

# 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 fi***



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