

Emergency Evacuation & Accident/Injury Reporting Procedures

Reporting Accident, Injury & Safety-related Matter

What to do if you become injured or ill on the job:

- Report the injury/illness to your Manager/Supervisor and the Worker's Compensation Coordinator (510-885-7668) ASAP, no matter how trivial the injury. If it's after hours, report it ASAP the next business day.
- If you need immediate medical assistance:
 - Call 911 from any campus phone. You will be connected to a campus police dispatcher who will summon emergency medical assistance.
 - If you dial 911 from a cell phone, tell the dispatcher that you would like to be connected to the CSU, East Bay police department.

Reporting a Safety Hazard or Concern

- If you notice a safety hazard, correct the matter if it's safe for you to do so. If not, report the situation to your supervisor or manager immediately. You can also notify the campus Department of Environmental Health & Safety (EHS) at 510-885-4138. If prefer, you can remain anonymous.

Emergency Evacuation & Response Procedures

- Volunteer Team Leaders (VTL), formerly known as BSAs, are faculty and staff who volunteer to provide assistance during an emergency. During an emergency or evacuation, comply with their instructions. You can recognize them by their safety vest and yellow hard hat.
- Upon hearing an alarm, evacuate the area immediately. Unless there's prior notification, always assume the alarm is real.
- 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 and away from emergency access areas.
- 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.
- Do not re-enter the building until given the "**All Clear**" by University Police (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. Request for assistance by informing a VTL or University Police, or sending someone to notify them of your location.

Questions

- Ask your supervisor/manager or contact EHS (510-885-4138).

* See your supervisor/manager for any additional training you may need to complete.