Emergency Evacuation, Response and Preparedness

CSU East Bay
Planning & Preparedness

- An emergency can strike at anytime. To help protect your safety, you should know what to do before, during and after an emergency.
- Do you know how to respond should various emergencies occur on campus? Test your knowledge against the information presented on the following slides.
Evacuation Procedures

- Upon hearing an alarm, evacuate the area immediately. Unless there’s prior notification, always assume the alarm is real.
- If possible, as you leave the area notify others nearby who may be unaware.
- Shut doors as you leave (this will reduce smoke migration).
Evacuation Procedures (cont.)

- Use the nearest Exit and exit the building via the stairs. Do not use the elevators.
- If there are students in your area, instruct them to evacuate.
- Once outside the building, assemble in your building Assembly Area. If unable to reach the Assembly Area, assemble in an open area far enough away from the building to avoid shattering windows and building facades.
- Stay away from objects that can shatter or fall. Keep emergency access area clear and be aware of moving emergency response vehicles.
If there’s anyone missing or needing assistance to evacuate, inform emergency response personnel immediately. Assist the person if it’s safe to do so.

Faculty should report their name and title of class evacuated to a Volunteer Team Leader (VTL) or other emergency personnel at the Assembly Area.

Do not re-enter the building until given the “All Clear” by UPD, EHS, Facilities Management or other emergency response personnel (Hayward Police, Fire Department).
Evacuation Procedures (cont.)

- If no emergency personnel have responded, call the University Police Department:
  - Cell phone--(510) 885-3791
  - White courtesy phone or campus phone – 911 (UPD)
  - Call Box (identified by blue sign/yellow box) -- Press red button.
  - Call 911 from a non-university phone. Tell the dispatcher you want the Police Department at California State University, East Bay.
Evacuation Procedures (cont.)

- If your mobility is limited and you can’t evacuate the building, go to the nearest Exit stairway. Don’t use the elevator to exit.
- Request for assistance by informing a VTL or University Police, or sending someone to notify them of your location.
- Rescue personnel will first check Exit stairways for anyone needing assistance. To ease their access, don’t obstruct the stairway or door leading to the stairway.
- Remain calm. It might take 30 min. or more for rescue personnel to reach everyone.
Fire

Upon observation of a fire:

- Move away from the immediate area.
- If the fire alarm didn’t activate, pull the fire alarm as you leave the area.
- Follow the Emergency Evacuation Procedures.
- Once outside and away from the building, call University Police.
Fire Extinguishers

- In the event of a fire, your main responsibilities are your safety and notifying emergency response personnel of the fire.
- Remember, your safety is number one. NEVER put yourself or others at risk trying to extinguish a fire.
- Do not try to put out the fire yourself unless it’s very small and contained AND it’s safe to do so. Also, DO NOT use a fire extinguisher unless you have been trained.

If Fire is moving your leaving
Earthquakes

If you’re inside the building:
- Duck under or next to a sturdy object or wall until the shaking stops.
- Cover your neck and head with your arms.
- Avoid windows and other heavy objects that can shatter or fall.
- If you’re in a wheelchair, lock the brake and cover your head and neck.
Earthquakes

If you’re outside the building:

- Move into the open, well away from trees, signs, poles, building or other objects that can fall or shatter.
- Cover your head and neck with your arms to protect from falling or flying debris.
- If you’re in your car, safely pull over. Put the car in park and cover your head and neck.
Earthquakes

- Once the shaking stops, exit the building if you’re not outside. Remember, aftershocks can further damage an already weakened structure.
- Assemble at the building Assembly Area. Wait for further instruction and information.
- Do not re-enter the building until given the “All Clear” by emergency response personnel.
Hazardous Materials

- When a spill, leak or accident occurs involving a hazardous material or suspected hazardous material, do not cleanup the material UNLESS:
  1. You have been trained to cleanup the spill or handle the material.
  2. It’s safe to do so.
  3. The action doesn’t place other people in the area at risk.
  4. The necessary supplies and equipment are available.

- After the cleanup is complete, immediately report the incident to Environmental Health & Safety @ X5-4139.
Hazardous Materials

- If assistance is needed, call University Police immediately and ask to contact EHS.
- Prevent other people from entering the area by placing barricades or stationing someone to keep others away.
- If possible and safe to do so, wait for “emergency personnel” to arrive and direct them to the affected area.
If you’re trapped or stuck inside an elevator, use the call button located inside the elevator, or if your cell phone is working, dial (510) 885-3791 to summon for assistance. The call will connect you directly to University Police.

Remain calm and wait for help to arrive. Do Not try to crawl out from an elevator that’s stuck between floors or hold or force open the doors. You can get seriously injured.
Volunteer Team Leader (VTL)

- Volunteer Team Leaders are faculty and staff who volunteer to provide assistance during an emergency.
- They facilitate and notify building occupants of required evacuations, relay messages to emergency response personnel and help account for building occupants.
- During an emergency or evacuation, please comply with their instructions. If there’s someone missing or needing assistance to evacuate, inform the VTL.
- You can recognize them by their safety vest and yellow hard hat.
Emergency Operation Center

- In the event of a large disaster, the Emergency Operation Center (EOC) may be activated. EOC is a dedicated room equipped with stations for Commands, Operations, Logistics, Planning and Finance.

- Designated EOC staff is responsible for facilitating emergency response and coordinating with outside emergency response agencies.
Emergency Response: Large Disaster

- Evacuate the building following the emergency evacuation procedures.
- Wait for further instructions. If no emergency personnel respond for an extended period of time, go to the Amphitheater. The back-up location is the University Stadium.
- Stay calm and be patient. It will take some time for emergency personnel to respond and the EOC to be activated.
- If you must go home, INFORM a supervisor, VTL or emergency response personnel so they can account for your absence.
Where to obtain information in the event of a large disaster?

In a significant emergency or disaster, the University Emergency Operations Center (EOC) will be activated and the campus Public Information Officer staff will release safety and other relevant information as appropriate for the CSU East Bay community as soon as possible.
Where to obtain information in the event of an emergency or large disaster?

- Check for emergency messages communicated through AlertMe.
- AlertMe is the University’s alerting and warning service for faculty, staff, and students. The system is activated to contact you (via phone, email, text message, etc) when there is an immediate threat to health or safety affecting the campus community. For more information or to sign up, visit the AlertMe website.
Where to obtain information in the event of a large disaster?

To get information **while not on campus:**

1.) Check your Campus e-mail account for updated emergency messages

2.) Check the following Web Sites:
   - [www.csueastbay.edu](http://www.csueastbay.edu) (home page)
   - [bb.csueastbay.edu](http://bb.csueastbay.edu) (Blackboard Campus News)
   - [www.calstate.edu](http://www.calstate.edu) (CSU System Web site)
   - [www.sfgate.com](http://www.sfgate.com) (San Francisco Chronicle)
Where to obtain information in the event of a large disaster?

3.) CALL campus emergency phone line for recorded message: **510-885-2000.**
   - DO NOT CALL Main Campus Switchboard or the University Police Department, as these lines will be busy.

4.) LISTEN to news radio in the Bay Area such as **FM: KCBS 106.9**

5.) **Or check** the following Social Media:
   - [www.facebook.com/CalStateEastBay](http://www.facebook.com/CalStateEastBay)
   - [http://www.twitter.com/#!/csuebnews](http://www.twitter.com/#!/csuebnews)
Where to obtain information in the event of a large disaster?

To obtain information while on campus:

- Follow instructions listed under **WHILE NOT ON CAMPUS**.
- Check with **ATTENDANTS** in campus Kiosks on Harder Road or Carlos Bee Boulevard (Lot N)
- Check the Bookstore lawn area for an **INFORMATION TENT**
- **EMERGENCY MESSAGES** may be posted on electronic marques at Carlos Bee Boulevard entrance and on Associated Students electronic board in front of the University Union.
- When needed, contact a **Volunteer Team Leader (VTL)** for additional information/instructions.
Emergency Preparedness

- Be prepared by learning the location of your Building Assembly Area and plan an ALTERNATE escape route should the main one be blocked.
- If you have limited mobility or need assistance evacuating, inform your supervisor/manager or a co-worker in advance. Learn locations of exit stairways and plan an escape route.
- Be prepared for large disasters. In an event of a large disaster, many of the things we count on every day could be unavailable. Keep a survival kit in the car and office. Have an emergency contact list to inform family members (at home and maybe out-of-state, children’s school, etc). Remember, you might not be able to go home.
Are you prepared for other emergencies?

To learn about other emergencies, check out the links below on UPD’s website:

- **Bomb threat/ suspicious packages**
- **Active shooter** (click on link near bottom of page to watch short video from the Center for Personal Protection and Safety)

For ideas on what to include in your survival kit. Go to [Prepare.org](http://Prepare.org) website from the American Red Cross.
Your role as a disaster service worker?

Do you know that as a public employee you’re required to provide assistance if called or needed in the event of a large disaster? The following video will clarify your roles and responsibilities. For additional information review the following items on this webpage.

Disaster Service Worker Video
Disaster Worker Pamplet
The End