanding of the nature, scope, and severity of the event as quickly as possible;
- An accurate understanding of the status of campus facilities, resources, and services;
- A clear understanding of the scope of initial damages;
- Timely communication of accurate event-related information to the campus community and Senior Leadership Team.

To achieve these emergency event objectives, this Building Emergency Coordinator Plan is hereby incorporated as a functional annex of the CSUMB Multi-Hazard Emergency Operations Plan (EOP).

2. AUTHORITY

This Building Emergency Coordinator program is established pursuant to Title 3, Division 8, Part 55, Article I beginning with Section 89000 of the California Education Code relative to the powers and authority of the California State University Board of Trustees; California State University Chancellor's Office Executive Order No. 1056, dated March 1, 2011, relative to required development, implementation, and maintenance of a campus emergency management program; and Title 2, Division I, Chapter 7 beginning with Section 8550 of the California Government Code relative to the California Emergency Services Act.

3. PURPOSE AND SCOPE

The Building Emergency Coordinator program is established to facilitate enhanced emergency preparedness and coordinated initial emergency procedures in every regularly occupied CSUMB main campus building.

This Building Emergency Coordinator Plan establishes the concurrent responsibilities of CSUMB staff assigned as Building Emergency Coordinators. The following procedural guidelines to assist them in the performance of those duties prior to and during an emergency event to help facilitate the emergency response and accurate, timely event-related communications to the campus communities.

4. KEY TERMS AND DEFINITIONS

BEC:	Building Emergency Coordinator
Emergency Manager:	University Emergency Manager
EOC:	Campus Emergency Operations Center
EOC Manager:	Person designated to manage EOC operations during an emergency event
EHS	Environmental Health & Safety
ICS:	Incident Command System
NIMS:	National Incident Management System
SEMS:	Standardized Emergency Management System

5. PLANNING AND PREPAREDNESS

Planning and preparedness involve activities undertaken in advance of an emergency to develop and enhance operational capacity and effectiveness. CSUMB will engage in the following planning and preparedness activities specific to this Plan and as an element of its broader comprehensive emergency preparedness program in conformance with state and federal emergency preparedness and management standards and guidelines:

<u>Planning / Preparedness Activity</u>	<u>Responsibility</u>
<ul style="list-style-type: none"> Review and update the Building Emergency Coordinator Plan on a regular base. 	Emergency Mgr.
<ul style="list-style-type: none"> Ensure the Building Emergency Coordinator Plan is concurrent with the current Emergency Operations Plan. 	Emergency Mgr.
<ul style="list-style-type: none"> Continue to conduct BEC orientation training for newly assigned Building Emergency Coordinators. 	Emergency Mgr.
<ul style="list-style-type: none"> Continue to develop and conduct ongoing training for BECs on a bi-annual base. 	Emergency Mgr.
<ul style="list-style-type: none"> Develop and maintain a Building Emergency Coordinator roster. 	Emergency Mgr.

- Incorporate the BECs into drills and exercises to evaluate the effectiveness of the Building Emergency Coordinator Plan. Emergency Mgr.

6. BUILDING EMERGENCY COORDINATOR RESPONSIBILITIES

Designated Building Emergency Coordinators shall have the following responsibilities relative to emergency preparedness, safety, coordination, and initial response activities for their assigned campus building(s):

- A. To become a BEC you must provide written authorization to the Emergency Manager from your immediate supervisor to assume the role of BEC for your building.
- B. A thorough familiarization with this Building Emergency Coordinator Plan, including all attachments and any amendments or revisions.
- C. A thorough familiarization with the physical layout, including the location of all exits, exit routes, designated evacuation assembly area(s), fire extinguishers, hazardous substances or processes in their assigned buildings or floors.
- D. Familiar with staff, faculty, student population, contractors, and other persons who either are assigned to or regularly utilize office or classroom space within the assigned building(s) and approximate building population during normal operating hours.
- E. Conduct emergency preparedness activities as outlined in Section 7.7.
- F. BEC shall actively participate in Emergency Preparedness Exercises and Drills and encourage building occupants to participate in the exercise or drill.
- G. Perform activities as outlined in Section 7.8 to the extent that they can be ***safely*** accomplished following the onset of an emergency event.
- H. Maintain communication/coordination with University Emergency Manager relative to building safety and emergency procedures.
- I. Establish and maintain communication/coordination with the University Emergency Operations Center subsequent to the onset of an emergency event and/or notification/activation pursuant to Section 7.4.
- J. Maintain current levels of training as described in this plan and any future revisions.

- K. Notify the Emergency Manager if you separate from the University, move to another building or can no longer perform the duties of BEC.

7. CONCEPT OF OPERATIONS

7.1 Goals, Strategies, and Priorities

Goals. Building Emergency Coordinator Program is focused on providing emergency preparedness for buildings and initial coordination during emergency response activities. To maintain communication and coordination with the University Emergency Manager and/or Emergency Operations Center to accomplish the following:

- Safety of students, faculty, staff, and business partners.
- A clear understanding of the nature, scope, and severity of the event as quickly as possible.
- An accurate understanding of the status of campus facilities, resources, and services.
- A clear understanding of the scope of the initial damages.
- Timely communication of accurate event-related information to the campus community.

Strategies. Building Emergency Coordinator *strategies* include assignment of specific university staff as Building Emergency Coordinators for specific campus buildings, with concurrent responsibility and authority to perform the duties outlined in this Plan.

Priorities. Priorities for Building Emergency Coordinators include:

1. Building emergency preparedness, and continuous safety monitoring in coordination with the Emergency Management Division of the University Police Department (UPD).
2. Periodic training to ensure a clear understanding and familiarity with the Building Emergency Coordinator's role and responsibilities as outlined in this Plan.
3. Assist with the EHS annual building safety inspections process.
4. When possible assist with the monthly visual checks of all buildings portable fire extinguishers.
5. Implementation of appropriate initial response activities subsequent to an emergency event as further described in Section 7.7 of this Plan;

7.2 Direction, Control, and Coordination

Responsibility for emergency response is based on statutory authority. In addition, all emergency response is coordinated in conformance with the State's Standardized Emergency Management System (SEMS) and the National Emergency Management System (NIMS).

Direction and Control: University employees with concurrent responsibility and assignment as a Building Emergency Coordinator work under the supervision of their regularly assigned supervisor. In addition, they are required to **coordinate** their responsibilities and activities as a Building Emergency Coordinator with the University Emergency Manager and/or Emergency Operations Center staff as directed and pursuant to this Plan. Upon notification and deployment pursuant to Section 7.4 of this Plan, Building Emergency Coordinators shall be under the direct control of the University Emergency Manager or his/her authorized delegate until formally released. Building Emergency Coordinators shall further perform their duties and responsibilities as outlined in this Plan.

Emergency Event Coordination: The University Emergency Operations Center will be activated for any significant event affecting the CSUMB campus community as outlined in the University Emergency Operations Plan. Building Emergency Coordinators will coordinate with the University Emergency Manager and notify the EOC as soon as practical.

7.3 Training

University employees assigned as Building Emergency Coordinator shall complete the following state and federal mandated NIMS training and required University training within (6) months of assignment as a Building Emergency Manager:

1. ICS-100.C Introduction to the Incident Command System
2. ICS-200.C Basic ICS
3. ICS-700.B NIMS: An Introduction
4. CSUMB Building Emergency Coordinator Orientation

This ICS training is available as self-paced online courses as follows:

ICS-100.C	https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
ICS-200.C	https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c
IS-700.B	https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b

A copy of the Certificate of Completion for each course shall be forwarded to the University Emergency Manager who is responsible for the maintenance of all emergency management related training records.

The University Emergency Manager shall conduct initial Building Emergency Coordinator Orientation training for new BECs at least annually, to minimally include but not be limited to:

- BEC roles and responsibilities
- BEC Plan orientation
- University Multi-Hazard Emergency Operations Plan orientation
- Building-specific multi-hazard planning and preparedness
- Building safety assessment
- Emergency procedures

The University Emergency Manager shall conduct on going Building Emergency Coordinator Emergency Preparedness training at least annually.

7.4 Notification and Activation

Upon onset of any significant event or emergency affecting any segment of the campus community one or more of the following ways will be used to notify the campus community as to the situation.

1. OTTER Alert text message and email
2. Outdoor Notification System
3. Voicemail ALERT
4. Dashboard Information Message

Upon receipt of an Otter Alert, text, email, Outdoor Notification or Dash Board Information Message, all Building Emergency Coordinators are directed to activate pursuant to the appropriate emergency procedures.

- Initiate emergency procedures as outlined in Section 7.7 of this Plan
- Establish communication with the campus Emergency Manager/and or the EOC as soon as possible.

Assigned Building Emergency Coordinators are authorized following the onset of an emergency event prior to receipt of a notification Building Emergency Coordinators shall respond to and assist with the emergency when safe to do so.

7.5 Communications

Whenever activated Building Emergency Coordinators will be the lead contact point for first responders arriving at the building for the emergency. As soon as practical the BEC should establish and maintain communications with the University Emergency Manager/and or the EOC.

1. Land-line/cellular telephone:
 - EOC Manager:
 - **(831) 582-3353 EOC**
 - **(831) 582-3589 Emergency Manager's Office**
 - EOC Planning Section-Situation Unit Leader
 - **(831) 582-3349**
 - EOC Coordinator
 - **(831) 582-3351**
2. E-Mail: eoc@csumb.edu

7.6 Safety and Equipment

Building Emergency Coordinators shall be responsible for performing their assigned duties **SAFELY** within the scope of their individual training and experience. University employees are further responsible for compliance with applicable workplace safety rules, regulations, policies, and procedures.

Equipment:

The following equipment shall be provided and assigned to Building Emergency Coordinators:

1. High-visibility vest
2. Helmet
3. Safety goggles
4. Flashlight
5. N-95 particulate mask
6. First Aid kit
7. Whistle
8. 1-roll of 3-inch yellow barrier tape

Every Building Emergency Coordinator is encouraged to have a personal emergency preparedness kit including personal clothing/supplies within their vehicle or office.

Safety Considerations and Procedures

Safety considerations and procedures include:

1. Wearing appropriate clothing and identification whenever performing Building Emergency Coordinator activities pursuant to this Plan, including as appropriate:
 - High-visibility BEM vest
 - Helmet
 - Goggles (if eye hazards are present)
 - N-95 particulate mask (if inhalation hazards are present)
2. Identify yourself to first responders and advise them of what the situation is and provide as much information as possible about the situation.
3. Maintaining communications with the EOC at all times as described in Section 7.5 of this Plan
4. **STAY CLEAR** of and report obvious or potential immediate life safety hazards including:
 - Downed electrical power lines
 - Collapsed/structurally compromised buildings
 - Fires, except for small, incipient fires that can readily and safely be extinguished with a portable fire extinguisher
 - Hazardous substance spills/releases
 - Compromised roads, bridges, and tunnels.

7.7 Emergency Preparedness Activities

Emergency Preparedness:

Prior to the onset of an emergency, assigned Building Emergency Coordinators to need to:

1. Become thoroughly familiar with the Building Emergency Coordinators Plan.
2. Complete all required NIMS training as described in Section 7.3 of this Plan.
3. Complete fire extinguisher training as provided by the University Emergency Manager.
4. Become thoroughly familiar with the physical layout of the assigned building(s) or floors, including:
 - Assigned building population (faculty, staff, student assistants)
 - Classroom schedule(s) and approximate related class size (if applicable)
 - Exits/exit routes
 - Location of designated campus evacuation assembly area(s)
 - Location of fire extinguishers
 - Location of Building Emergency Coordinators equipment/supplies

5. Assist when possible with the EHS building safety inspection process and maintain a safe and emergency prepared environment in all buildings and encourage all occupants of the building to be prepared.
 - Immediately report any safety issues to the University Department of Environmental Health, Safety and Risk Management.
6. Participate in Emergency Preparedness Exercise and Drills.
7. Participate in BEC training as scheduled and provided by the University Emergency Manager.

7.8 Emergency Response

Following the onset of an emergency event, and/or upon notification and activation pursuant to Section 7.4 of this Plan, Building Emergency Coordinators shall, within the scope of their individual training and experience, and as can be safely accomplished using Appendix B - *Emergency Procedures Checklists*:

1. **Report** any ***immediate*** life-threatening situation ***Dial 9-1-1***
2. Assess building for any adverse impacts.
3. Facilitate an orderly evacuation of building occupants if a hazardous condition exists, and assist evacuees to the extent possible.
4. Direct building occupants to the evacuation assembly areas to wait for additional information.
5. BEC should attempt to account for the occupants of the building with sign-in sheets at the assembly areas.
6. Attempt extinguishment of any ***small*** fire(s) as can be safely accomplished within your training and experience.
7. **Report** building status to University EOC: (See Section 7.5 – *Communications*)
 - **Reporting Criteria:**
 - ***Report any injured persons in the assembly area immediately to 911***
 - ***Estimated number and location of any injured/trapped persons.***
 - ***Overall building status (no damage, minor damage, moderate damage, major damage, building destroyed).***
 - ***Any significant building hazards.***
 - ***Building evacuated. yes/no, Location of evacuees***
 - ***Status of building utilities if known***
 - ***Building accessibility by roadway***

8. PLAN ADMINISTRATION

8.1 Plan Development and Maintenance

The university Multi-Hazard Emergency Operations Plan, including this functional annex, is developed under the authority of the California State University Board of Trustees pursuant to Title 3, Division 8, Part 55, Article I beginning with Section 89000 of the California Education Code; and California State University Chancellor's Office Executive Order No. 1056, dated March 1, 2011, relative to required development, implementation, and maintenance of a campus emergency management program in conformance with state Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) requirements and guidelines.

The CSUMB President, Vice-President for Administration and Finance, Chief of Police, and Emergency Manager are responsible for the development and maintenance of all emergency plans and emergency management coordination efforts.

This Plan shall be reviewed yearly and updated as needed.

9. REFERENCES

- California Education Code Title 3, Division 8, Part 55, Article I, Section 8900 et seq.
- California Emergency Services Act (California Government Code Title 2, Division 1, Chapter 7)
- California Code of Regulations, Title 19 – Public Safety
- California State University Chancellor's Office Executive Order 1056 dated March 1, 2011
- California Standardized Emergency Management System Guidelines
- National Incident Management System

Appendix B

Emergency Procedures Checklists

Subsequent to the onset of an emergency event, or upon notification of an emergency event by the campus EOC, assigned Building Emergency Coordinators are expected to take appropriate initial response actions as outlined below *within the scope of individual training and experience*:

Emergency Procedures Checklist

FIRE

- ACTIVATE BUILDING FIRE ALARM (if not already activated)**
 - Nearest manual pull station (near exit points)

- DIAL 9-1-1**
 - Building Number / Name
 - The specific location of the fire within the building (if known)
 - Any special hazard(s) involved (if known)

- TAKE SUPPRESSION ACTION if safe to do so**
 - *SMALL* fires ONLY!
 - Retrieve nearest portable fire extinguisher
 - Attempt to extinguish the fire

- EVACUATE BUILDING**
 - Facilitate an orderly evacuation of occupants out of the building
 - Direct building evacuees to the designated assembly evacuation area
 - Keep building access points open/unobstructed for emergency equipment and personnel
 - Direct emergency personnel to fire location

- ESTABLISH COMMUNICATIONS with campus EOC**
 - University Emergency Manger **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

Emergency Procedures Checklist

EARTH QUAKE

- DIAL 9-1-1 if an immediate life safety hazard exists**
 - Building Number / Name
 - The specific location of hazard within the building (if known)
 - Nature of hazard(s) involved
 - Location/estimated number of trapped/injured persons

- EVACUATE BUILDING if a life safety hazard exists**
 - Facilitate orderly evacuation of the building occupants if SAFE to do
 - Direct building evacuees **AWAY** from building collapse zone to a safe assembly evacuation area
 - Keep building access points open/unobstructed for emergency equipment and personnel
 - Direct emergency personnel to hazard location

- TAKE SUPPRESSION ACTION on SMALL fires if safe to do so**
 - *SMALL* fires ONLY!
 - Retrieve nearest portable fire extinguisher
 - Attempt to extinguish the fire

- ASSESS BUILDING for damage**

- ESTABLISH and MAINTAIN COMMUNICATIONS with the EOC**
 - University Emergency Manger **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

Emergency Procedures Checklist

Hazardous Substance Spill / Release

- DIAL 9-1-1 if an immediate life safety hazard exists**
 - Building Number / Name
 - The specific location of hazard within the building (if known)
 - Nature of hazard(s) involved
 - Location/estimated number of trapped/injured persons

- EVACUATE BUILDING if a life safety hazard exists**
 - Facilitate orderly evacuation of occupants out of the building as safe to do
 - Direct building evacuees AWAY from building to designated assembly/evacuation area
 - Keep building access points open/unobstructed for emergency equipment and personnel (AVOID DOWNWIND SIDES OF BUILDING!)
 - Direct emergency personnel to hazard location

- ISOLATE HAZARD & DENY ACCESS TO HAZARD AREA**
 - Except for emergency response personnel
 - Identify hazardous substance only as SAFE to do

- ESTABLISH and MAINTAIN COMMUNICATION with the EOC**
 - University Emergency Manger **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

Emergency Procedures Checklist

Shelter - In - Place

- ALERT BUILDING OCCUPANTS TO SHELTER-IN-PLACE**
 - Inform reason for Shelter-in-Place Directive

- Direct building occupants to CLOSE ALL EXTERIOR DOORS AND WINDOWS**

- Secure building entry points to prevent unauthorized entry**
 - As directed by the EOC Operations Coordinator

- Establish and maintain communication with the EOC:**
 - University Emergency Manager **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

- Keep building occupants informed of situation status and estimated time of Shelter-in-Place order**

- INFORM BUILDING OCCUPANTS WHEN SHELTER-IN-PLACE DIRECTIVE IS TERMINATED**
 - As directed by the EOC Operations Coordinator

Emergency Procedures Checklist

BOMB THREAT / SUSPICIOUS OBJECT

- DIAL 9-1-1**
 - Building Number / Name
 - The specific location of a suspicious object or reported bomb (if known)
 - Description of the suspicious object (if known)

- EVACUATE BUILDING**
 - Facilitate orderly evacuation of the occupants out of the building
 - Direct building evacuees **AWAY** from building to the designated assembly evacuation area
 - At least 200 feet from the building
 - Keep building access points open/unobstructed for emergency equipment and personnel
 - Direct emergency personnel to hazard location

- Establish and maintain communication with the EOC:**
 - University Emergency Manager **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

Emergency Procedures Checklist

ACTIVE SHOOTER

- RUN, HIDE, FIGHT**
Your Safety is the Number 1 Priority

- EVACUATE BUILDING**
 - Facilitate the evacuation of the occupants out of the building if SAFE to do so
 - Direct building evacuees **AWAY** from building to designated assembly/evacuation area
 - **DO NOT ATTEMPT** to move injured persons

- DIAL 9-1-1 FROM A SAFE LOCATION**
 - Building Number / Name
 - The specific location of Suspect (if known)
 - Description of Suspect (if known)
 - **STAY ON THE LINE** with 9-1-1 Dispatcher

- SHELTER-IN-PLACE**
 - Find a room with a lockable door
 - Block door with heavy furniture
 - Keep out of sight of doors/windows
 - Silence cell phone ringer
 - Remain calm and quiet

- LAST RESORT – TAKE ACTION AGAINST SHOOTER**
 - **LIFE IS IN IMMINENT DANGER**
 - **ACT AS AGGRESSIVELY AS POSSIBLE**
 - **THROW ITEMS AND IMPROVISE WEAPONS**
 - **YELL**
 - **COMMIT TO YOUR ACTION**

