



**CHARLES R. DREW UNIVERSITY of MEDICINE AND SCIENCE**

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# **Emergency Response Plan**

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**STANDARD PRACTICE INSTRUCTION**

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**DATE:** March 12, 2013

**SUBJECT:** University Evacuation Plan for Charles R. Drew University of Medicine and Science

1. COBB Building
2. KECK Building
3. LSRNE Building
4. Buildings F1, F2, N
5. Buildings J, K, M
6. Augustus F. Hawkins Building

**REGULATORY STANDARD(S):**

- California Occupational Health Administration (Cal/OSHA)
- Title 8, California Code of Regulations, Section 3203
- Title 8, California Code of Regulations, Section 3220
- National Fire Protection Association (NFPA) 10 Life Safety Code
- Code of Federal Regulations - Title 29 CFR 1910.38

**BASIS:** Accidents may occur that prompt evacuation of facilities nation-wide. Cal/OSHA has a general directive for employers to maintain a workplace free of hazards. Under authority of this directive, this plan defines the policy of Charles R. Drew University of Medicine and Science with regards to employees, students, guests and visitors evacuation during emergency situations. Reasons for an evacuation include but are not limited to: Fire, Explosion, Chemical Spill or Leak, Severe Weather, Earthquake, Bomb Threat, Power Outage and unforeseen emergencies where this plan may prove useful.

**GENERAL:** This plan is intended to address comprehensively the issue of providing for the orderly evacuation of the University during emergency situations. The main goal of any evacuation is the rapid, systematic removal of all persons from potentially hazardous areas, to a safe assembly area, to account for all employees, students, visitors and guests, and to assure an all-clear of the evacuated area.

**RESPONSIBILITY:** The University Risk Manager and the Executive Management Team (EMT) are solely responsible for all facets of this program and have full authority to make necessary decisions to ensure success of the program. The Risk Manager, along with the Evacuation Committee and EMT oversight at Charles R. Drew University, have the authority to amend these instructions and are authorized to halt any operation of the University where there is danger of serious personal injury.

## Contents of the University Response Plan

1. Written Program
2. Evacuation Notification
3. Employees, students, visitors and guests Responsibility
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6. Contractor Responsibility
7. Procedures for Fire & Explosions
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13. Procedures to Return to Work
14. Emergency Evacuation Map Locations
15. Evacuation Floor Wardens
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## **Charles R. Drew University of Medicine and Science Evacuation Plan**

1. **Written Plan.** Charles R. Drew University of Medicine and Science will review and evaluate this plan:

- On an annual basis
- When changes occur to Standards that prompt revision of this document
- When University operational changes occur that require a revision of this document
- After an evacuation, to make improvements from "lessons learned"
- Any time a component of the plan fails

Effective implementation of this plan requires support from all levels of management within the University. This plan will be communicated to all personnel that are affected by it. It encompasses all employees, students, visitors and guests, regardless of the number of employees or the number of work shifts. It is designed to establish clear goals and objectives.

### **2. Evacuation Notification**

2.1 The order to evacuate will be made by the Risk Manager in conjunction with EMT Leadership.

2.2 All evacuations will start with either the fire alarm signal, Everbridge Notification system, EVACUATION ORDER over the Public Address System, via loud speaker, or the notification of an affected area supervisor/department manager.

Note: Everbridge Notification system is Charles R. Drew University's mass notification system which provides notification of any emergency to all employees and students via information provided by the employee or student.

2.3 All evacuation orders will include:

- 2.3.1 The reason for the evacuation.
- 2.3.2 The area or areas involved in the evacuation.
- 2.3.3 Any area or areas to be avoided in the evacuation.
- 2.3.4 Any assembly areas that must be avoided.

### **3. Employees, students, visitors and guests Responsibility**

3.1 All Employees, students, visitors and guests upon receipt of an evacuation order shall exit the work, classroom or lab area by way of the nearest **unaffected** exit. They shall proceed to the designated assembly area nearest their work area, classroom or lab at the time of the evacuation order, quickly

and quietly. They shall also upon request, aid by taking an active role or by being a runner.

- 3.2 Egress Routes. All employees, students, visitors and guests shall become familiar with the location of all posted egress routes of the University areas that they frequent and shall know the primary and secondary egress routes of their work, classroom or lab area.
- 3.3 Assembly areas. All employees, students, visitors and guests shall become familiar with the marked assembly areas and shall know the primary assembly area of the University areas that they frequent and for their work, classroom or lab area. **NO ONE WILL LEAVE AN ASSEMBLY AREA WITHOUT THE EXPRESS PERMISSION OF EMT Leadership.** (See attached campus map)
- 3.4 Severe Weather Safe Spots. All employees, students, visitors and guests shall become familiar with posted Severe Weather Safe Spots, and shall know the location of the nearest Severe Weather Safe Spot for the areas that they frequent and their work, classroom or lab area. Upon the announcement of a "take-cover" order, they shall proceed to the designated safe spot.
- 3.5 Arrival Actions. Upon arrival at an assembly area, each employee, student, visitor and guests shall seek out the senior employees, students, visitors and guests present to assure that they have been accounted for. They shall also upon request, aid when requested by taking an active role or by being a runner.
- 3.6 Visitor Escorts. Each visitor at the University must be escorted at all times throughout the University by a University faculty or staff member. The escort will ensure their visitor is escorted to an assembly area or safe spot as required. Upon arrival at an assembly area, the visitor's name will be forwarded to the faculty or employee in charge at the assembly area.

#### **4. Supervisor/Department Head Responsibility**

- 4.1 If time permits, supervisors/Department Heads shall determine what equipment, if any, should be shut down. Hazardous process shut-down will be done in accordance with established procedures.
- 4.2 Supervisors/Department Heads shall assist employees, students, visitors and guests in making a quick egress of the area and direct them to the assigned assembly area.
- 4.3 Supervisors, faculty and Department Heads shall take roll to assure that all of their employees, students, visitors and guests are accounted for and shall submit a list of any employees, students, visitors and guests missing and/or additional persons located at their assembly area to senior management and or the responding fire department.

## 5. Escort Responsibility.

- 5.1 University Escorts. The evacuation of a visitor is the responsibility of the university escort. All visitors will be briefed that they must be escorted at all times in the University by university Faculty or Staff.
- 5.2 Assembly areas. All visitors shall be briefed prior to entering, on the safety rules and regulations at the University. Upon notification of an evacuation the escort will ensure that they immediately exit the building via the nearest exit, report to the nearest assembly area, and give their names to the senior employees in that evacuation relocation area. **NO ONE WILL LEAVE ASSEMBLY AREAS WITHOUT THE EXPRESS PERMISSION OF EMT Leadership.**
- 5.3 Severe Weather Safe Spots. Visitors shall be escorted to the nearest Severe Weather Safe Spot upon notification to take-cover and give their name to the senior employees present in the safe spot.

## 6. Contractor Responsibility

- 6.1 The evacuation of a contractor's employee, visitors and guests is the responsibility of that contractor.
- 6.2 Assembly areas. All contractors' employees, visitors and guests shall be briefed by the contractor's management before entering the site, as part of any required Cal/OSHA training. Upon notification of an evacuation, they will immediately exit the building via the nearest exit and report to the nearest assembly area and give their name to the Evacuation Team Members. **NO ONE WILL LEAVE ASSEMBLY AREAS WITHOUT THE EXPRESS PERMISSION OF EMT Leadership.**
- 6.3 Temporary Work Structures. The evacuation of a temporary structure brought onto university property will be the responsibility of the contractor. Once evacuated, all personnel shall report to the nearest assembly area and give their name to the Evacuation Team Members.

## 7. Procedures for Fire & Explosions

- 7.1 Upon notification of a fire or explosion by way of a fire alarm, or as directed by management, all employees, students, visitors and guests not assigned emergency duties should evacuate the building immediately in accordance with the posted evacuation routes and report to the assigned (or) nearest assembly area or location designated at the time.

- 7.2 Supervisor/Department Head Responsibilities. Supervisors/Department Head will provide guidance and instructions as needed. Evacuation should be done in a calm and orderly manner. If time permits, Evacuation Floor Wardens will search all confined areas, such as washrooms, rest rooms, etc. **NO ONE WILL LEAVE ASSEMBLY AREAS WITHOUT THE EXPRESS PERMISSION OF EMT LEADERSHIP.**
- 7.3 Employees, students, visitors and guests Responsibilities. Once you leave the building, **NEVER RE-ENTER** until instructed to do so by management OR an all clear order is issued. If time permits, Employees, students, visitors and guests leaving the building should close all doors to help contain the spread of fire.
- 7.4 Difficulties in Evacuation. If smoke and/or heat conditions are encountered while evacuating work, classroom or lab areas, remember to stay low to the floor and exit by the nearest door or window. In the event of a major fire, evacuation may have to be delayed until the fire is actually fought under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc., in or around all cracks to help keep the smoke from entering your location. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noises. ABOVE ALL, remain calm until help arrives.
- 7.5 After employees, students, visitors and guests notification is accomplished, the Evacuation Floor Wardens shall remain at the entrances of their assigned location until the local fire department arrives and prepare to receive information from Evacuation Team Members upon the completion of their evacuation. The Risk Manager and EMT Leadership shall remain in charge until the local fire department arrives.

## 8. Power Outage Procedure.

When a power outage occurs, the following procedures should be followed:

- 8.1 Stop what you are doing, but DO NOT move around until the emergency lights come on.
- 8.2 Do **not evacuate** the building until notification to do so is given via Everbridge Evacuation order, EVACUATION ORDER over the Public Address System, or the notification of an affected area supervisor/department manager.
- 8.4 Once everyone arrives in the assembly area, a head count should be obtained by Evacuation Team Members of their work area personnel.

- 8.5 The Evacuation Team Member, or authorized management person should determine that all personnel and students are accounted for.
- 8.6 The authorized management person should then find out the extent of the power failure and issue assignments accordingly, depending on the situation.
- 8.7 The key point in this exercise is that one group takes care of equipment and determines what is wrong. ALL OTHER employees, students, visitors and guests should go to the designated assembly area.

## **9. Procedures for a Spill or Leak**

- 9.1 Upon notification of a spill or leak, the emergency personnel shall announce the appropriate evacuation information, over the Everbridge System, by radio, or by telephone to the affected area or areas.
- 9.2 The charge person where the leak or spill occurred shall notify the proper authorities.
- 9.3 After notifying affected areas, the charge person shall remain at the front entrance and prepare to receive information from area Evacuation Team Members, upon the completion of their evacuation. The charge person shall remain in charge until relieved by the authorized emergency personnel.
- 9.4 The Risk Manager shall give all information about this incident including the degree of success of the evacuation to the emergency personnel upon their arrival. If outside agencies are notified, the Risk Manager brief the agencies upon their arrival.

## **10. Procedures for Severe Weather**

- 10.1 Upon notification of impending severe weather, i.e., a Tornado Warning or severe Thunder Storm Warning, and where immediate danger poses a threat to our University, the following procedure shall be followed:
  - 10.1.1 When severe weather seems possible, a management official will monitor the radio or a communication scanner.
  - 10.1.2 If a weather alert or warning is issued for the county, Everbridge Notification system will notify Employees, students, visitors and guests of the potential for disaster.
  - 10.1.3 The Risk Manager will:
    1. Establish a weather observer outside of the University;



2. Notify EMT Leadership that observers are monitoring the radio, the scanner, and have set up observation points; and
  3. Request supervisors, to help keep employees, students, visitors and guests calm, but to prepare for possible evacuation. Unless there is a threat to any structures, there shall be no evacuation of the buildings.
- 10.2 After severe weather has passed, the Risk Manager will announce the Clear Weather signal.
- 10.3 If any damage has occurred to Charles R. Drew University of Medicine and Science's property, the Risk Manager shall notify the proper insurance company. The Risk Manager will prepare to receive information about property damage and or injured employees, students, visitors and guests. This information will also be passed to outside agencies requested to respond, upon their arrival.

## **11. Procedures for an Earthquake**

- 11.1 The response to an earthquake is a reactive one, thus no warning is given. Employees, students, visitors and guests should take cover in doorways, or under heavy, well-supported, desk or equipment.
- 11.2 After the earthquake subsides, employees, students, visitors and guests should remain as calm as possible and assess their area. They should not evacuate until notification to do so is given via Everbridge Evacuation order, EVACUATION ORDER over the Public Address System, or the notification of EMT Leadership.
- 11.3 Once notification is given and there is no ground movement, employees, students, visitors and guests should evacuate the building to the designated assembly areas. If there is an aftershock during the evacuation, they should take cover in doorways, under desk, or other safe areas. During evacuation, they should stay away from power lines, etc. Know your surroundings.
- 11.4 If any damage has occurred to the University, the Risk Manager shall notify the proper authorities, as per "Corporate Lines of Authority." This person shall prepare to receive information about damage to the property, and or trapped or missing persons. The Risk Manager shall remain in charge until relieved by senior management personnel.
- 11.5 The Risk Manager shall forward all pertinent information to management personnel or other agencies upon their arrival.

## 12. Procedures for a Bomb Threat

- 12.1 Upon notification of a bomb threat, the office of Campus Safety will be notified. The Campus Safety Officer shall notify the proper authorities, i.e., Police, Fire Department.
- 12.2 Based on the information received from the Campus Safety Office, a notification to evacuate will be issued.
- 12.3 After notifying affected areas, the lead Campus Safety Officer shall remain at the phone and prepare to receive information from Evacuation Team Leaders upon the completion of their evacuation. The Campus Safety Office shall remain in charge until relieved by senior management personnel.
- 12.4 The lead Campus Safety Officer shall give all information about this incident including the degree of success of the evacuation to the management personnel upon their arrival, or to other agencies that have been requested to respond.

## 13. Procedures to Return to Work

- 13.1 University Evacuation. After a survey of the University has been conducted by emergency responders and/or personnel designated by management, the decision for return to work will be made.
- 13.2 If the area is declared hazard-free, personnel may return to work once the order is given. If hazards are detected, personnel MAY be released to go home. **HOWEVER, ALL PERSONNEL WILL REMAIN ON CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE'S CAMPUS, UNLESS OTHERWISE DIRECTED BY CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE'S EMT LEADERSHIP OR THEIR DESIGNEE.**
- 13.2 Severe Weather. After the take-cover order, all personnel shall proceed to their safe spot and remain there until the all-clear announcement is made.
- 13.3 The "All Clear" will be issued by the Risk Manager.

**Evacuation Notes**

**14. Emergency Evacuation Map Locations.**

<b>EMERGENCY EVACUATION AREAS AND EXITS</b>		
<b>Building</b>	<b>Map Location of Exit Route</b>	<b>Assemble To</b>
COBB	Front Lobby 120th Street Rear Lobby 118th Street	Assembly Area Between COBB AND KECK
KECK	Main Entrance 120th Street Rear Entrance 118th Street	Assembly Area Between COBB AND KECK
LSRNE	Main Entrance	Assembly Area Between COBB AND KECK
Bungalows E, F1, F2 N	Main Entrance	Assembly Area Between COBB AND KECK
Bungalows J, K, M	Main Entrance	Assembly Area Parking Lot 120th Street
Augustus F. Hawkins	TBD	Follow LAC Evacuation Procedures

**15. Evacuation Floor Wardens**

<b>EVACUATION FLOOR WARDENS</b>	
<b>Name</b>	<b>LOCATION POINT</b>
Ali Roshan	1730 & 1731 E. 120th Street (COBB) 2nd Floor
Masi Odom	1731 E. 120th Street, (President's Office) 2nd Floor
Laurell Black	1674 E. 118 <sup>th</sup> Street (Keck Building) 1 <sup>st</sup> Floor
James Reed	1731 E. 120 <sup>th</sup> Street((COSH) includes entire 1 <sup>st</sup> floor of COSH section
Heather Harding	1748 E. 118 <sup>th</sup> Street (LSRNE Building) 1 <sup>st</sup> Floor South Side-assist where needed
Risha Griffin	1748 E. 118 <sup>th</sup> Street (LSRNE Building) 1 <sup>st</sup> Floor South Side-assist where needed TBD
Sergio Hernandez	1731 E. 120 <sup>th</sup> (COSH) assist also with anyone requiring special assistance
William Paz-Leiva	Assist in COSH with Pierre Flood/Obtain Visitor's log from Security Booth
April Miller	1731 E. 120 <sup>th</sup> Street (Human Resources) Assist with First Floor Evacuations
Jason McCuller	1780 E. 118 <sup>th</sup> Building J, K - If needed please assist with Building M
Jose Gonzalez	1748 E. 118 <sup>th</sup> Street (Building M)
Michael Jones	1731 E. 120 <sup>th</sup> Street (Facilities Plant) also, please provide assistance to building F1 & F2
Mike Scott	1731 E. 120 <sup>th</sup> Street along with Building N
Felix Romero	Library - Once clear assist with COBB & COSH
Armando Estrada	Oversight
Anthony Williams	IT Department 1731 E. 120 <sup>th</sup> street
Barbara Bell	Finance Department 1731 E. 120 <sup>th</sup> Street
Orwilda Pitts	1748 E. 118 <sup>th</sup> Street (LSRNE) North Side
Tonya King	1731 E. 120th Street, Provost Office Assist where needed

## 16. Evacuation Team Members

EVACUATION TEAM MEMBERS	
MEMBER	CONTACT INFORMATION/DEPARTMENT
Armando Estrada <b>Director, Risk Management</b>	Risk Management Armandoestrada@cdrewu.edu 323-357-3404
Toni ELBoushi <b>Assistant VicePresident Chief Human Resources Officer</b>	Human Resources <u>Tonielboushi@cdrewu.edu</u> 323-563-5848
Dave Martin <b>Lead Safety Officer</b>	Campus Safety Davemartin@cdrewu.edu
Dionisio Ong <b>Facilities Manager</b>	Facilities <u>Dionisioong@cdrewu.edu</u>
Fernando Prieto <b>Director of Procurement Senior Project Manager</b>	Procurement FernandoRrieto1@cdrewu.edu
