

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.

For earthquakes duck under a nearby desk or crouch next to a wall or strong object. After shaking stops to the steps below.

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. **Persons with disabilities or mobility difficulties should go to the nearest Exit Stairway** and request assistance. *Rescue personnel will first check all Exit Stairways for trapped persons.*
 - 2.1. Inform floor BSA or University Police of your location by calling x911 on campus phone or 885-3791. Your supervisor or faculty member should also report your location to emergency personnel at the assembly area.
 - 2.2. Do not obstruct the stairway or door leading to the stairway.
 - 2.3. If no one nearby is trained to help evacuate, send someone for assistance to Building Safety Assistant, official at Assembly Area, or University Police. Request a Buddy to remain.
 - 2.4. Move inside the stairwell to wait when it is safe to do so. Return to your work area after “All Clear” is given. Remember that it may be 30 minutes or more before rescue personnel are able to reach all persons with disabilities.
3. **Able-bodied persons should assist in the evacuation of injured persons or persons with disabilities**
 - 3.1. Be familiar with persons with disabilities who are routinely in your area.
 - 3.2. Inform hearing impaired/deaf persons by gesture or notes that they should evacuate.
 - 3.3. Assist visually impaired/blind persons to an Exit Stairway.
 - 3.4. Assist persons in wheelchairs to Evacuation Assistance Area.
 - 3.5. Assist those who appear disoriented or manifest emotional distress.
 - 3.6. Inform University Police (or call 911), BSAs, or other emergency personnel about persons left inside the building.
 - 3.7. **In the extreme case where physical evacuation of a person is necessary, ask that person how to safely assist him/her.**

Faculty should report their name and title of class evacuated to BSAs or other emergency personnel at the building Assembly Area.

NOTE: It is suggested that persons with disabilities 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 Building Safety Assistant.

For more information on emergency preparedness, contact Craig Ishida in the Department of Environmental Health and Safety at 885-2395.