



HUMBOLDT STATE UNIVERSITY

Emergency Management Program



BUILDING EVACUATION PLAN

BUILDING NAME:



MARCH 2012

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Exec Order 1056 mandates “specialized training annually for employees designated either as building coordinators or building & floor marshals.”

Exec Order 1056 mandates “campus building evacuation drills – conducted at least annually or more frequently as needed.”

<http://www.calstate.edu/eo/EO-1056.html>

Disaster Service Workers

All public employees are hereby declared to be disaster service workers, subject to such activities as may be assigned to them by their supervisor or by law (Government Code, Chapter 8, Division 4 of Title 1, Sections 3100-3102).

References:

“All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.” (California Government Code § 3102-3102).

“Disaster service means all activities authorized by and carried on pursuant to the California Emergency Services Act, including approved and documented training necessary or proper to engage in such [disaster] activities.” (Cal. Code of Regs., Title 19, § 2570.2. (3)(b)(1)). *“Disaster Service”* includes a *“State of Emergency”* and/or a *“Local Emergency”*. Disaster service does not include day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services.

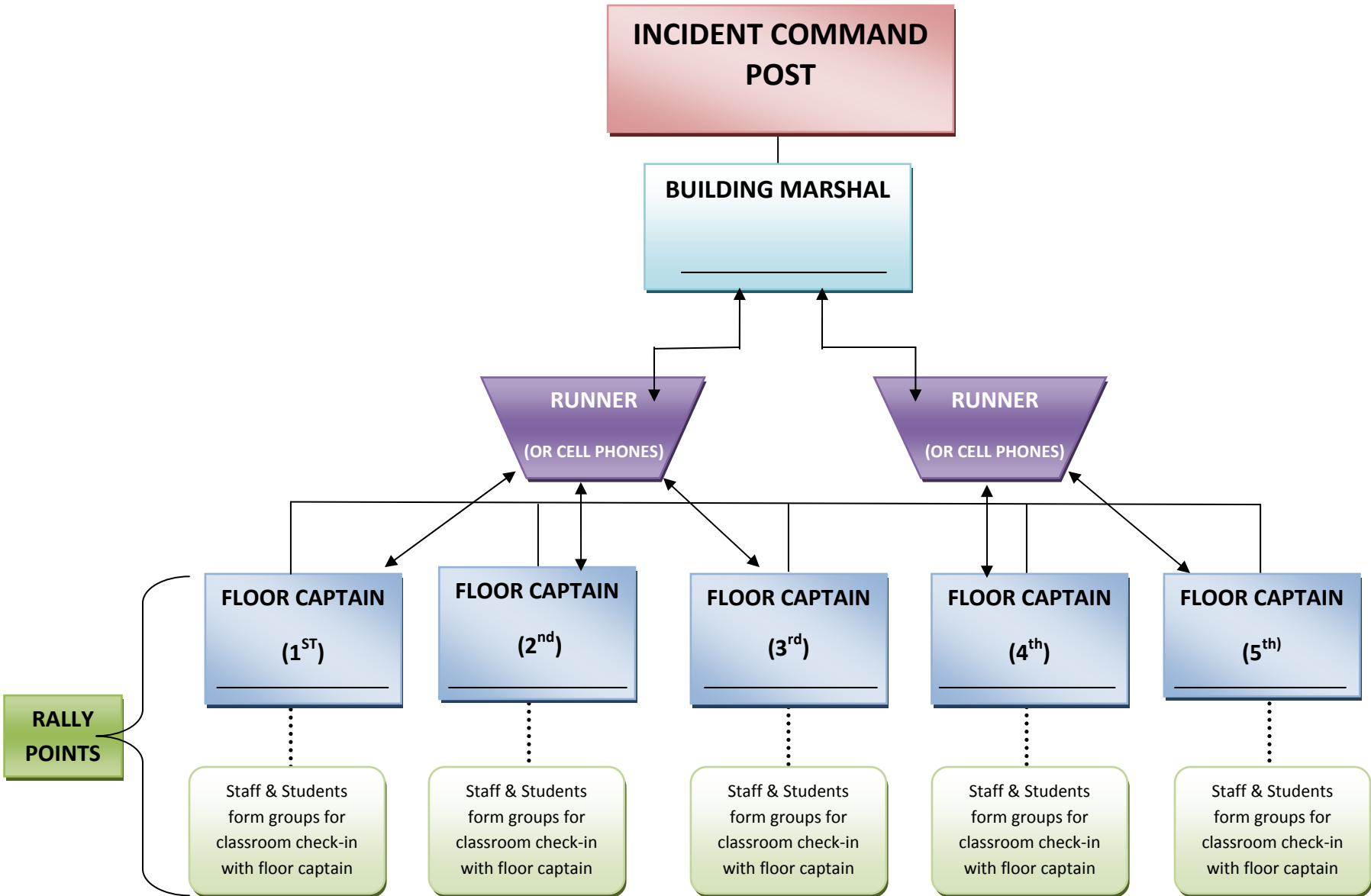
See Cal EMA publication *Disaster Service Worker Volunteer Program (DSWVP) Guidance* at:

<http://www.calema.ca.gov/PlanningandPreparedness/Documents/DSWVP%20Guidance%202001.pdf>



BUILDING EVACUATION PLAN ORG CHART

Building: _____
Date: _____
Time: _____
Initials: _____





HUMBOLDT STATE UNIVERSITY



Emergency Management Program

Building Coordinator Checklist

Date: March 1, 2012

Per CSU Chancellor's Office Executive Order 1056 "All Building Coordinators/Building Marshals must be trained annually on the building evacuation process." As Building Coordinator you are responsible for determining who in your building will be the Building Evacuation Team members. This will often mean contacting colleges not related to yours if they share the same building and collaborating assignments for the floors. ***There should only be ONE Building Marshal per building*** who will act as the representative for the building evacuation status regardless of how many different departments may be in that building. Take into consideration that a floor captain needs to be assigned from each floor and they will also be part of the Building Evacuation Team.

Responsibilities

1. Appoint Building Evacuation Team. Reappoint team members if a member leaves. Notify UPD EMAC (Emergency Management Administrative Coordinator) of updates and changes. UPD EMAC will provide training to new member.
2. Inform Building Evacuation Building Evacuation Team of any structural changes due to renovations.
3. Review Evacuation Plan with Building Evacuation Team and hold evacuation drills at least annually. UPD Emergency Management Administrative Coordinator will send a yearly reminder.
4. Define areas requiring special attention in the event of a building evacuation (computer rooms, hazardous processes, cash, etc.).

Building Checklist Considerations

The Building Coordinator assigns the **Building Marshal** and **Floor Captains** who will be assisting in the evacuation. The designee does not have to be a department head. (This should be a person who is generally in the building on most days.)

1. Select a "**Building Marshal.**" This person is willing to provide leadership and serves as the primary contact with fire and police.
2. Selects a person(s) for each floor to be "**Floor Captains.**" The person evacuates assigned floors and reports status to the Building Marshal.
3. Ensures the plan and the team members list is updated annually (every two years or as needed).

4. Ensures evacuation of building is practiced and discussions take place regularly. A reminder email will be sent each year from UPD Emergency Management Administrative Coordinator.
5. Ensures that any records of training, evacuations, and/or updates of the plan will be forwarded to UPD Emergency Management Administrative Coordinator.
6. Ensures (or assign someone to make sure that) yellow **Evacuation Plan Signs** are posted near doorways in populated classrooms, Labs and exits. If not posted, call UPD Emergency Management Administrative Coordinator at 826-4635 to obtain signs for posting.
7. Ensure that **you** and **any staff** connected with the Building Evacuation Team/Plan has taken the online **HSU Emergency Management Orientation Training** and the online **HSU Disability Awareness Training**: <http://training.humboldt.edu/>

Share this information below with all of your staff. Everyone should know what to do if you have to evacuate your building. Staff & faculty need to learn about who Building Evacuation Team members are and realize at times they may need to fill in if regular teams are not around. Discuss this with your people during department meetings.

Building evacuations are divided into three types of evacuations:

Fire/Alarm evacuations are initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.

Controlled evacuations are initiated by a phone call/message from the University Police in response to a non-fire, non-fire alarm reporting a potential hazard in or around the building. People are usually able to collect personal belongings and leave the building with a slow, quiet, deliberate, controlled departure.

Active Shooter, Suggestions:

- Call University Police at 911 or 826-5023 after you get away.
- If at all possible, **GET OUT** and get away from the gunshots!
- Keep moving; it is harder to hit a moving target.
- Do not go to Rally Point or EAPs – Instruct people to check the web or 826-INFO for details to return to building/campus.
- If you can't get out, Shelter in Place - lock/barricade the door and **HIDE OUT** and make a plan if the intruder enters to protect yourself.
- If trapped by a shooter entering your hiding place, you may decide to **TAKE OUT** the shooter. While this is a choice only you can make, it may be the only way to survive. Use furniture or whatever means available to protect yourself and others in your area.

BET (Building Evacuation Team)
Assignment Roster

Building Coordinator or designee:

Complete this form and send to Jan Marnell, HSU Police Emergency Management. Keep copy for your training binder.

Rally Point: Only one Rally Point will be designated. People need to exit through closest doors to them but report to the Rally Point outside the building.

Location:

EAP: EAP (Evacuation Assembly Point) is used only when the building is uninhabitable such as after an earthquake or building fire. Always report to the Rally Point first before responding the EAP unless it is inaccessible

Location:

<u>Title</u>	<u>Name</u>	<u>Cell Phone</u>	<u>Office</u>
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Building Marshal:
Alternate:

1st Floor Captain:
Alternate:

2nd Floor Captain:
Alternate:

3rd Floor Captain
Alternate:

4th Floor Captain
Alternate:

As of Date:

Updated: _____ Updated: _____



BUILDING MARSHAL

Building Evacuation Team members are leaders in your areas. You may have to evacuate a building due to an alarm or you may be called to get a controlled evacuation started.

Every situation is different and you cannot treat each incident the same way. You may have to think outside the box from what is outlined here and in your Building Evacuation Team training.

Sometimes you will have to decide if it is safe to move to a Rally Point, select an alternate location, or even to decide to stay inside until it is safe to leave.

Other incidents in your building may require a different response (i.e., Active Shooter, Earthquake, Chemical Spills).

Share this information below with all of your staff. Everyone should know what to do if you have to evacuate your building. Staff & faculty need to learn about who Building Evacuation Team members are and realize at times they may need to fill in if regular team members are not around. Discuss this with your people during department meetings.

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1. **Fire/Alarm evacuation**, which are initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.
2. **Controlled evacuation**, which are initiated by a phone message from the University Police in response to a non-fire hazard in the building. People are usually able to collect personal belongings and leave the building with a slow, quiet, deliberate, controlled departure.

Active Shooter, Suggestions:

- Call University Police at 911 or 826-5023 after you get away.
- If at all possible, **GET OUT** and get away from the gunshots!
- Keep moving; it is harder to hit a moving target.
- Do not go to Rally Point or EAPs – Instruct people to check the web or 826-INFO for details to return to building/campus.
- If you can't get out, Shelter in Place - lock/barricade the door and **HIDE OUT** and make a plan if the intruder enters to protect yourself.
- If trapped by a shooter entering your hiding place, you may decide to **TAKE OUT** the shooter. While this is a choice only you can make, it may be the only way to survive. Use furniture or whatever means available to protect yourself and others in your area.

BUILDING MARSHAL

EVACUATION CHECKLIST (Controlled Evacuations)

UPD dispatch or Emergency Management personnel may call you and ask you to start a “Controlled Evacuation.”

1. Contact your Floor Captains and request they begin a controlled evacuation of their floor.
2. Make sure people disperse the building and **DO NOT GO TO RALLY POINTS OR EAPS.**
3. **It is important to let people know this and to check the HSU Web and/or 826-INFO to find out when it is safe to reenter building**
4. If you see UPD in the area, continue with the evacuation of the building. Often they are there investigating or setting up a perimeter. Do not stop evacuation of your building unless instructed to do so.
5. As Building Marshal – once you have completed notifying your Floor Captains and getting everyone evacuated, contact UPD Incident Commander at the Incident Command Post and report your building has been evacuated. If you cannot find the ICP – call UPD, identify yourself as the Building Marshal and ask the location. You will need to check in with the Incident Commander before you leave the area as you are the lead building representative.

BUILDING MARSHAL EVACUATION CHECKLIST (Fire/Smoke/Alarm)

1. Grab your red Building Marshal Emergency Backpack
2. Take your cell phone in order to contact your team.
3. Always assign a “Runner” because not everyone has cell phones and you cannot rely on them to work.
4. Put on your fluorescent lime green or yellow Building Marshal vest.
5. On your way out of the building: Shout, blow your whistle, and/or knock. Feel the doors for heat before you open them. If people refuse to leave, move on-document where people are who refuse to leave to report. Do not prop doors open.
6. On your way out of the building: Instruct others to go to assigned Rally Point.
7. Assign someone to help evacuate who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report to the ICP.
8. Assign people to be information “Runners” if cell phones are not working. Issue your Runners a vest located in your red backpack. Instruct runners to check with Floor Captains at the Rally Point and to check back in with you after each relay.
9. Respond to the ICP (Incident Command Post-identified by a white Incident Commander vest and/or a white helmet). UPD personnel, fire commander, and/or Plant Ops should be present. Go up, identify yourself, and stay close by. You will report building status from Floor Captains and notify when all persons have evacuated or who needs rescue to ICP.
10. Runner(s) report to Rally Point Floor Captains updates/status from the ICP. Collect information for the ICP regarding any updates/status/any hazards/missing people, etc. Make sure runners stay in contact with you after each assignment.
11. When (all-clear) safe, ICP personnel will authorize re-entry into building or if relocation is needed to the EAP (Emergency Assembly Point).
12. Turn in all documents, check-in lists, notes, and final status report of incident to UPD emergency management program coordinator.

Evacuation of Disabled & Special Populations

NOTE: There are Evacuation Stair Chairs on campus (If needed, request through Incident Command Post).

Emergency Evacuation Guidelines for Persons with Disabilities

- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons, if clear of smoke move to stairwell – close doors to stairwells at all times. Earplugs are in your Grip-n-Go desktops.

Guidelines to Consider When Evacuating Persons with Disabilities

- Communicate the nature of the emergency to the person.
- Ask the person how you can assist
- If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

Visual Impairments

- Describe the nature of the emergency and offer to guide the person to the nearest exit.
- Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects.
- When you have reached safety, orient the person to where you are and ask if further assistance is needed.

Hearing Impairments

- Buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists.
- Communicate with the person by writing a note or using simple hand gestures.

Persons Using Wheelchairs

- Ask the person what method of assistance he/she prefers.
- Some people have minimal ability to move, and lifting them may be dangerous to them.
- Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately by moving them to a stairwell.
- If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

With Their Wheelchair

- Do not attempt to move a person in a wheelchair by yourself; seek help.
- Ask if they want to move forward or backward down the stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later.
- If a seatbelt is available, use it.

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their extremities or not.
- Ask whether they want to be moved down the stairs forward or backward.



FLOOR CAPTAIN

Building Evacuation Team members are leaders. You may have to evacuate a building due to an alarm or you may be called to get a controlled evacuation started. Or you may hear shooting and react quickly guiding others.

Every situation is different and you cannot treat each incident the same way. You may have to think outside the box from what is outlined here and in your Building Evacuation Team training.

Sometimes you will have to decide if it is safe to move to a Rally Point, select an alternate location, or even to decide to stay inside until it is safe to leave.

Other incidents in your building may require a different response (i.e., Active Shooter, Earthquake, and Chemical Spills).

Share this information below with all of your staff. Everyone should know what to do if you have to evacuate your building. Staff & faculty need to learn about who Building Evacuation Team members are and realize at times they may need to fill in if regular team members are not around. Discuss this with your people during department meetings.

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1. **Fire/Alarm evacuation**, which are initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.
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Active Shooter, Suggestions:

- Call University Police at 911 or 826-5023 after you get away.
- If at all possible, **GET OUT** and get away from the gunshots!
- Keep moving; it is harder to hit a moving target.
- Do not go to Rally Point or EAPs – Instruct people to check the web or 826-INFO for details to return to building/campus.
- If you can't get out, Shelter in Place - lock/barricade the door and **HIDE OUT** and make a plan if the intruder enters to protect yourself.
- If trapped by a shooter entering your hiding place, you may decide to **TAKE OUT** the shooter. While this is a choice only you can make, it may be the only way to survive. Use furniture or whatever means available to protect yourself and others in your area.

**FLOOR CAPTAIN
EVACUATION CHECKLIST (Fire/Smoke/Alarm)**

1. Grab your Orange Grab n Go Portable Desktop.
2. Take your cell phone (if you have one) in order to contact your Building Marshal if needed.
3. Put on your orange safety vest.
4. Ask colleagues to put on extra orange safety vests provided and assist in evacuating your floor.
5. Shout, blow your whistle, and/or knock. Feel the doors for heat before you open them. If people refuse to leave, move on (document where they were to notify the Building Marshal. Do not prop doors open.
6. Your Building Marshal responded to the ICP (Incident Command Post) to meet with UPD. A Runner was assigned by them to meet with you at the Rally Point.
7. Floor Captains updates/status will receive information from Runners and Report their floor status to the Runner. The Runner collects information for the ICP regarding any updates/status/any hazards/missing people, and etc.
8. When it is safe, the ICP personnel will authorize re-entry into building or advise you to relocate to the EAP (Emergency Assembly Point). Your Building Marshal will notify you when it is safe to reenter building.
9. Turn in all documents, check-in lists, notes, and final status report of incident to UPD Emergency Management Administrative Coordinator.

FLOOR CAPTAIN EVACUATION CHECKLIST (Controlled Evacuations)

UPD dispatch or Emergency Management personnel may call the Building Marshal in order to begin a “Controlled Evacuation.” You Building Marshal will then begin the process of call each Floor Captain to start evacuating his/her assigned floor. If a building is large, you will need to ask others to help you to reach all areas and classrooms.

Always wear on your orange safety vest. The vest identifies you as a leader in your area. Ask colleagues and others to help with evacuation of large buildings. Extra vests were provided and stored with your clipboard. Take the Floor Captain Grab n Go orange portable desktop. Make sure you have your cell phone, office/car keys and any personal equipment, purse/wallet as you leave as it may be some time before reentry is allowed.

1. Begin a controlled evacuation of your floor. Instruct people they can take their backpacks, personal items as it may be sometime before people can get back into building.
2. Floor Captains can tell people the evacuation is controlled and not necessary to run or pull the alarm. People need to leave the area calmly and safely as possible due to whatever the event has instigated the evacuation; bomb threat, asbestos release, etc.
3. Make sure people disperse the building and **DO NOT GO TO RALLY POINTS OR EAPS.** (For a bomb threat, if the building is out of visual sight, it is usually a safe distance.)
4. **It is important to let people know this and to check the HSU Web and/or Call 826-INFO (4636) to find out when it is safe to reenter building.**
5. If you see UPD in the area, continue with the evacuation of the building. Often they are there investigating or setting up a perimeter. Do not stop evacuation of your building unless instructed to do so.
6. Floor Captains need to relay to the Building Marshal when their floor has been evacuated. If you cannot find the Building Marshal, call UPD and identify yourself and them of your floor status and if everyone has been evacuated or if people could not leave and their locations.

NOTE: The Building Marshal is the lead person on your team and will be responding the ICP (Incident Command Post). The ICP’s location will vary depending on what type of incident, the weather, wind, access in and out of an area. You will need to establish a means of communications with the Building Marshal in your plan before an incident by cell phone and runner to communicate your floor’s evacuation status.

Evacuation of Disabled & Special Populations

NOTE: *Evacuation Stair Chairs will be installed in buildings in fall of 2012

Emergency Evacuation Guidelines for Persons with Disabilities

- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons, if clear of smoke move to stairwell – close doors to stairwells at all times. Earplugs are in your Grip-n-Go desktops.

Guidelines to Consider When Evacuating Persons with Disabilities

- Communicate the nature of the emergency to the person.
- Ask the person how you can assist
- If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

Visual Impairments

- Describe the nature of the emergency and offer to guide the person to the nearest exit.
- Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects.
- When you have reached safety, orient the person to where you are and ask if further assistance is needed.

Hearing Impairments

- Buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists.
- Communicate with the person by writing a note or using simple hand gestures.

Persons Using Wheelchairs

- Ask the person what method of assistance he/she prefers.
- Some people have minimal ability to move, and lifting them may be dangerous to them.
- Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately by moving them to a stairwell.
- If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

With Their Wheelchair

- Do not attempt to move a person in a wheelchair by yourself; seek help.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an *evacuation chair may be needed and the chair retrieved later.
- If a seatbelt is available, use it.

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their extremities or not.

Runner Duties

Obtain orange vest from red Building Marshal Emergency Backpack

The Runner collects information from the Floor Captains at the Rally Point or EAP and delivers the information to the Building Marshal.

The Building Marshal remains at the Incident Command Post. The Incident Command Post will have either a white fire truck and/or patrol car there.

Information: Any paperwork or critical details from the Rally Point or EAP about people still in the building or hazardous conditions.

Will go back and forth from the Incident Command Post to the Rally Points if cell phone are not being used or paperwork needs to be transported.

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Will go back and forth from the Incident Command Post to the Rally Points if cell phone are not being used or paperwork needs to be transported.

Evacuation of Disabled & Special Populations

NOTE: There are Evacuation Stair Chairs on campus (If needed, request through Incident Command Post via Building Marshal).

Emergency Evacuation Guidelines for Persons with Disabilities

- If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons, if clear of smoke move to stairwell – close doors to stairwells at all times. Earplugs are in your Grip-n-Go desktops.

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- Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects.
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Persons Using Wheelchairs

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- If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

With Their Wheelchair

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- Ask if they want to move forward or backward down the stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later.
- If a seatbelt is available, use it.

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their extremities or not.
- Ask whether they want to be moved down the stairs forward or backward.

Building Marshal Emergency “Grip-n-Go” Pack

- 1 Lime green Building Marshal vest
- 2 Orange mesh vests for assigned Runners
- Laminated “Runner” instruction card.
- 2 Flashlights
- 2 Lightsticks
- 1 Whistle
- 1 Red baseball cap

Grip-N-Go Clipboard Contents

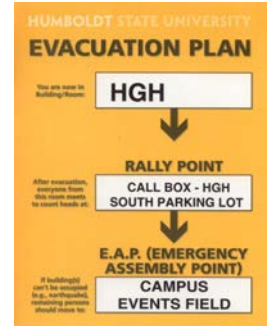
- 1 Building Marshal checklist
- 1 pack of dry-erase pens
- 1 Building Marshal label
- 2 Runner labels for orange vests
- 1 Yellow notepad
- 2 blue pens
- 1 permanent black marker
- 1 pencil
- 1 laminated campus map
- 1 laminated copy of floor plans
- 3 Do Not Use Elevator signs with double sided tape
- 1 laminated Building Evacuation Plan Org Chart – fill-in-the blanks

Floor Captain Grip-N-Go Clipboard Contents

- 1 Floor Captain checklist
- 1 Emergency evacuation sign-in sheet
- 1 Orange mesh vest
- 1 Floor Captain label to place on vest
- 1 Flashlight
- 1 Lightstick
- 1 Whistle
- 1 dry erase pen
- 1 notepad
- 2 pens
- 1 pencil
- 1 laminated campus map
- 1 building floor plan
- 4 Do Not Use Elevator signs with putty
- 1 laminated Building Evacuation Plan Org Chart
- 4 laminated Do Not Enter – Building Evacuated signs with double sided tape for building exterior doors

Evacuation Plan Signs

In each classroom or lab, identify the exit(s). Make note of alternate exits such as windows and stairwells. If your building does not have these orange signs posted, please contact the HSU Police, Emergency Management Program Coordinator.



Rally Points

Faculty and students must know how to get to the class “Rally Point” immediately outside the building. This is usually a commonly-known outdoor landmark such as a specific walkway, staircase, fountain, or planter. Gather and count heads. Assist those in need or disabled to safely exit the facility. Reference evacuation map, know when to avoid elevators and be aware of alternate exit routes.

Emergency Assembly Points (EAPs)

Emergency Assembly Points (EAPs) are for gathering people when our buildings aren't safe to occupy following a major fire or earthquake. If safe, go to the Rally Point first and if safe proceed to EAP only after checking in at the Rally Point.



Emergency Assembly Point (EAP) Instructions

- 1) University staff and faculty are “Disaster Service Workers” by law.
- 2) Identify on-site leader(s): Police will be delayed by the emergency. Choose a building coordinator, department manager, faculty chair, dean, or staff member to take charge by class, department, or building.
- 3) Get organized and count heads: Use class lists, department rosters, staff/faculty knowledge and personal memories. Who's here? Who's missing? Who didn't get out of the building? Is anyone here hurt?
- 4) Treat the injured if treatment has not already begun.
- 5) Document by department, class, and/or building who's okay, who's hurt, who's trapped, who's missing, who went home, etc.
- 6) Release healthy students who ask to leave, after recording their names.
- 7) Contact authorities to update them about the situation in each room, department, or building. If necessary, send a “runner” to UPD.

HUMBOLDT STATE UNIVERSITY

EAP #7 Mill Street Lawn

EAP #5 CYPRESS HALL LAWN

EAP #3 REDWOOD BOWL

EAP #4 UPPER PLAYFIELD

EAP #2 CAMPUS EVENTS FIELD

EAP #1 SOCCER FIELD

EAP #6 14th & B Parking Lot G15

KEY TO SYMBOLS

 General Parking	 Elevator
 Staff Parking	 TOD
 Resident Parking	 Automatic Doors
 Accessible Parking	 Accessible Path of Travel
 Permit Dispenser	 Smoking Permitted



**BUILDING
EVACUATED**

**DO NOT
ENTER!**



**DO NOT USE
ELEVATOR!**

USE STAIRS

HSU EMERGENCY MANAGEMENT ONLINE ORIENTATION TRAINING

To: Building Coordinators and Building Evacuation Team

Subject: Mandatory Online Emergency Management Overview Training

Every employee plays an important role in preparing for, and responding to, emergencies on campus. You are required to participate in the following course as part of your employee status.

This training is an online interactive course designed to familiarize you with HSU's Emergency Management Organization and Evacuation Procedures, as well as with federally-mandated systems called NIMS (National Incident Management System); SEMS (Standardized Emergency Management System); and the ICS (Incident Command System).

The Chancellor requires all California State University employees to become familiar with these systems and with campus-specific emergency procedures. This interesting and interactive on-line overview should take less than 45 minutes, provide you with important information, and create a permanent record of your successful completion of this required training.

Go to the Humboldt State University's Training and Professional Development website to enroll: <http://training.humboldt.edu/>

Background

CSU Chancellor Charles Reed issued Executive Order 1056 in 2011 directing all CSU Presidents to provide Emergency Management overview training to all employees. In order to comply with this mandate set forth by the CSU Chancellor, HSU now requires that all new staff and faculty complete the online Humboldt State University Emergency Management Orientation Training.

You have 60 days to complete your online training. A certificate of completion will be sent to you once the training has been completed documenting that you are in compliance.

If you have questions you can email Jan Marnell, HSU Emergency Management Administrative Coordinator at: eoc@humboldt.edu or 826-4635.

HSU EMERGENCY MANAGEMENT ONLINE ORIENTATION TRAINING

Humboldt State University: Training and Professional Development - Mozilla Firefox
http://training.humboldt.edu/
wells fargo sign on

HUMBOLDT STATE UNIVERSITY

Training and Professional Development

Home Training Schedule Resources Support Sitemap

Welcome

We are committed to fulfilling and supporting training and professional development of HSU employees. The resources found on this site help HSU faculty and staff improve their competency in applications and processes that Humboldt State University relies on.

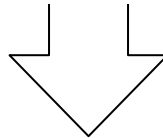
To locate help documentation please visit the document center, to sign up or view an upcoming training/workshop please visit the training schedule. To request a training please

Upcoming Classes

- Google Email Primer
Tue, Feb 1st, 2011
- Google Email Primer
Wed, Feb 2nd, 2011
- Google Calendar Primer
Wed, Feb 2nd, 2011
- Tune in at Noon: Introduction to Silk Screening
Thu, Feb 3rd, 2011
- New Employee Orientation



SCROLL DOWN



Enroll Now!

Once enrolled select HSU's Emergency Management Orientation under 'Assignments'

HSU's Emergency Management Online Orientation

All HSU Faculty and Staff are welcome to sign up for this online Emergency Management Orientation sponsored by the University Police Department.

This interactive class will help you understand what you need to know in case of an on campus emergency. The class takes about an hour to complete and it does not have to be completed all at once.



Emergency Preparedness on Campus

WHAT'S INSIDE?

- Active Shooter
- Smoke, Fire & Alarms
- Power Outages
- Earthquakes & Tsunamis
- Red Cross Programs
- Evacuations, Rally Points & EAPs
- HSU Emergency Alert Notification System
- River and Beach Safety
- Get Ready!
- And more

2012 Edition

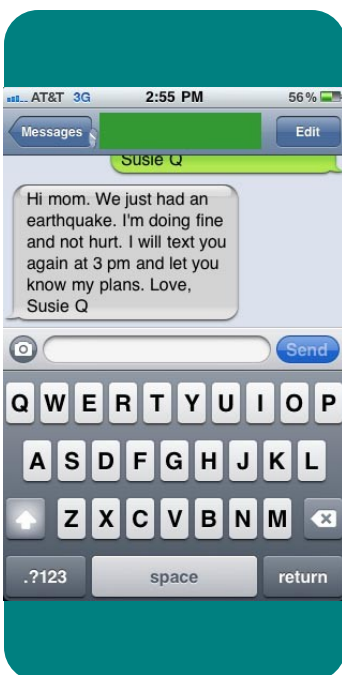
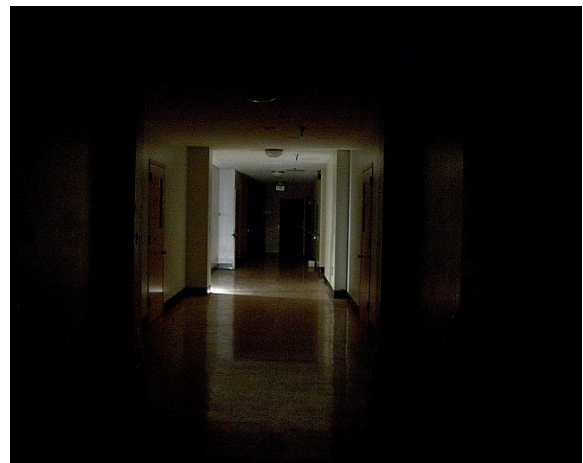
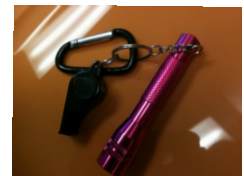
Carry a Flashlight

Whether you are in class, working in your office, or just living life day to day, one solid piece of advice is to always carry a flashlight with you.

On January 9, 2010 Humboldt County experienced a 6.5 Earthquake. This quake struck at 4:27 PM offshore. It was on a Saturday and HSU was not in session. However, some buildings were being used to conduct testing. People using one building on campus had to call the University Police Department to deliver a flashlight as even during the daytime, after the quake hit, the building was too dark to find the stairwell. Many HSU buildings on campus do not have emergency lighting.

Always carry a flashlight with you on campus. A cell phone light can be used, but they don't offer much light and you may need to conserve your cell phone battery in an emergency or disaster.

Fasten to your backpack or keys! (Even better– add a whistle!)



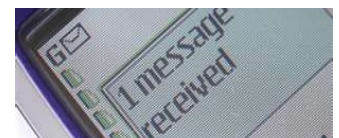
Use Text Messaging, IM or Email Instead of Cell Phones

California Earthquake: Don't Make Phone Calls, Use Text or IM Instead

You might've noticed that the ground got a little rumbly Humboldt County. You also might've noticed that the phone lines are basically non-existent. California Emergency Management

Agency, American Red Cross, FEMA, and major cell phone companies recommend only "making emergency or urgent calls" and use text messaging instead, to keep lines open for emergency personnel. Teach your family how to use text messaging (also known as SMS or Short Message Service).

Text messages can often get around network disruptions when a phone call might not be able to get through.



If You Hear Gunshots...

- Call University Police at 911 or 826-5023 after you get away.
- If at all possible, **GET OUT** and get away from the gunshots!
- Keep moving; it is harder to hit a moving target.
- Do not go to Rally Point or EAPs.
- If you can't get out, lock/barricade the door and **HIDE OUT** ("Shelter-in Place") and make a plan to protect yourself in case the intruder enters.
- If trapped by a shooter entering your hiding place, You may decide to **TAKE OUT** the shooter. While this is a choice only you can make, it may be the only way to survive. Use furniture or whatever means available to protect yourself. and others.

Smoke, Fire, & Fire Alarms

Calmly evacuate using the stairwell to the nearest Rally Point. If you are in a wheelchair or non-ambulatory, go to the nearest stairwell and ask someone to notify emergency personnel of your location for evacuation. Close all stairwell doors behind you and do not prop them open!

Do not use elevators!

It is a misdemeanor to not evacuate buildings when a fire alarm sounds.

In an Earthquake "Be the Change"



For many of you who are all too familiar with California earthquakes, still way too often when the earth starts rocking and rolling, people run to the doorway or try to beat feet out the door. Be a leader in your areas by saying calmly,

"Drop, Cover, and Hold On!" Once the shaking stops, if safe to do so, evacuate to the nearest Rally Point outside. On campus, look for members of your Building Evacuation Team wearing orange safety vests to assist you. If you are in an area

where there is no one else around, Drop, Cover & Hold On, and when safe, go to a more populated area to seek help.

"Be the change you want to see in the world" ~Mahatma Gandhi

Tsunami Awareness

If you are at the beach and feel ground shaking, drop, cover and hold on.

Move the high ground or inland as soon as you can.

Remain on high ground. Waves from a tsunami may arrive for 8 hours or longer.



If you hear that a Tsunami Watch/Warning is in effect, evacuate **ONLY** if you are in a coastal zone. The HSU

main campus is not in an inundation zone. If you are at the beach and you see the sea rapidly recede and draw back

from the waterline, head to higher ground; there may be a tsunami wave coming from a distant earthquake.

Power Outage

When electrical power is first interrupted, individual faculty members, with consultation with their department chairs, are responsible for deciding on a class-by-class basis, if the class should continue, be relocated, or be canceled. If the power outage appears likely to continue for several

hours or more, campus-wide information about continuing/suspending classes will be disseminated from the President or Vice President through deans, departments and chairs.

People are encouraged to call 826-INFO (4636) for updates on power outages.

CAMPUS OPEN
No Emergency Conditions Exist

- Unless otherwise posted, all areas and buildings are open
- Meet for all classes and activities should proceed as scheduled

MORE INFORMATION:
 • WEB: www.humboldt.edu/emergency
 • PHONE: 707-826-INFO (4636)
 • RADIO: KHSU 90.5 FM

CLASSES AND ACTIVITIES CANCELLED
By order of University President

- University classes and student activities CANCELLED until further notice
- Staff and faculty members should seek work assignments from their supervisors

MORE INFORMATION:
 • WEB: www.humboldt.edu/emergency
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Red Cross Safe & Well



After a disaster, letting your family and friends know that you are safe and well can bring your loved ones great peace of mind. This website is designed to help make that communication easier.

If you have been affected by a disaster, you can use this page to post "safe and well messages" that your loved ones can view. Registering yourself on the Safe and Well Web site is completely voluntary and you can update your entry at any time.

Those searching on this site for your information will need to enter your name, along with your address or phone number. The search result will show only your first name, last name, the date and time of registration, and the messages you selected to tell your story.

Register Yourself as "Safe and Well" Click on the "List Myself as Safe and Well" button to register yourself on the site.

Search for Loved Ones Concerned family and friends can search the list of those who have registered themselves as "safe and well" by

clicking on the "Search Registrants" button. The results of a successful search will display a loved one's first name, last name and a brief message.

Go to the Safe and Well website to learn more :

<https://safeandwell.communityos.org> or register by calling

1-800-RED-CROSS..

This link is also available on the HSU Emergency Management Program webpage.

Water Safety



River Safety

Wear a life vest!

Our local rivers are beautiful, swift, cold and life-threatening to swimmers, fishermen, and boaters.

Pay attention to currents, waves, rocks and "sweeper" branches that can hold you under a river's powerful flowing waters.

Take river safety training, study the river with an experienced person or guide, wear a life vest, and stay sober at the river.

You can take a river rafting or kayaking class, learn about water safety or rent safety equipment from HSU Center Activities. Call 826-3357 or stop by the University Center to check it out.

Beach Safety

Always keep an eye on the ocean and especially for "sneaker" waves that may be 2-3 times larger than the surf pattern. Sneaker waves pull people out to sea every year.

Hypothermia and powerful currents are deadly threats. If the water draws down low or you hear a loud roar, head to higher ground immediately as a very large wave or a tsunami from a distant earthquake may be approaching.

Before you go on a beach hike, carefully check the tide schedule using a tide table from a local outdoor shop or Center Activities, so that high tides don't trap you in a cove.

HSU Evacuation Plan, Rally Points, and EAPs

Evacuation Plan

In each classroom or lab identify the exit(s). Make note of alternate exits such as windows and stairwells. Reference yellow evacuation plan sign posted in room. Avoid elevators and be aware of alternate exit routes.



Rally Points

As you exit the building look for University staff (they will also direct you) who will be assembling at the building's Rally Point. This is a commonly-known landmark like a walkway, fountain, or planter. Assist those in need to safely exit the facility. Report those who could not evacuate to emergency personnel.

Emergency Assembly Points (EAPs)

EAPs are open spaces for gathering people when our buildings are not safe to occupy following a major earthquake. In any earthquake, remember to **Drop, Cover, and Hold On** until the shaking stops, then if safe, go to the Rally Point. University staff will instruct you when to go to the EAP.

HSU Emergency Alert Notification System

The Emergency Public Address System, Campus Signage, and Cellular Text Messages for students, staff & faculty. Register Text Messaging & RSS feeds at: www.humboldt.edu/emergency.

Alerts direct you to learn more about campus emergency conditions by going to: www.humboldt.edu, by calling 826-INFO(4636), or by tuning to KHSU 90.5 FM radio.

Anytime you have to evacuate use 826-INFO, the HSU web or KHSU to find out more.

Campus Emergency Text Messages

The Emergency Alert Text Message system is a service for all students, staff and faculty. Members of the campus community can register to receive alerts about threats of imminent danger at or near any Humboldt State location via text messaging. Register online at the HSU Account Center.

We ask that you not call the University Police for updated

information. Please leave UPD phone lines open for incoming emergency calls.





Humboldt State University
Emergency Management
Program

Humboldt State University
1 Harpst Street
Arcata, California 95521

Phone: 707-826-5555
Emergency 911 or 826-5023
E-mail: eoc@humboldt.edu

We're All in this Together!

We go to school, work, live and play in one of the most beautiful pristine places in the world and the truth is, we are all prone to natural and human caused disasters no matter where we live. Learn about the hazards in your area and how to mitigate them. If you prepare yourself ahead of time you will be ready when the next big event happens. Whether you are walking across the HSU campus, in class, watching a big game in Redwood Bowl, studying in the Library, shopping at Wildberries, or just chillin' with your friends or family at home, you can feel confident knowing you have taken measures to plan, prepare and help yourself in an emergency situation on campus and beyond.

"It's not a matter of IF, it's WHEN!"

Helpful Links

We're on the Web

<http://www.humboldt.edu/emergencymgmtprogram/>

<http://humboldt.edu/emergency>

<http://www.humboldt.edu/rctwg/> (Tsunami Inundation Maps)

www.ready.gov (Prepare)

<http://myhazards.calema.ca.gov/> (Learn Your Hazards)

<http://www.shakeout.org/> (California ShakeOut!)

<http://www.totallyunprepared.com/> (Totally Unprepared)

Get a Kit. Make a Plan. Be Informed. Volunteer.

Get a Kit

You may need to survive on your own after an emergency. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days.

Quick Tips

Always carry a flashlight on campus.

Keep a pair of sturdy shoes and a flashlight in a ziplock bag under your bed or in your office.

Prepare a disaster kit for your office, your car, and home.

If you travel on mountainous roads in the winter, have an emergency road kit as well!

Make a Plan

Become familiar with the HSU Emergency Evacuation Plan signs in your areas.

Make sure you have a plan in case of an emergency. Before an emergency happens, sit down together with room-mates or family and decide how you will get in contact with each other, where you will go and what you will do in an emergency.

Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Go to: www.ready.gov to download wallet cards and writable forms.

Be Informed

Watch for HSU University Notices for upcoming Emergency Preparedness classes and Tips of the Week.

Register for Emergency Alert Text Messages. Like HSUAlert Facebook page. Sign up for RSS Feeds. Check out the HSU Emergency Management Program webpage:

<http://www.humboldt.edu/emergencymgmtprogram/>

Take local preparedness classes, CPR, Living on Shaky Ground, First Aid, Wilderness and remote first aid classes, river safety for kayaking and rafting and other outdoor adventure safety courses offered at HSU.



American Red Cross

Disaster Action

Teams respond in disasters, instruct CPR, and first aid. Call 707-443-4521 for more info.



The HSU campus, including your students, friends,

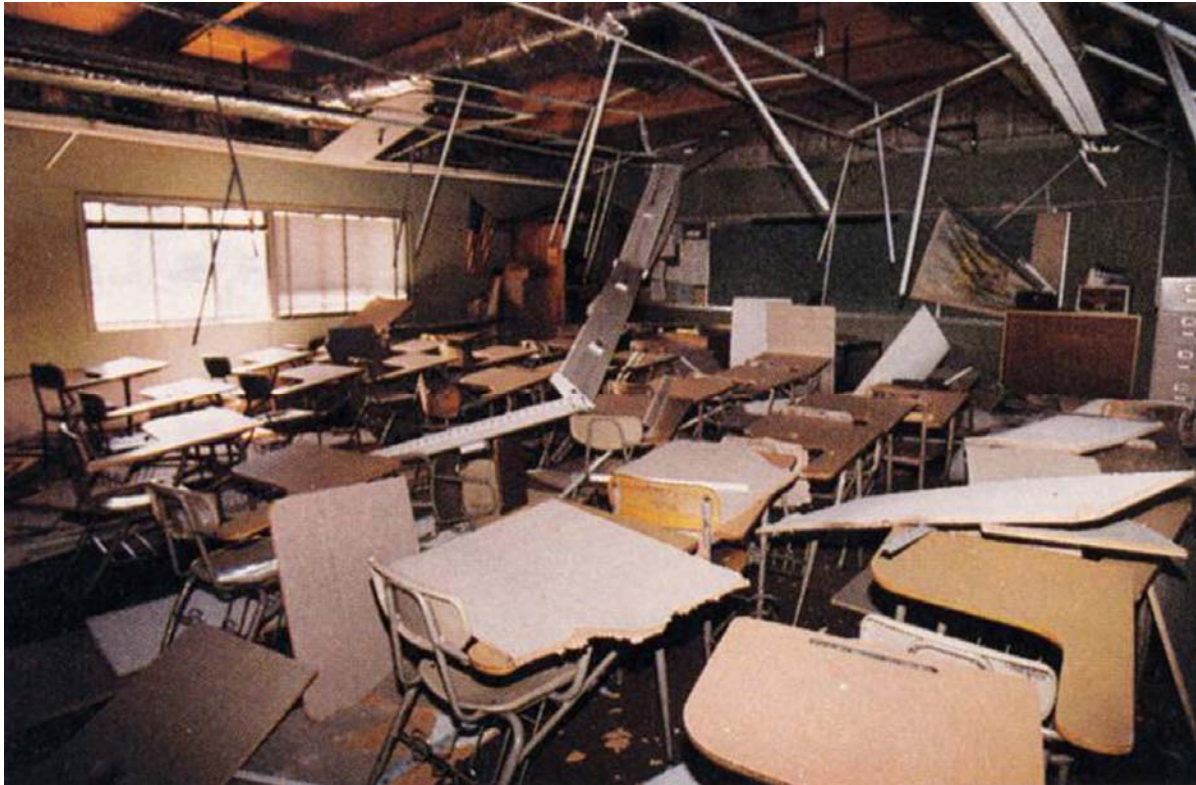
& colleagues, need your help! When the next big earthquake strikes, local rescue personnel will be stretched too thin to provide HSU all the help we will need. We must become more self-reliant on campus by training and equipping selected members of our own staff, faculty & students to create our own on-campus emergency response teams. Please consider volunteering for CERT.

www.cert.humboldt.edu

Drop, Cover, and Hold On

Be a leader in your classes and offices – yell out during an earthquake to Drop, Cover, and Hold On. If you cannot find anything to get under, make yourself as small as you can protecting your head and neck with your arms.

This is why...



CSU Northridge Classroom after Earthquake in 1994

