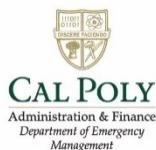


DECEMBER 2018

EVACUATION ANNEX

FUNCTIONAL ANNEX TO THE CAL POLY EMERGENCY OPERATIONS PLAN



DEPARTMENT OF EMERGENCY MANAGEMENT
CALIFORNIA POLYTECHNIC STATE UNIVERSITY PUBLIC SAFETY
1 GRAND AVENUE, SAN LUIS OBISPO, CA 93407

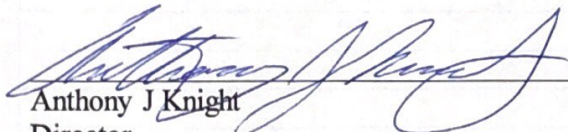
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APPROVAL AND IMPLEMENTATION

This Cal Poly Evacuation Annex was prepared by the Cal Poly Department of Emergency Management to develop, implement, and maintain capabilities to evacuate the campus during times of emergency or disaster.


This Annex serves as an extension of the Cal Poly Emergency Operations Plan (EOP) and provides additional information specific to evacuation operations on campus. It is implied that upon activation of this annex, the EOP will be active. This Annex will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The Cal Poly Office of the President, Administration and Finance, and Department of Emergency Management give their full support to this plan. The Cal Poly Evacuation Plan and its supporting contents are hereby approved to become an annex to the Cal Poly EOP and is effective immediately upon the signing by all signature authorities below.



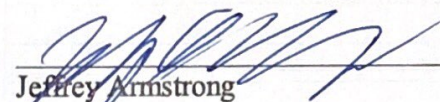
Anthony J Knight
Director
Department of Emergency Management

12/1/18
Date



Cynthia Vizcaíno Villa
Senior Vice President
Administration and Finance

12/7/18
Date



Jeffrey Armstrong
President
California Polytechnic State University

12/02/18
Date

RECORD OF CHANGE

Number	Date	Section	Description
01.	8/27/2019	Appendix A	Updated emergency maps
02.			
03.			
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EVACUATION ANNEX

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PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

PURPOSE, SCOPE, SITUATION OVERVIEW AND ASSUMPTIONS

PURPOSE

The purpose of this Annex to the Cal Poly Emergency Operations Plan (EOP) is to serve as a generalized evacuation plan useful for multiple situations involving whole or partial evacuation of the Cal Poly campus.

This plan aims to provide tools that will be applicable in most whole or partial campus evacuations, taking into account the whole community. This plan places collaboration and coordination among Cal Poly stakeholders and local partners at its core, as these partnerships are what we rely on when an emergency arises.

In order to alleviate unnecessary overlap of duties or allocation of resources, this Plan outlines the relevant roles and responsibilities of jurisdictions, agencies, and partners prior to, during, and after a whole or partial campus evacuation.

SCOPE

This plan addresses preparedness, response, and recovery activities for evacuation operations on Cal Poly. The plan also details partnership with regional and local partners and their role during a partial or complete campus evacuation.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.

The overall objectives of this Plan are to:

- Identify relevant roles and responsibilities of campus personnel and staff, jurisdictions, agencies, and partners prior to, during, and after a whole or partial campus evacuation.
- Outline how the University emergency management team members will coordinate the safe and orderly evacuation of the campus when health-endangering conditions exist or threaten to exist.
- Provide University officials a framework when considering an evacuation of the campus if a disaster threatens.
- Outline how the University emergency management team will provide information regarding emergency sheltering operations.
- Provide a list of emergency routes during an evacuation.

PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

- Describe how Cal Poly will prioritize repopulation efforts.
- Describe the means by which the University will keep evacuees and the general public informed on evacuation activities and specific actions to be taken.

SITUATION OVERVIEW

During emergencies or large scale incidents, campus officials may determine that either partial or complete evacuation of the campus becomes necessary. Cal Poly is prone to many hazards that may impact the campus and result in the decision to evacuate the community. Cal Poly's ability to either partially or completely evacuate the campus will be heavily reliant upon pre-emergency preparedness levels and the severity of the emergency impacting the campus.

ASSUMPTIONS

Certain assumptions can be made for campus evacuation operations. These assumptions lay the foundation for this Plan:

- An emergency incident will not interfere with the efficient functioning of the University emergency management team.
- There will be sufficient time to ensure a safe and orderly evacuation of the campus.
- Based on studies, between 5-20% of campus residents will evacuate prior to being directed to do so.
- Some off campus residents will refuse to evacuate because of experience, lack of transportation, expected traffic, poverty/lack of money, or having to leave their property unprotected or unsecured.
- The majority of first-year campus residents will require mass care emergency sheltering during an evacuation. However, there is a direct relationship between the time an evacuation warning is issued and the expected shelter population.
- If the length of forewarning is short, more people will require emergency sheltering.
- If the anticipated length of the evacuation is long, more people will require emergency sheltering.
- If the city/county is well prepared with shelters, more people will seek them out in an evacuation.
- Many first-year residents and students from out of the area are more likely to use public emergency shelters.

- Most people will use roads they already use.
- No-notice evacuations may be ordered on an as-needed basis as directed.
- Community members with access and functional needs may require additional support.

CONCEPT OF OPERATIONS

CONCEPT OF OPERATIONS

EVACUATION CONSIDERATIONS

The decision to evacuate can be a very difficult one. The criteria presented here are identified to help that process. The criteria described here should be evaluated in total, not individual parts. Campus officials and local Incident Commanders should analyze and evaluate as much information as possible based on all criteria when making decisions regarding an evacuation of the campus in a serious but purely local emergency, or when making recommendations to County or State officials regarding an evacuation.

The decision to evacuate should be based on the PERCEIVED RISK to the population. It is the function of emergency management officials to focus on that risk.

REMEMBER: The key to a successful evacuation is the ability to get vulnerable populations out of the risk area in the most effective and efficient way possible.

Critical Considerations

- The behavior of Campus officials has a direct effect on the behavior of the campus population during an evacuation.
- Approximately 60% of Cal Poly community members ordered to evacuate may not hear the order. Plan for this!
- Visitors are less likely to be aware of Cal Poly's normal notification methods.
- Campus residents generally know where to find information.
- Approximately 40% of Cal Poly community members don't know who issues an evacuation order.
- Mandatory evacuation orders MUST BE extensive, use multi-media, and be as broad-based as possible.
- People most familiar of social media and its functions are more accustomed to emails or 'tweets' as a means of obtaining information.
HINT: 90% of people on 'Twitter' do not input information, they only read the messages. Don't expect replies from such messages.
- The principal reason Cal Poly community members living off campus do not evacuate is that they feel that their housing can withstand a disaster.
- An evacuation should focus first on (a) access and functional needs populations, (b) most-isolated residents, (c) most vulnerable residents, (d) Cal Poly students, faculty, and staff, (e) visitors.

CONCEPT OF OPERATIONS

- Assume that 100% of the Cal Poly community members will evacuate.
- Approximately 50 to 70% of Cal Poly community members evacuate to friends or relatives.
- Evacuees select evacuation routes because it is the route they usually use. Very few take routes suggested by officials.
- Cal Poly community members will evacuate if they:
 - Hear the order
 - Understand the order
 - Realize the order applies to them

Access and Functional Needs Population Considerations

- Not all Cal Poly community members with access or functional needs will notify campus officials of their needs.
- Some Cal Poly community members will require accessible transportation options during evacuations.
- Elevators and other accessible access ways may be impacted by emergencies.

Other Considerations

Federal studies of evacuations have shown that the time an evacuation order is given will have an overall impact on the campus's ability to evacuate. When considering an evacuation for an advance notice threat, campus officials should consider the following information when deliberating campus evacuation:

- The best time for issuing an evacuation order is between 6 a.m. to 9 a.m. on a weekday or anytime on a weekend.
- The next best time for issuing an order is 4 p.m. to 11 p.m.
- The worst times to issue an evacuation order are between 9 a.m. and 4 p.m. or between 11 p.m. and 6 a.m.

Campus officials should also consider the following information:

- Are there any special considerations such as holidays, festivals, special events that should be taken into account when deciding to evacuate the campus?
- What other areas around the campus are evacuating? If other places are evacuating, consider ordering an evacuation.
- What bottlenecks exist on major campus evacuation routes?

EVACUATION ORDERS AND NOTIFICATION

Authority to Issue Evacuation Order

Immediate threat to life safety

During incidents or events where an immediate threat to life safety exists, the Cal Poly President or delegate, local Incident Commander(s), Chief of Police, Deputy Chief of Police, and/or Director of Emergency Management may issue an immediate mandatory partial or complete evacuation order to ensure the immediate mitigation of adverse impacts to community members.

Advanced notice of potential threat to life safety

During incidents or events with advanced notice, that may potentially impact the life safety of the campus, the Campus President and or designee may order a mandatory partial or complete evacuation order of the campus. This order may be based off recommendations from the Chief of Police, Director of Emergency Management, or Deputy Chief of Police.

Considerations for Evacuation Orders

In order to ensure an evacuation order is disseminated to the greatest number of people in the shortest time possible, the Director of Emergency Management and/or EOC Director will ensure that:

- The mechanism(s) for warning students, faculty, staff, access and functional needs populations, and transients are initiated as soon as possible after a decision is made.
 - Depending upon the warning time available, WRITTEN COMMUNICATION is the best method to disseminate an order to visitors and access and functional needs population.
 - Emergency vehicles and public address announcements prove good when getting information to visitors.
- The evacuation order is CLEAR, CONSISTENT AND CREDIBLE.
- A credible source is delivering the order.
- A method exists for campus residents to contact University officials regarding the evacuation order. This could include a hot line or other Point of Contact (POC), an interactive website or e-mail address.

CONCEPT OF OPERATIONS

Notification of Evacuation Orders & Evacuation Information Sources

The main sources of disseminating evacuation warning/order information on the campus are, but not limited to the following:

- Poly Alert Emergency Notification System
- EN PA/Telephone Alerting System
- Big Voice Alerting System
- San Luis Obispo County Wireless Emergency Alert
- Portable Police Loud Speakers
- Door to door notification
- Building Emergency Response Coordinator's

The main sources for Cal Poly community members to obtain evacuation warning/order information on the campus are, but not limited to the following:

- Cal Poly Emergency Information Call Center 805-756-7777
- Cal Poly Emergency AM Radio Station 1610
- Cal Poly NEWS Phone Number 805-756-6397
- Cal Poly DEM Webpage Emergency.calpoly.edu
- Cal Poly DEM Social Media (Twitter and Facebook)

COMMAND AND CONTROL

Incident/Unified Command

Implementation and execution of an evacuation order will be conducted under the authority of the local Incident Commander(s) from the Cal Poly Police Department. This will be a coordinated effort with any unified commander(s)

Incident Support/Coordination

The Cal Poly Emergency Operations Center (EOC) will serve as the central point of coordination and support for the following activities during evacuation operations:

- Emergency messaging
- Public Information and warning
- Prioritization of resources
- Transportation

- Mass care and shelter
- Logistical support
- Partnering with agencies

EVACUATION LOCATIONS AND ROUTES

Cal Poly has established multiple locations and routes that will be utilized during a campus evacuation. Cal Poly community members will be responsible for familiarizing themselves with these locations prior to an emergency. During an emergency, Cal Poly Department of Emergency Management and/or Cal Poly Police Department personnel will direct community members with specific instructions about where to go, when to go, how to get there, etc.

Building Evacuation Points

Cal Poly has established evacuation points located in close proximity to each building on campus. These are intended to be utilized for an immediate muster location after evacuating buildings. Cal Poly utilizes the Building Emergency Response Coordinators (BERCs) to facilitate building evacuation operations and to guide evacuees to their respective evacuation point. A map with all of the designated building evaluation points can be found in Appendix A.

Campus Evacuation Zones

Cal Poly has organized the campus geographically into three evacuation zones that each have a unique assigned area and evacuation route. This allows campus officials to better coordinate campus evacuations in a timely manner. The three zones outlined in Appendix A, have been evaluated to equal dispersal of the campus community, which will mitigate heavy traffic and promote greater flow off the campus.

Assembly Areas

Cal Poly has established a primary assembly area in each evacuation zone. These assembly areas may be used for longer term staging during an evacuation in the event that many campus building are deemed unsafe and there are complications with campus evacuation routes. A map with all designated assembly areas can be found in Appendix A.

Carless Pickup

In addition to establishing a primary assembly area for each evacuation zone, Cal Poly has established a carless pickup point located in close proximity of each of the evacuation

CONCEPT OF OPERATIONS

zone assembly areas. These carless pickup points will serve as the primary locations for Cal Poly officials to coordinate evacuation of residents/communities members who do not have a vehicle. A detailed map with all the established carless pickup points can be found in Appendix A.

Evacuation Routes

The campus has three major roadways into and out of the campus, which are Grand Avenue, Highland Drive, and California Boulevard. The campus also has a smaller road, Mt. Bishop Road, which may be utilized to help relieve traffic from Highland Drive. However, the use of Mt. Bishop Road requires coordination with California Highway Patrol as it crosses a state highway. Each designated evacuation route listed in Appendix A is assigned to a specific evacuation zone to ensure coordinated evacuation of the campus.

TRANSPORTATION

Contracted Transportation

Cal Poly has established contracts with multiple bus and shuttle companies within the San Luis Obispo County area that may be activated at any time in order to aid in the evacuation of community members without vehicles. Although this is heavily dependent upon the severity of the disaster and competing interests with other jurisdictions in the County, Cal Poly has worked extensively with the County Office of Emergency Services (OES) to ensure mechanisms for resource prioritization during large scale disasters are in place. Requests to activate these contracts will be coordinated through the Cal Poly EOC Logistics Section.

Campus Resources

Although Cal Poly does not currently have a central fleet of vehicles, there are a large number of high capacity passenger vehicles owned by the various campus Units that may be utilized to support evacuation operations. If vehicles are requested, EOC Facilities will work with the EOC Logistics Section to initiate a resource request. If contracted transportation will not meet the immediate needs of the campus, EOC Logistics Section will coordinate with Facilities Fleet Services to utilize campus vehicles.

MASS CARE & SHELTER

Although, the majority of community members will likely be instructed to return home to family during mandatory evacuations, some or all students may not be able to do this as result of insufficient resources or the emergency does not allow for it. Mass Care and

Shelter for evacuees will be coordinated jointly by the EOC Mass Care and Shelter Branch and the Logistics Section. The Campus currently has contracts in place with local San Luis Obispo County hotels that may be utilized for evacuations of the campus. However, if it is a large scale emergency, it is likely that these hotels will fill quickly. As a secondary measure, EOC Mass Care and Shelter Branch and Logistics Section will coordinate with the American Red Cross to determine open public shelters. As a tertiary measure, Cal Poly will coordinate with County OES through the resource request process outline in the San Luis Obispo County Emergency Operations Plan to ensure the safe care and shelter of evacuees.

REPOPULATION/RE-ENTRY

Re-entry onto the campus may be authorized by the Cal Poly President, Chief of Police, Deputy Chief of Police and/or the EOC Director on a phased basis:

- **Level I Access:** Allows for re-entry of agencies and groups that play key roles in restoring normal operations after a disaster. They may include search and rescue agents, infrastructure and utilities repair personnel, official damage assessment teams and law enforcement personnel.
- **Level II Access:** Allows for re-entry of critical support groups, such as relief workers, healthcare personnel, insurance agents and adjustors, as well as campus residents and staff (a limit of three emergency passes may be issued for key personnel).
- **Level III Access:** Cal Poly Residents.
- **Level IV Access:** Unrestricted re-entry.

ROLES & RESPONSIBILITIES

ROLES & RESPONSIBILITIES

This section provides basic guidance on the roles and responsibilities of the various Cal Poly departments/units, jurisdictions, county departments/agencies, and other partners within the Operational Area (OA) prior to and during emergencies.

CAL POLY DEPARTMENTS/AGENCIES

Cal Poly Agricultural Operations (Ag Ops)

Cal Poly Agricultural Operations is the lead organization for coordinating evacuation of agricultural and animal care resources. During a complete or partial campus evacuation, Ag Ops is responsible for coordinating evacuation of all agricultural animals on campus.

Cal Poly Police Department (CPPD)

During an evacuation CPPD will be the lead department during partial or complete evacuation of campus and will be responsible for the tactical implementation of evacuation operations. CPPD is also responsible for the Law Branch function of the Emergency Operations Center.

Department of Emergency Management (DEM)

The Department of Emergency Management serves as the lead coordinating department during evacuation operations and is responsible for emergency notifications or partial or complete evacuation orders, coordination of resources, and activation of Emergency Operations Center.

Cal Poly Disability Resource Center (DRC)

Cal Poly Disability Resource Center is the lead organization in coordinating Access and Functional Needs (AFN) during a complete or partial evacuation of campus. When the EOC is activated, DRC is responsible for the Disabilities Integration Advisor function in the Emergency Operations Center.

Facilities Management and Development (FMD)

During an emergency or disaster, Facilities Management and Development is responsible for the Facilities Branch, Environmental Health and Safety Branch, and Safety Officer functions in the Emergency Operations Center. FMD is responsible for assisting evacuation operations and coordinating Cal Poly owned resources to support evacuation operations.

Strategic Business Services (SBS)

Strategic Business Services is the main procurement and contracts leader on campus. They will send representatives to the Cal Poly EOC who will serve as the bulk of the Logistics Section in the EOC. SBS is responsible for activating current contracts as needed for evacuation operations and coordinating any resource needs. SBS will work closely with the Mass Care and Shelter Branch to ensure evacuees unable to return home are provided for.

Transportation and Parking Services (TAPS)

Transportation and Parking Services is responsible for ensuring traffic safety, parking, and business services. During a complete or partial evacuation of campus, TAPS is responsible for directing traffic, aiding CPPD in evacuation operations, establishing road closures, and serving multiple Planning Section functions in the Emergency Operations Center.

University Communications (UC)

University Communications is responsible for coordinating all public information regarding evacuations and serves as the primary Public Information Officer in the Emergency Operations Center. University Communications is responsible for field, Emergency Operations Center, and Emergency Policy Group public information functions.

University Housing (UH)

University Housing will serve as a major partner in both partial and complete evacuations of campus. UH is responsible for all student residents on campus and in that capacity, during an evacuation of campus, is responsible for assisting in the evacuation of all residents and for coordinating mass care and shelter for all evacuees unable to return home. UH is responsible for the Mass Care and Shelter Branch in the EOC.

OFF-CAMPUS PARTNERS

SLO City Fire

During a complete or partial evacuation of campus, SLO City Fire will provide rescue services to the Cal Poly campus and will serve in the EOC to provide real time information and updates from SLO City Fire personnel in the field.

OPERATIONAL AREA

San Luis Obispo County Office of Emergency Services (OES)

As the lead agency in the Operational Area (OA), the County of San Luis Obispo is responsible for coordinating resources across the OA during a disaster. It is the primary point of contact for brokering resources among cities and other jurisdictions within the county and requesting state and federal resources when the need exceeds available resources at the local level. During a partial or complete evacuation of the campus, OES is responsible for supporting and coordinating resource needs from the Cal Poly EOC.

STATE AGENCIES

California Office of Emergency Services (Cal OES)

Cal OES is responsible for the coordination of overall state agency response to large-scale disasters in support of local jurisdictions. The office is responsible for assuring the state's readiness to respond to and recover from all hazards – natural, manmade, and war-caused emergencies and disasters – and for assisting local jurisdictions in their emergency preparedness, response, recovery, and hazard mitigation efforts.

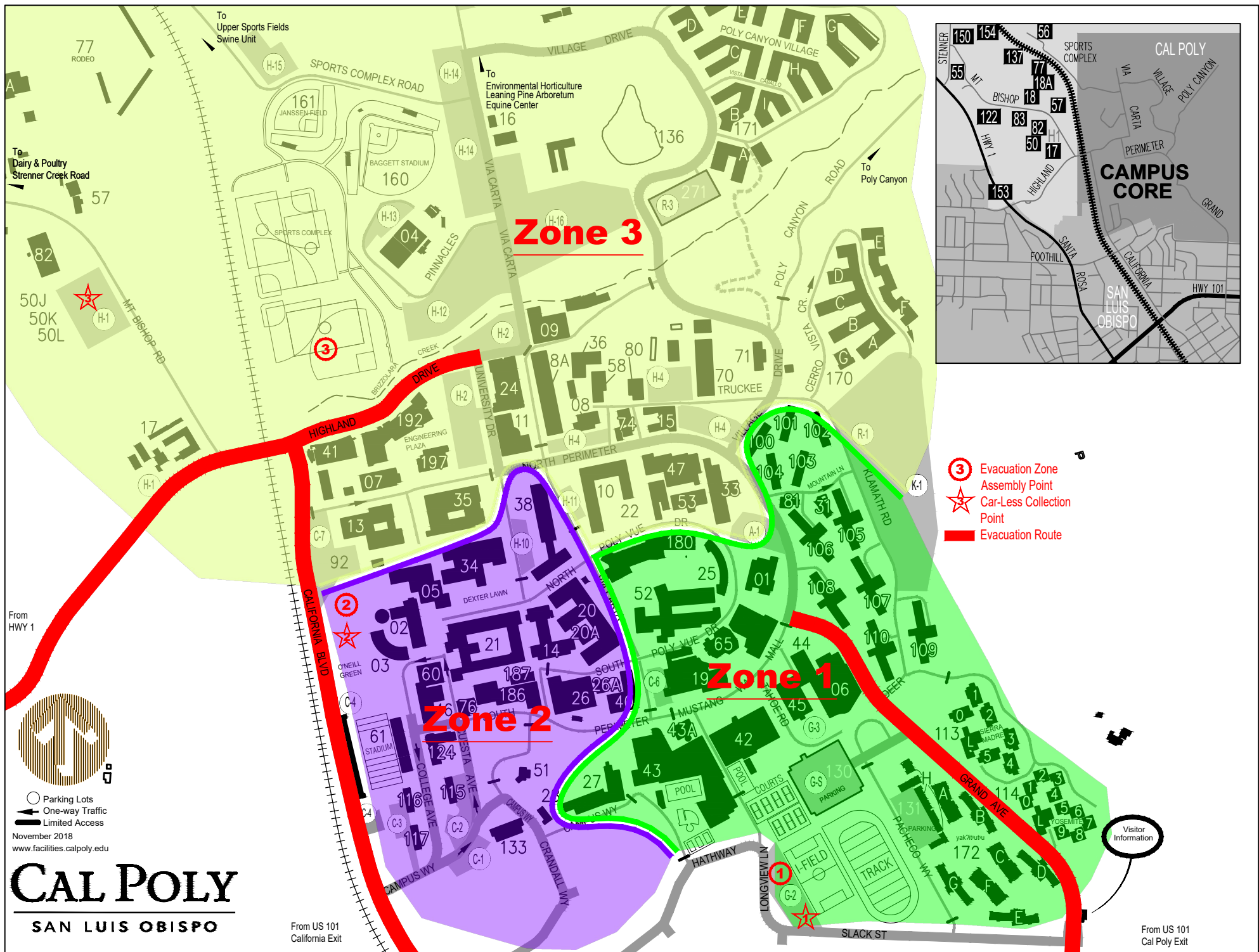
FEDERAL AGENCIES

National Weather Service (NWS)

The National Weather Service is a component of the National Oceanic and Atmospheric Administration (NOAA). NOAA is an Operating Unit of the U.S. Department of Commerce. Their mission is to provide weather, water, and climate data, forecasts and warnings for the protection of life and property and enhancement of the national economy. NWS provides initial notification of upcoming storm activity (i.e., Hazardous Weather Outlook) and weather projection during an emergency. Cal Poly is under the purview of the NWS Los Angeles Office, based in Oxnard.

APPENDIX A – EMERGENCY MAPS

APPENDIX A: EMERGENCY MAPS



- ③ Evacuation Zone
- ★ Assembly Point
- ★ Car-Less Collection Point
- Evacuation Route



○ Parking Lots
 → One-way Traffic
 ⇄ Limited Access
 November 2018
 www.facilities.calpoly.edu

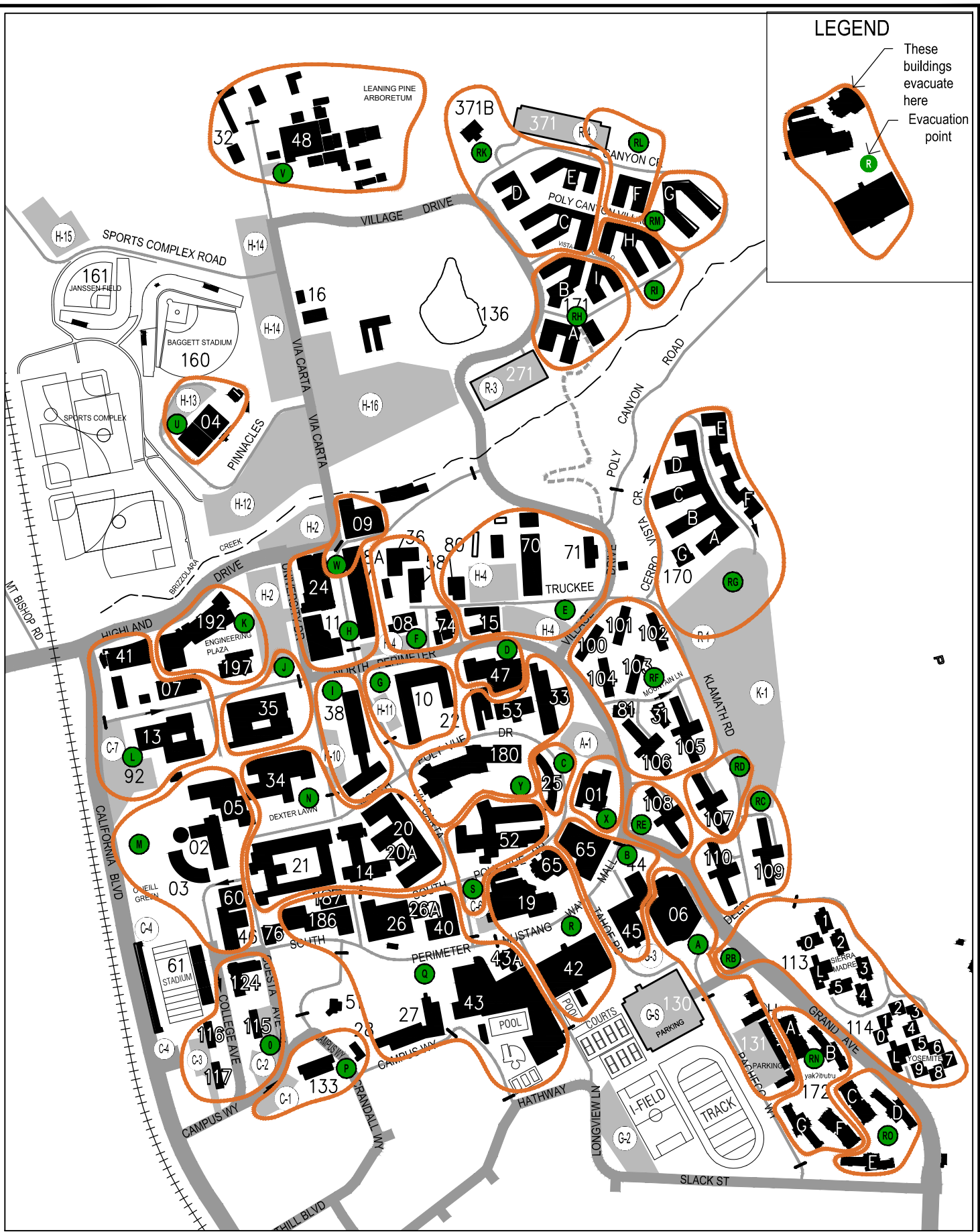
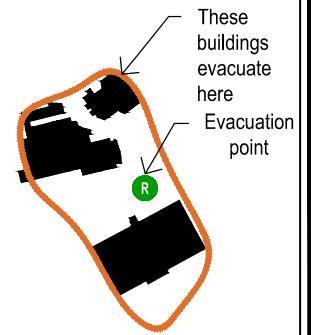
CAL POLY
SAN LUIS OBISPO

From US 101
California Exit

From US 101
Cal Poly Exit

Campus Evacuation Map

LEGEND



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CAL POLY

Evacuation Points

SAN LUIS OBISPO

Facility Services Facilities Planning and Capital Projects

	DATE
6.11.2019	PLOT DATE
Emergency_PS.dwg	FILE
Evacuation Points	PS.TAB
Peter Weber	PLOT BY



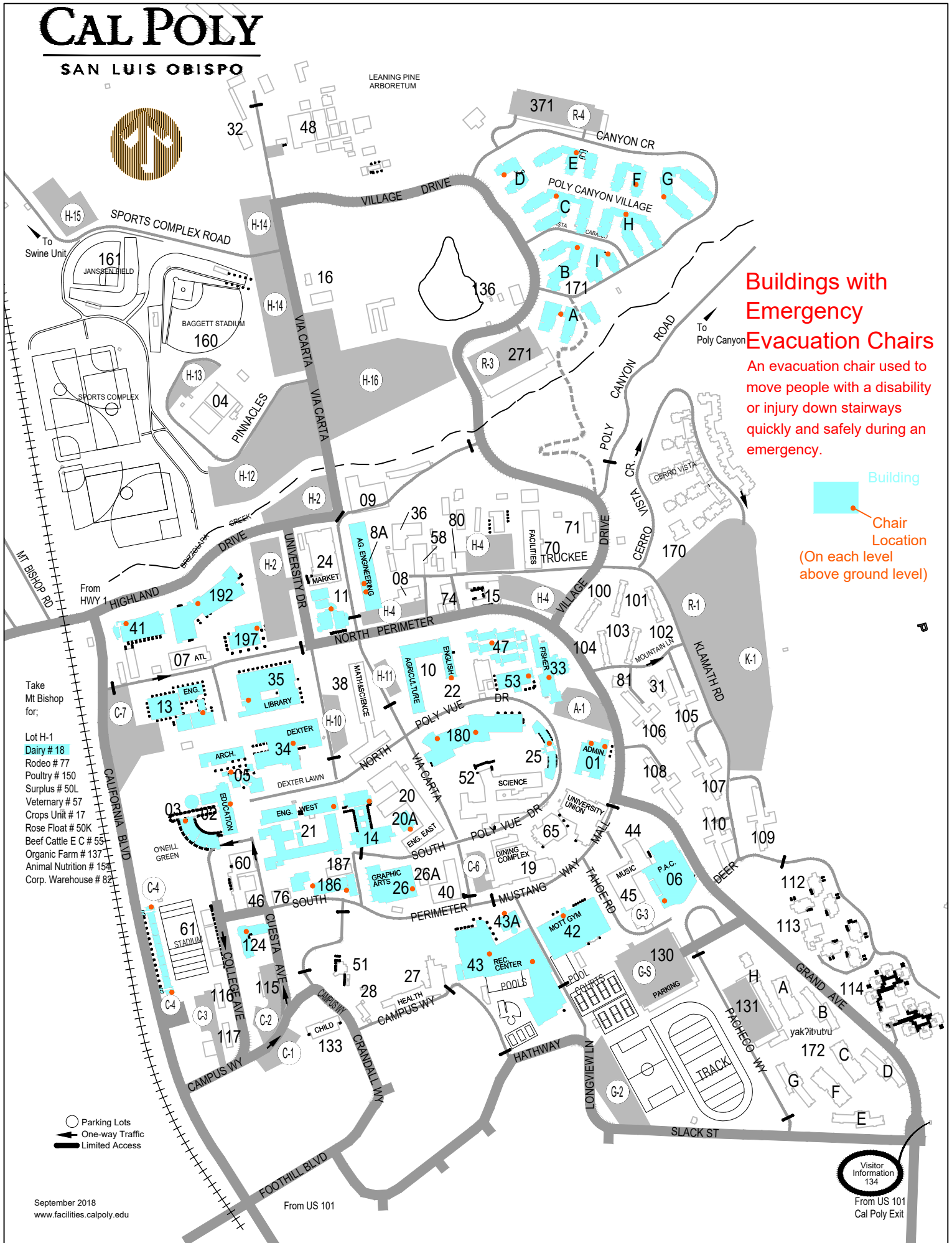
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CAL POLY

SAN LUIS OBISPO





LEANING PINE ARBORETUM






Buildings with Emergency Evacuation Chairs

An evacuation chair used to move people with a disability or injury down stairways quickly and safely during an emergency.

Building

Chair Location

 (On each level above ground level)

Take Mt Bishop for:

- Lot H-1
- Dairy # 18
- Rodeo # 77
- Poultry # 150
- Surplus # 50L
- Veterinary # 57
- Crops Unit # 17
- Rose Float # 50K
- Beef Cattle E C # 55
- Organic Farm # 137
- Animal Nutrition # 154
- Corp. Warehouse # 82

-  Parking Lots
-  One-way Traffic
-  Limited Access