

CSUEB Building Evacuation Procedures

Cal State East Bay is committed to being a safe and caring community. Please be familiar with these procedures. Your appropriate response in the event of an emergency can help save lives.

1. **Upon notification by alarms, bullhorns, or messenger, immediately notify others nearby who may be unaware, leave your area, go to the nearest building *Exit*, and relocate to your building Assembly Area or an open area 100 feet from building if you are unable to reach the Assembly Area.**
2. **Roles and Responsibilities:**
 - 2.1. **University Police Department**
 - 2.1.1. Communicate with dispatch before the alarm is pulled
 - 2.1.2. Brief and educate residents at the evacuation point about fire safety
 - 2.1.3. Overall coordination with internal and external stakeholders
 - 2.2. **Drill Operator-Emergency Manager**
 - 2.2.1. Complete work order and coordinate with University Facilities to ensure trades are present for drill.
 - 2.2.2. Ensure University Facilities able to disarm alarms once completed.
 - 2.2.3. Time the evacuation drill beginning to ending.
 - 2.2.4. Fill out evacuation drill evaluation checklist (Appendix 1)
 - 2.2.5. Communicate and coordination with Hayward Fire Department and External Stakeholders
 - 2.2.6. Follow up any gaps or issues identified in the After Action Summary
 - 2.2.7. Ensure Social Distancing Protocol enforcement throughout Evacuation Drill.
 - 2.3. **Resident Assistants/Professional Staff**
 - 2.3.1. Pull fire alarm
 - 2.3.2. Direct residents to evacuation point
 - 2.3.3. Roll Call
 - 2.3.4. Ensure social distancing protocols are enforced (6 Feet and Face Coverings)
 - 2.3.5. Identify any items for After Action Summary (Improvement)
 - 2.4. **Housing Director/Associate Director of Residence Life**
 - 2.4.1. Organize Resident Assistants (RA)
 - 2.4.2. Organize Professional Staff (Pro-Staff)
 - 2.4.3. Organize Volunteer Team Leaders (VTL's)
 - 2.4.4. Use paint to mark off Assembly Areas
 - 2.4.5. Identify which RA's pull the alarm
 - 2.4.6. Check in with Drill Operator at the point when all resident evacuated
 - 2.4.7. Assist Drill Operator-Emergency Manager with After Action Report
3. **Persons with Access and Functional Needs (accessibility needs or mobility) difficulties should go to the nearest Exit Stairway and request assistance. *Rescue personnel will first check all Exit Stairways for trapped persons.***
 - 3.1. Inform floor VTL, Housing Staff, or University Police of your location by calling campus phone or UPD Dispatch 510-885-3791.
 - 3.1.1. Your supervisor or faculty member should also report your location to emergency personnel at the assembly area.
 - 3.2. Do not obstruct the stairway or door leading to the stairway.
 - 3.3. If no one nearby is trained to help evacuate, send someone for assistance to Volunteer Team Leader, Housing Staff, official at Assembly Area, or University Police Department.
 - 3.4. Move inside the stairwell to wait when it is safe to do so. Return to your residence hall, community space, office space after "All Clear" is given.
 - 3.4.1. Remember that it may be 30 minutes or more before rescue personnel are able to reach all persons with accessibility needs.

4. **Social Distancing and Face Coverings:**

4.1. Each building evacuated will adhere to social distancing and face coverings pursuant to the Alameda County Public Health Officer Order and the California Department of Public Health Face Covering Guidance (See Appendix 2). It will be imperative that all evacuation drill participants including faculty, students, and staff wear face coverings during the entire duration. Evacuation assembly areas will be supervised by each Resident Assistant/Professional Staff to avoid congregation and to maintain social distancing while maintaining security and control.

5. **Able-bodied persons should assist in the evacuation of injured persons or persons with accessibility needs:**

5.1. Be familiar with persons with accessibility needs who are routinely in your area.

5.2. Inform hearing impaired/deaf persons by gesture or notes that they should evacuate.

5.3. Assist visually impaired/blind persons to an Exit Stairway.

5.4. Assist persons in wheelchairs to Area of Rescue.

5.5. Assist those who appear disoriented or manifest emotional distress.

5.6. Inform University Police, VTLs, or other emergency personnel about persons left inside the building.

5.7. In the extreme case where physical evacuation of a person is necessary, ask that person how to safely assist him/her.

6. **Reporting**

6.1. When all students, faculty, and staff have been evacuated, call UPD dispatch at 510-885-3791.

6.1.1. Name and Department

6.1.2. Building and room location of emergency

6.1.3. Nature of the emergency (fire, smoke, chemical spill, earthquake)

6.1.4. Location of any individuals requiring assistance

6.1.5. Any injuries that may have occurred

6.1.6. Hazards present that may impact emergency response personnel

6.1.7. Phone number or email that can be used to contact you

7. **Next Steps**

7.1. Stay at your designated area assembly area, and await further instructions from the authorities (UPD and Hayward Fire Department). Never re-enter the building until the authorities have announced it is safe to do so.

NOTE: It is suggested that persons with accessibility needs prepare for emergencies ahead of time:

1. Learn locations of exit stairways and Areas of Rescue and plan an escape route.

2. *Use a buddy system by showing a classmate or instructor how to assist in case of emergency.*

3. Persons who cannot speak loudly should carry a whistle or have some means for attracting attention.

4. Contact the Volunteer Team Leader (510-828-1098)

8. **Post-Evacuation Drill Protocol**

- 8.1. Complete an evacuation drill debrief after the completion (See Appendix 3)
- 8.2. Distribute post-evacuation drill for building occupants to complete
- 8.3. Review the survey results and determine if action is required
- 8.4. Review and monitor responses from the survey and post-evacuation drill findings

9. **Training**

- 9.1. Evacuation drills serve as the primary training related to this program. Supplemental and online training will teach details on plan development and exercises. The Emergency Manager will coordinate future training and evacuation drills for Spring 2021.

10. **Regulatory Authority**

CSUEB will comply with Occupational Safety and Health Administration (OSHA) standards, Cal/OSHA standards, National Fire Protection Association (NFPA) codes, International Code Council (ICC) codes, and any other applicable codes and standards.

11. **Contact**

For questions, please contact Lee Shin, Manager, Emergency Management and Business Continuity, at Cell: 916-582-8201 or lee.shin2@csueastbay.edu. Housing Director Mark Almeida Cell: 510-828-1098