

**California State University,  
East Bay**

***Emergency Procedures  
Desk Reference***

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# Purpose

This web page provides information to faculty, students, and staff members at California State University, East Bay on procedures in the event of various emergencies or disasters at the campus. Questions should be addressed to the University Police Department.

## Emergency Personnel

At the CSU, East Bay, the following personnel manage during an emergency situation:

### A. Emergency Operations Executive

The Vice President, Administration and Finance acts as the primary Emergency Operations Executive. All emergency personnel coordinate their efforts through the E.O. Executive, who in turn advises the President.

### B. University Police Chief

The University Police Chief provides on-site management during an emergency situation and advises the Emergency Operations Director. University Police are designated as Incident Commanders in emergency situations unless specific determinations have been made to designate other personnel.

### C. Director of Environmental Health and Safety

The Director of EH&S assists in keeping personnel safe during an emergency situation, and may direct the Emergency Operations Center when the E.O.C. is activated by the Vice President, Administration and Finance.

### D. Building Safety Assistants (BSAs)

Each building on campus maintains a staff of volunteer BSAs whose primary responsibilities are to:

facilitate the orderly evacuation of their assigned areas in the event of a fire or other emergency;

insure that emergency services and University Police personnel are notified of an emergency situation;

assist emergency services personnel as directed.

## General Information

### Reporting Emergencies

**Dial 911 from campus phones or 885-3333 from cell phones.** Notify emergency personnel that assistance is needed;

Be calm. Identify yourself, location of the incident, your location and telephone number;

Describe the incident to the University Police dispatcher with as much specific detail as possible;

Remain on the line until the dispatcher has obtained all necessary information from you, and has given you instructions. Let the dispatcher hang up first.

## **Emergency Assembly Area**

Each building at CSU, East Bay has its own designated emergency assembly area  
<http://www.aba.csueastbay.edu/EHS/pdfs/CSUHevacuationmap1.pdf>.

Look to Building Safety Assistants (BSA's wear yellow helmets and orange vests) or other emergency personnel for guidance to the assembly area. BSA list is located at  
<http://www.aba.csueastbay.edu/EHS/bsa.htm>

For emergencies that affect more than one building, the primary University Assembly Area is the Amphitheater located between the Arts/Education Building and Robinson Hall. The alternate University Assembly Area is the stadium.

## **Handicapped/Disabled**

Whenever there is a building evacuation, we must be aware of the potential needs of those who are disabled. The following information will alert you to the concerns of the disabled.

◦ **Permanently disabled persons** should prepare for emergencies ahead of time by instructing a classmate, instructor or fellow staff member on how to assist them in case of emergencies;

◦ **Visually Impaired/Blind.** Offer your elbow to these persons, and guide them to a safe area. Make sure that they are fully informed of the situation, and what they are to do;

◦ **Hearing Impaired/Deaf.** Communicate with a short written message or speak slowly and directly to them. Use a minimum of words, and gesture them toward the nearest exit or place of safety;

◦ **Wheelchair Bound.** Consult with the individual to establish the best course of action. If it is necessary to wait for exits to clear, stay with them, or try to assign someone else to accompany them;

◦ If stairs must be negotiated, disabled persons may find it best to leave their wheelchair behind, and be carried by two assistants, if possible;

◦ **Psychologically/Emotionally Disabled.** Give the persons clear, concise instructions with a limit of one or two tasks to remember. ("Go down these stairs and leave the building. Join everyone in the Staff Parking Lot.") Assign a companion if possible

## **Need-to-Know Items**

Location of nearest Fire Alarm;

Location of nearest Fire Extinguisher;

Building Safety Assistants on my floor are.

## Fire Evacuation Procedures

Upon observation of a fire:

- Move away from the immediate area. Close doors and windows if time permits.
- Pull fire alarm as you leave the area
- Before opening a closed door, touch it first. **Do not open a door that is hot to the touch.**
- Use stairs to evacuate, do not use elevators.
- Move well away from the building when evacuating.
- Assist any handicapped or disabled persons.

## Fire Alarms

°Most CSUEB buildings have pull alarms on every floor; become familiar with the location of the alarms near your office or work area. Exception: Portable trailers do not have alarms and pull stations, therefore evacuations in these buildings will be initiated by supervisors or emergency personnel.

°The fire alarms emit a loud shriek that cannot be confused with any other sound. Evacuate the building immediately upon hearing this alarm.

°Do not assume that alarm is connected to the Fire Department or to University Police; call 911 after leaving the building.

°Proceed to building Emergency Assembly Area. Wait for an announcement that the building is safe for reentry.

## Reporting Violent or Criminal Behavior

If you are witness to, or are the victim of violence or theft, **do not take unnecessary chances**. Once you are out of harms way, immediately notify University Police by calling 911, or ask assistance in doing so. Give University Police the following information:

- nature of the incident;
- location of the incident;
- description of the person(s) involved.

If you feel endangered by hate language;, or sense that an explosive situation is developing, have a roommate or office colleague call University Police immediately. Do not allow a situation to escalate into violence. Discuss hypothetical situations with your roommate or department colleagues, and know what warning signs to recognize.

- In all situations, remain calm;
- Do not further provoke anger by your remarks or attitude.

## Hazardous Material Response

When a spill, leak, or accident occurs involving a hazardous material or suspected hazardous material, ***ask yourself the following:***

- °Is this substance something that I have been trained to deal with?
- °Can I insure the safety and health of other people in the area?
- °Are the necessary supplies and equipment readily available?

If you answered "no" to any of these questions, or if you feel uncertain, **call 911, Emergency Services.**

If you answered "yes" to all of the above questions, correct the accident, but report the incident to the Environmental Health and Safety Officer, x54139, within one hour of the occurrence.

### Reporting the Incident

- °Be specific about the nature of the material involved;
- °Give your name, your location, your phone #, and the location of the accident.

### Assistance to Injured/Disabled

Before rushing in to assist a person who has been injured or disabled by the release of hazardous materials, assess the situation carefully. **Do not become the second victim**, or allow others to be similarly disabled. (For example, poisonous fumes may still linger where a person has collapsed from inhalation.)

If the situation allows, contaminated persons should immediately decontaminate themselves using available facilities such as eyewashes and/or emergency showers. Contaminated persons should avoid contact with others. Move to a safe place, remain calm, wait for Emergency Services personnel to assist you.

### Evacuation

- Request assistance from someone willing to keep others away from the affected area;
- Use stairs to evacuate, do not use elevators;
- If the lives or safety of other building occupants are endangered, pull Fire Alarm to evacuate building;
- Once outside, move "upwind" of the contaminated area, at least 1,500 feet away from the affected area or building.

# Earthquake Procedures

If you are **INSIDE** a building at the onset of an earthquake:

- **Duck** under or next to a sturdy object or wall, if possible.
- **Cover** your neck and head with your arms, if no other protection is available;
- **Hold** this position until the shaking stops.
- Avoid windows and other heavy objects that can shatter or fall;
- Stay under or next to cover until the shaking stops;
- When leaving the building use stairs only, never use elevators.
- Report to the building Emergency Assembly Area.

If you are **OUTSIDE** a building at the onset of an earthquake:

- Move well away from trees, signs, buildings, electric poles and wires;
- Protect your head and neck with your arms from falling bricks, glass, plaster, and other debris as necessary.
- If safe to do so, go to the building Emergency Assembly Area

## Earthquake Evacuation

If a major earthquake has occurred, proceed to the your building Emergency Assembly Area, then if directed to the campus Assembly Area for further information and instruction. If the quake was minor, and structural damage has not occurred, wait for the BSA, University Police, or other emergency personnel to give the "all clear" to return to normal activities.

## Bomb Threats

The University Police Department will evaluate the information received from a bomb threat, and with the University President, determine the appropriate response. Bomb threats are usually communicated by telephone. If you receive such a call, ask if the caller will speak with University Police, and transfer the call if possible. If the caller insists in speaking only to you, try to determine:

- Time the bomb is to explode;
- Location of the bomb;
- What kind of bomb;
- Reason for the act.

The following information should also be noted:

- Time of call
- Sex of caller, and estimated age (child, teen, adult);
- Speech patterns or accents;
- Emotional state of caller;
- Other details, such as background noise, other voices, music.

## Response

- Call University Police, 911, immediately;
- If deemed necessary, the targeted building will be evacuated;
- Move away from the building during the evacuation;
- Be familiar with your work area,
- Know if there are suspicious persons in your area;
- Never touch or approach suspicious objects; report them to University Police, 911.

## Survival Kit Checklist

The following survival kit items are commonly stocked for emergencies. You should keep a kit in your apartment or home **and** a second one in your car. A third survival kit is recommended for your office. Include as many of the following items as is practical:

Water, a gallon or more per person if possible

Food supplies for 3-days; utensils, cups

Flashlight and spare batteries and bulbs

First aid supplies and soap

Battery-powered AM/FM radio with extra batteries

Heavy gloves, extra shoes, change of clothes

3-day supply of medicines, sanitary supplies

Out-of-state emergency telephone contacts (family)

Extra pair prescription glasses

Blanket (wool or thermal-type), pillowcase for bandages, plastic bags

Whistle

Tools can include: scissors, wrench, crowbar, pliers, multi-purpose knife (such as a Swiss Army knife), small shovel.

## Key Phone Numbers

In case of emergency, family members can often best receive information from a designated relative or friend who is located out-of-state. Make a list of the person(s) your relatives and loved ones should contact to receive information about your family. Be sure to include:

Name of contact



Telephone number and complete address

Name of an alternate contact

Telephone number and complete address

Also, if you have school-aged children, make a list that can be used to contact their schools in an emergency. Include:

Child's name and grade

School name

Address

Telephone Number

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