

General Safety Information

ITS Building Coordinators

Building 2:	Don Weegar, Dave Evans
Building 14, 1 st Floor:	Ric Uc, Alison Beug
Bldg 35 (Library):	Cheryl May, Shelly Lucas
Building 46 (Natatorium):	Sharon Anderson, Dave Ross
Building 115 (Chase):	Dean Wittke, Eileen Roach

Emergency Info

756-NEWS (6397) – official recorded information about emergencies, updated by Police and Public Affairs.
1610 AM Radio Station

To contact Cal Poly's Environmental Health & Safety office: (805) 756-6662 <http://www.afd.calpoly.edu/ehs/>

To contact University Police: (805) 756-2281

Calling 911

- Calling from campus (landline) phone
 - Goes directly to Campus Police
- Calling from cell phone
 - May or may not go to Campus Police
 - If it doesn't (and you are on campus), tell the operator immediately that you are at Cal Poly and they will transfer you to Campus Police

Building Evacuation

Building evacuation information: <http://www.afd.calpoly.edu/ehs/emergency.asp?pid=2#evacuation>

- When Not to Evacuate
 - In an earthquake
 - In an active shooter situation
- When to Evacuate
 - Any time an **unexpected** alarm is activated in the building
 - Alarm testing always announced ahead of time
 - Any time someone tells you to evacuate
- How to Evacuate
 - Go to meeting area indicated below
 - Take any small personal belongings if safe to do so
 - Move a 'safe' distance from the building
 - Report to your building coordinator
 - Wait for clearance before returning to building

Primary Meeting Area for *Single-Building* Evacuations

Building 2:	Rose Garden by O'Neil green
Building 14, 1 st Floor:	Sidewalk between Bldg 14 (CSC), 187 (Simpson Lab), and 21 (Engineering West)
Building 46:	Rose Garden by O'Neil green
Building 115 (Chase):	Front lawn of Chase Hall by the College Avenue sidewalk

Primary Meeting Area for *Multi-Building* Evacuations

All ITS (except Bldg 10): O'Neill Green (near Rose Garden if safe)

map can be viewed at <http://www.afd.calpoly.edu/facilities/mapsplans/map/emergency.pdf>

Accident Reporting

1. Any accident in a vehicle being driven on University business must be reported as soon as possible or within 24 hours to Risk Management, (805)756-6755. Nights, weekends, and holidays report to University Police, (805) 756-2281. The supervisor should be notified immediately, and the supervisor notify the director and OCIO.
<http://www.afd.calpoly.edu/cprm/vehicleaccident.asp>
2. If an employee becomes injured or ill due to their job, they must notify their supervisor immediately, and the supervisor notify the director and OCIO. The supervisor completes the [Work Related Injury/Illness Form](#) and provides to the employee the [Claim Form DWC 1](#) within 24 hours of knowledge of the injury/illness.
<http://www.afd.calpoly.edu/hr/workerscomp.asp?pid=7>

Fire Extinguishers and Alarm Locations

Anyone can activate an alarm; don't hesitate to pull the alarm in an emergency.

Break the glass to pull the alarm.

If the alarm is activated, evacuate immediately.

Building 2, Basement

Fire Extinguisher Locations

1. Hallway outside of rm #s 12, 19, 22, 29
2. Inside rm #s 3, 4, 9, 17, 19, 27

Alarm Pull Locations

1. Hallway outside of rm #s 28A, 29A
2. Hallway between rm #s 25 and 25A
3. Hallway by South staircase

Building 2, 1st Floor (Net Admin)

Fire Extinguisher Locations

1. Hallway outside of rm #s 109, 116, 125, 129

Alarm Pull Locations

1. Hallway outside of rm #s ,112, 120, 101
2. Hallway by South staircase

Building 10 (Ag Erhart)

Fire Extinguisher Locations

1. Multiple extinguishers in both hallways

Alarm Pull Locations

1. Between rm #s 106 and 107
2. Between rm # 137 and 138
3. Hallway outside of rm # 120, 129

Building 14, 1st Floor

Fire Extinguisher Locations

1. Hallway outside of Administrative Computing Services (ACS), 14-114
2. Hallway next to Custodian door and drinking fountain, 14-107

Alarm Pull Locations

4. Outside next to Loading Dock
5. Inside CSA area, 14-112
6. Outside next to 1st floor door closest to the Stadium

Building 46 (Natatorium)

Fire Extinguisher Locations

1. Beside front entrance
2. To left of mail distribution boxes by back entry into building

Alarm Pull Locations

None

Building 115 (Chase Hall)

Fire Extinguisher Locations

1. Upstairs by exit to C-2 parking lot, closest to room 206
2. Upstairs by exit closest to bldg 124 (Student Services), in front of room 214
3. Downstairs, across the hall from room 101
4. Downstairs, on wall between rooms 109 and 110

Alarm Pull Locations

1. Front entrance of the building by the women's restroom