California State University, East Bay
Earthquake Drill • October 17, 2013 at 10:17 a.m.

In conjunction with California’s state-wide ShakeOut (earthquake) drill on October 17, 2013, California State University, East Bay (CSUEB) will exercise “Drop, Cover, and Hold,” review earthquake safety information, and test emergency communication resources.

Prior to the Exercise
There are a number of things colleges, departments/auxiliary organizations, and individuals could do to prepare for the exercise:

- Review The Great California ShakeOut information at www.shakeout.org/
- Print Seven Steps to Earthquake Safety and Drop, Cover, and Hold On summary sheets at www.shakeout.org/resources/ to review with students and staff.
- Remove or secure items from offices or classrooms that might fall and injure students, faculty, and staff.
- Review department/building Emergency Action Plans with your Building Safety Coordinator (Building Safety Coordinator lists are available at www.csueastbay.edu/emergency).
- Check department and individual emergency supplies to make sure they are accessible and functional.
- Review your contact information in MyCSUEB to confirm that your AlertMe contacts are up-to-date.
- Mark calendars for 10:17 a.m. on 10/17 to “Drop, Cover, and Hold.”

Ways to Participate in the Exercise
No ‘event’ will trigger the “Drop, Cover, and Hold” exercise. No building evacuations will take place. Colleges, departments, and campus auxiliary organizations are encouraged to use the time as determined appropriate by managers or faculty to practice and/or discuss earthquake safety. Ideas for how colleges, departments, and campus auxiliary organizations may participate are listed below:

- **In a classroom**, “Drop, Cover, and Hold.” Individuals drop to the floor and take cover under a desk to protect heads and necks. If there is no desk available, drop to the floor against an interior wall. “Hold” for 2 minutes and following the exercise discuss as a group earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In a lecture hall or theater**, “Drop, Cover, and Hold.” Individuals stay in their seats and protect heads and necks. “Hold” for 2 minutes and following the exercise discuss as a group earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In a lab or training room**, “Drop, Cover, and Hold.” Individuals take cover, as applicable, to protect heads and necks. If not practical to “Drop, Cover, and Hold,” review earthquake safety with students and staff (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In the library**, “Drop, Cover, and Hold.” Individuals take cover under a desk or table to protect heads and necks. If no desks or tables available, drop to the floor against an interior wall. “Hold” for 2 minutes and following the exercise review earthquake safety information (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In an office or conference room**, “Drop, Cover, and Hold.” Individuals take cover under desks or tables to protect heads and necks. “Hold” for 2 minutes and following the exercise discuss as a group earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In a residence hall**, “Drop, Cover, and Hold” or remain where you are (if in bed). Protect head and neck (if in bed use a pillow). “Hold” for 2 minutes and following the exercise discuss in groups earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).
- **In outdoor areas**, move to a clear area if safe to do so; avoid power lines, trees, signs, buildings, vehicles and other hazards. Review earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).
- **Individuals with disabilities or access and functional needs**, try not to move and immediately protect oneself as best possible right where you are. Use arms to protect head and neck. Review earthquake safety (see “Seven Steps to Earthquake Safety” for additional educational information).

Tests of Emergency Communication Resources
At approximately 10:17 a.m., University Police will test the Mass Notification System (outdoor loud speakers) followed by a test of CSUEB emergency notification system (AlertMe) to remind the campus community of the communication tools that may be used in an actual emergency. The CSUEB Home page at www.csueastbay.edu; the Emergency Operations Information Line at 510-885-2000; Facebook at http://www.facebook.com/CalStateEastBay; and Twitter you must follow @CSUEBnews or @CalStateEastBay which will also be updated with information related to the earthquake exercise.

Feedback
Feedback or questions from students, faculty, and staff related to earthquake or campus emergency preparedness should be directed to Jim Hodges, emergency operations center commander, at (510) 885-2250 or via e-mail at james.hodges@csueastbay.edu.