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RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

ARE YOU PREPARED FOR AN EMERGENCY?

Fires. Floods. Earthquakes. In recent days and months there have been numerous natural disasters locally, regionally and globally. Those events remind us to be aware of available campus resources and the proper actions to take when disasters occur. Disasters disrupt mission-critical business processes, degrade service, place public health and safety at risk, and lead to serious financial and operational impacts. Consequently, the University may be kept from meeting its educational goals.

All employees should become familiar with the University's Multi-hazard Emergency Plan, which can be found at:

http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Disaster_Preparedness/12-emergency_plan_2015-16_part_i.pdf. Examine elements that pertain to your activities. Find out more about how the campus emergency personnel should respond. **Faculty are encouraged to discuss with their students the proper classroom procedures for various events and scenarios including the location of the appropriate assembly locations.** Those locations can be viewed at <http://www.calstatela.edu/ehs/building-evacuation-assembly-areas>. Such knowledge will help each employee and student react appropriately and survive.

Here are some important things to know:

- **What to do when an earthquake occurs? Find a safe location from which to withstand the initial event, DROP...COVER...HOLD, and do not evacuate out of a building until the earthquake has ended. If you are outside adjacent to a building, move a safe distance away. Falling glass and debris are a major concern during an earthquake. If you are next to a high-rise building, move even farther away. Remember to protect yourself when the shaking begins:**
 - **Drop** down to the floor.
 - Take **Cover** under a table or desk, or cover your head and neck with your arms.
 - **Hold On** to the leg or other part of the furniture until the shaking stops.

For further guidance on Drop/Cover/Hold view the video at

https://www.youtube.com/watch?v=M3WHIHgy75c&feature=player_embedded#t=0 or

https://www.youtube.com/watch?v=i8mUZFeMwhE&feature=player_embedded#t=0

- **How should I evacuate the building?** Once the event has concluded in the case of an earthquake, calmly and safely find the nearest stairwell and evacuate to the designated muster location for that building. In the event of a fire or bomb threat evacuate immediately as calmly and safely as possible to the nearest stairwell and evacuate to the designated assembly area. In the event of an active shooter, await further instructions from Public Safety via the Eagle Alerts mass notification system. Everyone should identify the primary and secondary evacuation routes in advance of any disaster. Faculty should clearly communicate these routes to their students at the start of each quarter. Elevators are prohibited from use during and following an event until they are cleared by emergency personnel.
- **Where should I go when I have evacuated the building?** Every building has a designated outside assembly area. This is where building evacuees should go to be accounted for. These locations are indicated by yellow signs outside the building, and they are listed in the schedule of classes http://web.calstatela.edu/classschedule/pdf/summer_book/119GeneralInformation_Summer14.pdf, on the RM/EHS webpage <http://www.calstatela.edu/ehs/building-evacuation-assembly-areas>, or contact Randy Styner at ext. 3-3544 for further advice. If you have questions, contact your department supervisor. Faculty should ensure that their students know where to go in a building evacuation. It is critical that individuals can be accounted for outside the building so that emergency resources are not needlessly expended in a search for them.
- **What should I do after I have been accounted for?** Wait in the designated evacuation location for further direction from emergency personnel, department supervision, or other appropriate campus officials. **DO NOT** re-enter a building when alarms are sounding, wait until an all-clear signal has been declared and access to the building has been allowed.
- **What are the procedures for disabled persons during an earthquake/evacuation?**

During an evacuation drill:

- Proceed to the nearest evacuation chair stairway landing;
- If mobility impaired wait there for instructions from the building floor monitor and/or Evacuation Coordinator; and
- Follow-up with the Building Administrator or Evacuation Coordinator to insure they knew of your whereabouts during the drill.

Important Note: In order to avoid injury to yourself and others you will not be physically evacuated during a drill.

During an actual disaster/evacuation:

- Proceed to the nearest evacuation chair stairway landing;
- Engage Evacuation Coordinator and/or fellow employees for assistance;
- If mobility impaired use the evacuation chair with the assistance of fellow employees; and
- Proceed to the designated assembly area with your fellow building occupants.

It should be noted that the University has begun the installation of evacuation chairs in buildings and you should identify their location prior to the need to access them. They will be installed in designated stairwells, at varying floor intervals. Additional signage will be coming to assist in their identification. There is training for building occupants on these evacuation resources, check the RM/EHS training schedule or contact Randy Styner at ext. 3-3544.

Drills, notifications and preparedness make a difference:

The University conducts several unannounced evacuation drills throughout the year. To begin preparing for them, review information on various types of emergencies found in the RM/EHS Office Emergency Preparedness webpage found at: <http://www.calstatela.edu/ehs/emergency-preparedness>. Please discuss emergency preparedness within your office, department or class as often as possible. Each building has a designated Building Administrator and the listing of these individuals can be found at:

http://www.calstatela.edu/sites/default/files/groups/Emergency%20Operations/Preparedness/bl dg_admin- contact_list.pdf

To inform the campus community in the event of a localized or campus-wide event, the University has established a service to provide text, e-mail and phone messages of significance to the campus community. This service is known as Eagle Alert. The service is free – and all students, staff and faculty have access. These messages only communicate emergency-related issues and concerns. They are not used for any commercial or non-authorized use. The system can be accessed at: <http://www.calstatela.edu/bussys/eagle-alert>. For details, contact Greg Porter at ext. 3-3544.

What should you know in the unlikely event of an active shooter on campus?:

All faculty, students and staff should view the posted video (approximately 4 minutes in duration) on the Public Safety webpage <http://www.calstatela.edu/police> regarding the actions to take in the event of an active shooter on campus. Specific training on this topic can be requested from Public Safety by contacting ext. 3-3700. Questions regarding the content or university protocol should be directed to Randy Styner in RM/EHS at ext. 3-3544.

Visit the University emergency preparedness website at: <http://www.calstatela.edu/ehs/emergency-preparedness> for additional resources and for current information related to on-campus safety and awareness.

Be Prepared and Stay Safe!