

**California State University,  
East Bay**

***Emergency Procedures  
Desk Reference***

Origination: 08/1998

Latest Revision: 08, 2008

# TABLE OF CONTENTS

Purpose

Emergency Personnel

General Information

Reporting Emergencies

Assembly Area

Handicapped/Disabled

Need to Know Items

Fire Evacuation Procedures

General

Fire Alarms

Reporting Violent or Criminal Behavior

Hazardous Material Response

General

Reporting the Incident

Assistance to InwjEMeMal

## **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.

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 estab

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



# Earthquake Procedures

## Response



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

1998 last revision 8/2008