



Department of Emergency Management  
University Police

Emergency Operations Plan  
Annex K  
Campus Evacuation Plan

2019

# Evacuation Plan

## PURPOSE

The purpose of this plan is to serve as a generalized evacuation plan useful for multiple situations involving closure or evacuation of the Cal State San Marcos campus.

The plan is based on a campus-wide closure or evacuation but can be adjusted to fit other situations as needed or required. The staffing is based on a cooperative effort by the entire University Police Department. Traffic control positions affecting city streets will be staffed by University Police Officers and those affecting interior roadways may be staffed by CSO's and Parking Officers depending upon the situation. "Non-sworn" employees will not be asked to do anything that is considered dangerous or outside of their scope of duty.

## Authority to Issue Closure or Evacuation Order

The University President or designee may authorize a closure or evacuation of the campus due to a disaster, life safety and/or health concerns, interruption or failure of a utility such as electricity or water service.

## Closure and Evacuation

**Campus Closure** occurs when a decision is made to close the campus because of a specific event, such as power or utility outage, which makes normal campus operations impossible or unsafe. These are not considered to be immediate emergency situations.

**Evacuation** occurs when it is essential to clear the campus as quickly as possible as in the case of a wildfire, earthquake or emergency situation threatening life safety.

In either case, Office of Communications or the emergency notification system, to the extent needed, will be used to notify the campus community and provide specific instructions on the closure or evacuation.

## Campus Closure

There are two types of campus closures.

- **Hard Closure** – Full closure of campus to restrict all persons from campus unless responding to the incident, including residential students and employees. All entrances into campus will be closed.
- **Soft Closure** – Partial closure of campus; all persons not performing duties related to the incident are restricted. Roads and/or pathways may be closed based on the condition. The residential community will generally remain open and supported.

In the event that suspension of non-essential activities and instruction is ordered by the President, consideration must be made for the manner in which to announce and support a campus closure. When a closure is pre-planned and there are no active hazards threatening the campus, the following order will be observed to best manage traffic in and around campus:

1. Non-residential students
2. Employees (not requested to remain on campus as responders)
3. Residential students

Unless otherwise noted, classes already in session shall continue until their scheduled conclusion, at which time students will be asked to leave the campus in a safe and orderly manner.

Employees will be instructed to remain on campus until after students have exited the campus. Employees will then receive information/notice regarding when they should leave.

## Campus Evacuation

There are two types of evacuation orders:

1. Full Campus Evacuation (Immediate threat to life safety)
  1. Evacuate immediately (depending on threat to campus)
  2. To include residential students
  3. In the event of a "full evacuation", all students, faculty and staff, with the possible exception of those personnel responding to the incident, will be asked to evacuate campus immediately.
  4. Students being relocated to shelters or hotels are instructed prepare an overnight bag, gather essential items and to report to UVA Building A and await further instruction on transportation. Transportation pick for student relocation will be parking lot K and will be coordinated with EOC and Housing officials.
  5. Students awaiting personal transportation (POV) off campus are instructed to prepare an overnight bag, gather essential item and report to UVA Building A. Pick up for POV's will be in parking lot O.
  6. Residential Housing staff must make accommodations for students who are not on campus at the time of evacuation. This could be a several hour window before students arrive on campus (due to off campus jobs etc.) and require transportation or alternate housing.
2. Staged Evacuation (Advanced notice of potential threat to life safety)
  1. Non-residential students will be asked to leave campus immediately.
  2. Employees and Residential students will be instructed to remain on campus until commuter students have exited. Employees and residential students will be instructed to leave campus immediately thereafter.
  3. Students being relocated to shelters or hotels are instructed prepare an overnight bag, gather essential items and to report to UVA Building A and await further instruction on transportation. Transportation pick for student relocation will be parking lot K and will be coordinated with EOC and Housing officials.

4. Students awaiting personal transportation (POV) off campus are instructed to prepare an overnight bag, gather essential item and report to UVA Building A. Pick up for POV's will be in parking lot O.
5. Residential Housing staff must make accommodations for students who are not on campus at the time of evacuation. This could be a several hour window before students arrive on campus (due to off campus jobs etc.) and require transportation or alternate housing.

Notice will be provided on when the campus will reopen (please check campus website, social media and media outlets for additional information on reopening)

### **Evacuation Routes**

There are three major arteries in and out of campus, Twin Oaks Valley Road, Barham Drive, and La Moree Rd. Service road, which may be utilized to help relieve traffic from parking lots E, H and F. However, the use of the service road should be coordinated with the incident commander.

Once the campus is cleared and secured by University Police, entrances to the campus will be closed, barricaded and security posted to restrict access to campus. **(See Map: Appendix B)**

### **Priority Traffic Locations to Consider**

1. Craven Drive and Twin Oaks Valley Road
2. Campus Way and Barham
3. Parking Structure One and Campus View Drive
4. Palm Canyon and Craven Dr.
5. La Moree Road and Barham Dr.
6. Twin Oaks Valley Road and Barham Dr.
7. Barham Dr. and Woodland Parkway
8. Twin Oaks Valley Road and 78 east and west interchange

### **Contracted Transportation**

Cal State San Marcos has established contracts with multiple bus companies within the San Diego 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 entities within the County. Requests to activate these contracts will be coordinated through the Cal State San Marcos EOC Logistics Section.

## Access and Functional Needs

### ACCESS AND FUNCTIONAL NEEDS

#### Campus

Officer's assigned positions at the entrances of campus will use their best judgment on deciding how access should be granted for Access and Functional needs personnel.

Craven Circle has been designated as the campus central pick up location during evacuations or closures, Police, CSO's or Parking Officers will organize transportation pick up efforts of the campus. Should it be determined that Craven Circle is not safe, the alternate transportation pick up location will be Chavez Circle.

Individuals with access and functional needs may require special assistance especially if being transported to an off campus evacuation site.

#### Housing

University Village Apartments Building A is designated as the student housing AFN central pick up location, during evacuations or closures, Residential Housing staff will organize transportation efforts for AFN persons. Pick up location will be designated parking lot O, drivers must use the La Moree entrance to access parking lot O.

If Building A is not available an alternate pick up site will be designated and communicated out.

## Center for Children and Families

The campus has one location, the Center for Children and Families that may require special consideration during campus evacuations. In case of a mass evacuation, children from this location should be sheltered in place and parents notified to pick up as soon as possible. If the threat is immediate (fire, earthquake damage) children will be relocated either to a safe location on campus or transported to an off-campus location where pickups will be made. Location will be announced by the Director of the CCF or designated representative.

## Mass Care & Shelter

Although, the majority of residential students will likely be instructed to return home during mandatory evacuations, in some case students may not have that option. In these situations accommodation will be handled by Housing and Residential Education along with (Care and Shelter branch of the EOC)

- Mass Care and Shelter will be coordinated with Housing and Residential Education and the EOC Care and Shelter Branch.
- Campus (Housing) currently has contracts in place with local hotels that may be utilized during closures and evacuations of the campus.
- Secondary measure, Housing and Residential Education and the EOC Care and Shelter Branch will coordinate with the American Red Cross to determine open public shelters.
- As a tertiary measure, Cal State San Marcos will coordinate with American Red Cross to open a shelter on campus (MOU).

During a soft closure where students remain in housing, the incident will be monitored closely and the following decisions and assumptions will be reevaluated frequently.

### **Housing Remains Open**

- The assumption is 10% to 15% of residential students will remain in housing
- Dining (Residential students remaining on campus)
  - Agreement with Sodexo to provide limited meal options (based on inventory, ability to prepare meals)
  - Meal service would take place at the University Village Apartments (Building A)
  - Programming
    - ?

### **Housing Closes or Evacuates**

- The assumption is 10% to 15% of residential students will require off campus accommodations
  - Sheltering
    - American Red Cross for public shelters
    - Area Hotels (MOU's in place) However, if it is a large scale outage, it is likely that contracted hotels will fill quickly.
  - Dining (Residential students housed off campus)
    - ??????

## **Mass Notification Process**

### **Campus Closures:**

Office of Communication will send out campus wide email notification and post information on campus social media sites and webpage.

### **Campus Evacuations:**

Emergency Notifications will be directed by the Chief of Police or her/his designee:

1. Emergency Notification System
2. Social media (Facebook, Twitter, Campus web page)
3. Use of the police vehicle external PA systems.
4. Emergency information will appear on the Cal State San Marcos Home page.
5. Emergency information will be put on to the emergency hotline - (760) 750-4599

## **RE-ENTRY DURING A CLOSURE**

Personnel who have an urgent business request for re-entering campus during a closure will be required to check in at the University Police Building (425 La Moree Rd.). Access the building through the main lobby and a representative will be on hand to assist. Anyone granted access to campus during a closure will be escorted to and from their point of business.

## REPOPULATION

Repopulation onto the campus may be authorized by The University President or designee:

- **Restricted 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.
- **Limited Access:** Allows for re-entry of critical support groups, such as relief workers, healthcare and mental health professionals, as well as campus Housing and Residential staff.
- **Full Access:** Unrestricted re-entry.

## **BUILDING CLOSURE/EVACUATION CHECK-OFF PROCESS**

Campus closure and/or evacuation announcements will be made via the campus Emergency Notification System or the Office of Communications. Posting of approved campus closure literature may also be placed on perimeter doors of each building. Once the buildings have been closed and/or evacuated each location will be checked and secured by UPD. The watch commander will notify the Chief of Police/EOC Director or her/his designee when all the buildings have been evacuated, checked and secured.

### **BUILDING CLOSURES/EVACUATIONS CHECKLIST**

1. Time: \_\_\_\_:\_\_\_\_ Center for Children and Families (CCF)
2. Time: \_\_\_\_:\_\_\_\_ Disabled Student Services
3. Time: \_\_\_\_:\_\_\_\_ Student Health Center
4. Time: \_\_\_\_:\_\_\_\_ Student Housing
5. Time: \_\_\_\_:\_\_\_\_ Craven Hall
6. Time: \_\_\_\_:\_\_\_\_ University Commons
7. Time: \_\_\_\_:\_\_\_\_ University Student Union
8. Time: \_\_\_\_:\_\_\_\_ Kellogg Library
9. Time: \_\_\_\_:\_\_\_\_ Science Hall 1
10. Time: \_\_\_\_:\_\_\_\_ Science Hall 2
11. Time: \_\_\_\_:\_\_\_\_ Social & Behavioral Sciences Building (SBSB)
12. Time: \_\_\_\_:\_\_\_\_ Markstein Hall
13. Time: \_\_\_\_:\_\_\_\_ Academic Hall
14. Time: \_\_\_\_:\_\_\_\_ University Hall
15. Time: \_\_\_\_:\_\_\_\_ Arts Building
16. Time: \_\_\_\_:\_\_\_\_ Extended Learning Building
17. Time: \_\_\_\_:\_\_\_\_ Veterans Center
18. Time: \_\_\_\_:\_\_\_\_ University Services Building
19. Time: \_\_\_\_:\_\_\_\_ Planning, Design and Constructions
20. Time: \_\_\_\_:\_\_\_\_ Foundation Classroom Building
21. Time: \_\_\_\_:\_\_\_\_ University Police Building
22. Time: \_\_\_\_:\_\_\_\_ McMahan House
23. Time: \_\_\_\_:\_\_\_\_ M Gordon Clarke Field House
24. Time: \_\_\_\_:\_\_\_\_ Sports Center
25. Time: \_\_\_\_:\_\_\_\_ Athletic Fields
26. Time: \_\_\_\_:\_\_\_\_ Central Plant

Once the campus is clear, entrances to the campus will be closed, barricaded and security posted to restrict access to campus.