

CSUCI Building Evacuation Procedures September 2020

CSU Channel Islands is committed to being a safe and caring community. Please be familiar with these evacuation procedures. Your appropriate response in the event of an emergency can help save lives.

1. **During a drill or real world emergency, 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 the building if you are unable to reach the Assembly Area.

2. Roles and Responsibilities:

University Police Department

- During an evacuation drill, communicate with dispatch before the alarm is pulled.
- Brief and educate residents at the evacuation point about fire safety.
- Overall coordination with internal and external stakeholders.

Drill Operator-Emergency Manager

- Time the evacuation drill from beginning to end.
- Fill out evacuation drill evaluation checklist (Appendix 1).
- Communicate with Ventura County Fire Department and External Stakeholders if appropriate.
- Identify any gaps or issues identified in the After-Action Summary.

Resident Advisors/Professional Staff

- Pull fire alarm.
- Direct residents safely out of the building to the assembly area.
- Ensure social distancing protocols are enforced (6 feet and Face Coverings).
- Ensure residents are accounted for.

Housing Director

- Organize Resident Assistants (RA).
- Organize Professional Staff (Pro-Staff).
- Check in with the Drill Operator when all residents are evacuated.
- Assist Drill Operator with After Action Report.

3. **Persons with Disabilities, Access and Functional Needs (DAFN) difficulties go to the nearest Exit/Stairway** and request assistance. *Rescue personnel will first check all Exit Stairways for trapped persons.*

- If you are a residential student, inform the University Police of your location by calling 911. If you are staff or a student in a classroom, your supervisor or faculty member should also report your location to emergency personnel at the assembly area.
- Do not obstruct the stairway or door leading to the stairway.
- Move inside the stairwell to wait for rescue personnel. Remember that it may take 30 minutes or more before rescue personnel are able to reach all persons with disabilities.
- If you are an RA, pro staff, staff member of faculty stay with the person until rescue personnel arrive if it is safe to do so.

4. Social Distancing and Face Coverings:

- Each building evacuated will adhere to social distancing and face coverings pursuant to the Ventura County Public Health Officer Order and the California Department of Public Health Face Covering Guidance. It will be imperative that all evacuation drill participants including faculty, students, and staff wear face coverings during the entire duration. Evacuation assembly areas will be supervised by

each Resident Assistant/Professional Staff to avoid congregation and to maintain social distancing while maintaining security and control.

5. Able-bodied persons should assist in the evacuation of injured persons or persons with disabilities:

- Be familiar with persons with disabilities who are routinely in your area.
- Inform hearing impaired/deaf persons by gesture or notes that they should evacuate.
- Assist visually impaired/blind persons to an Exit Stairway.
- Assist persons in wheelchairs to Area of Rescue.
- Assist those who appear disoriented or manifest emotional distress.
- Inform University Police, or other emergency personnel about persons left inside the building.
- **In the extreme case where physical evacuation of a person is necessary, ask that person how to safely assist him/her.**

NOTE: It is suggested that persons with disabilities prepare for emergencies ahead of time:

- Learn locations of exit stairways and Areas of Rescue and plan an escape route.
- *Use a buddy system by showing a classmate or instructor how to assist in case of emergency.*
- Persons who cannot speak loudly should carry a whistle or have some means for attracting attention.
- Plan for emergencies with an RA.

6. Post-Evacuation Drill Protocol

- Complete an evacuation drill debrief after the completion of the drill.
- Make sure all building occupants are accounted for.
- Ask Building Marshals and RA's to provide comments/feedback regarding the drill.

7. Training

- Evacuation drills serve as the primary training related to this program. Supplemental and online training will teach details on plan development and exercises. The Emergency Manager will coordinate future training and evacuation drills.

8. Regulatory Authority

- CSUCI will comply with Occupational Safety and Health Administration (OSHA) standards, Cal/OSHA standards, National Fire Protection Association (NFPA) codes, and any other applicable executive orders, codes and standards.

9. Contact

For questions, please contact Maggie Tougas, Emergency Manager, Emergency Management and Business Continuity, at 805- 437-3765 or margaret.federico@csuci.edu