



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Emergency Management</b>	
Department: <b>University Police</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>February 2002</b>
References: <b>Emergency Operations Plan</b>	Revision Date: <b>NA</b>
Web Links: <a href="#">Emergency Operations Plan</a> <a href="#">University Police</a> <a href="#">Emergency Information</a>	Expiration Date: <b>NA</b>

California State University, Long Beach is committed to providing a safe environment for all faculty, staff, students and visitors. Part of this commitment is to be fully prepared in the event of an emergency. An emergency is an unforeseen occurrence requiring immediate action that endangers life and/or property. An emergency may affect a single room, an entire building or the entire campus. This policy is intended to define the University's response to emergencies as detailed in the Emergency Operations Plan.

## Policy

The effectiveness of response during emergencies depends on the amount of planning, training, and cooperation from our employees. It is the policy of the University that all faculty and staff will cooperate in the successful resolution of an emergency. To accomplish this, the following procedures are hereby adopted.

## Procedures

- 1) All emergencies will initially be evaluated by the University Police.
- 2) If the emergency is confined to a room or building, the University Police will direct a limited response to contain and handle the situation.
- 3) If the emergency potentially affects the entire campus, the following levels of response will be employed:
  - Level 1: An incident occurring off campus with no immediate threat or potential threat to the campus or when the campus is ordered closed/evacuated.
    - Activation of Crisis Action Team.  
President  
Vice Presidents  
Director of Public Affairs  
Chief of Police
  - Level 2: An incident occurring off campus with an immediate or potential threat to the campus.
    - Limited Activation of the Emergency Operations Center (EOC) and essential field personnel, as defined in the Emergency Operations Plan.
  - Level 3: An incident occurring on campus resulting in injuries, loss of life and/or major property damage.
    - Full activation of the EOC, as defined in the Emergency Operations Plan.

Building Marshals may be activated at any emergency level as determined by University Police and are considered an integral part of the response plan.

- 4) All faculty and staff are expected to cooperate with emergency responders in any emergency.

## Building Marshal Program

In any level of activation, the Building Marshals are an integral part of the response plan and are vital to the University's Emergency Preparedness, Operations, and Recovery Plan. Building Marshals are campus employees who volunteer to perform a variety of activities including assisting with the evacuation of buildings and the securing of facilities after the evacuation. Department heads must approve the selection of a Marshal and agree to release the employee for periodic training and meetings. Furthermore, in the event of an emergency, the Building Marshal in an impacted facility is automatically released from normal job duties in order to assume the role of Building Marshal for the duration of the emergency.



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University Police will maintain the official roster of University Building Marshals. Annually, a listing will be distributed to employees and supervisors to revalidate the assignment.

### **Further Information**

Questions may be referred to the Emergency Preparedness Coordinator with the University Police Department at extension 5-4101.

**FORMS:** NA