

# Volunteer Team Leader

Training



CAL STATE

**EAST BAY**

Rising in the East

# Primary Focus

- The primary focus of VTLs is to be trained in how to react in emergency situations.
- In most cases, this means learning to react to a circumstance without also becoming victim, and helping keep others from becoming victims.
- After initially responding to an emergency situation, and making sure that University Police and/or Emergency Services has been contacted, VTLs assist University Police in assisting the safe evacuation of buildings, directing evacuees to assembly areas or simple crowd control.

# Volunteer Team Leader

- Volunteer Team Leader (VTL) are Faculty and Staff who volunteer to provide assistance during an emergency.
- Facilitate and notify building occupants of required evacuations, relay messages to emergency response personnel and help account for building occupants
- You can recognize them by their safety vest and yellow hard hat.

# 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).**
- **Use the nearest Exit and exit the building via the stairs. Do not use the elevators.**
- **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.**



# Evacuation Procedures

- **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 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).**
- **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.**



# EMERGENCY PHONES

**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.**



# FIRE EVACUATION

- Procedures
  - IF you see a fire and have not heard an alarm or an announcement:
    - Activate the alarm and notify others
    - Contact University Police with exact location of the fire if possible
    - Leave your door closed and proceed immediately to the stairwell or exit away from the fire
    - DO NOT put out a fire yourself unless it's small and contained and it's safe to do so. Also, DO NOT use a fire extinguisher unless you have been trained.
    - Exit the building and go to your assigned building assembly area
    - Maintain crowd control and direct occupants to assembly area.
    - Keep fire lanes clear and instruct occupants to stay back
    - Do not return to the building until the all clear has sounded from Emergency Personnel

# 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 an emergency or large disaster?

- 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.
- LISTEN to news radio in the Bay Area such as
  - **FM:KCBS 106.9**
- **Check** the following Social Media
  - **[www.facebook.com/CalStateEastBay](http://www.facebook.com/CalStateEastBay)**
  - **<http://www.twitter.com/#!/csuebnews>**

# Where to Obtain Information in the Event of an emergency or large disaster?

- **To get information while not on campus:**
- Check your Campus e-mail account for updated emergency messages
- 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 an emergency or 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 marquees 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.**