



Building Emergency Safety Team Leader Training

CAL STATE

EAST BAY

Primary Focus

- ▶ The primary focus of Building Emergency Safety Team (B.E.S.T.) is to be trained in how to react in emergency situations.
- ▶ In most cases, this means learning to reach to a circumstances without also becoming victim, and helping others from becoming victims.
- ▶ After initially responding to an emergency situation, and making sure that University Police and / or Emergency Services has been contacted, BEST assists University Police in assisting the safe evacuation of building, direct in evacuees to assembly area or simple crowd control.

Building Emergency Safety Team

- ▶ Building Emergency Safety Team (B.E.S.T.) are Staff and Faculty who volunteer to provide assistance during an emergency.
- ▶ Facilitate and notify building occupants of required evacuations, relay messages to emergency response personnel and help account for building occupants.
- ▶ You can recognize them by their safety vest and yellow hard hat.

Evacuation Procedures

- ▶ Upon hearing an alarm, evacuate the area immediately. Unless there's prior notification, always assume the alarm is real.
- ▶ If possible, as you leave the area notify others nearby who may be unaware.
- ▶ Shut doors as you leave (this will reduce smoke migration). Use the nearest Exit and exit the building via the stairs. Do not use the elevators.
- ▶ Once outside the building, assemble in your building Assembly Area. If unable to reach the Assembly Area, assemble in an open area far enough away from the building to avoid shattering windows and building facades.
- ▶ Stay away from objects that can shatter or fall. Keep emergency access area clear and be aware of moving emergency response vehicles.
- ▶ If there's anyone missing or needing assistance to evacuate, inform emergency personnel immediately. Assist the person if it's safe to do so.

Evacuation Procedures, cont.

- ▶ Faculty should report their name and title of class evacuated to a B.E.S.T. leader or other emergency personnel at the Assembly Area.
- ▶ Staff should report their name and area they evacuated to a B.E.S.T. leader or other emergency personnel at the Assembly Area.
- ▶ Do not re-enter the building until given the “All Clear” by UPD, EHS, Facilities Management or other emergency response personnel.
- ▶ If your mobility is limited and you can't evacuate the building, go to the nearest exit stairway. Don't use the elevator to exit.
- ▶ Request for assistance by informing a B.E.S.T. member or University Police, or sending someone to notify them of your location.
- ▶ Rescue personnel will first check stairways for anyone needing assistance. To ensure their access, don't obstruct the stairway or door leading to the stairway.
- ▶ Remain calm. It might take 30 minutes or more for rescue personnel to reach everyone.

Emergency Phones

- ▶ Cell Phone – (510) 885-3791 University Police non-emergency number
- ▶ White Courtesy Phone or campus phone – 911
- ▶ Call BOX (identified by blue sign/yellow box) Press Red Button
- ▶ Call 911 from a non-university phone

Fire Evacuation Procedures

- ▶ Activate the alarm and notify others
- ▶ Leave your door closed and proceed immediately to the stairwell or exit away from the fire
- ▶ Do NOT put out a fire yourself unless it's small and contained and it's safe to do so. Also, DO NOT use a fire extinguisher unless you have been trained.
- ▶ Exit the building and go to your assigned building assembly area
- ▶ Call 911. Provide them with the exact location of the fire if possible.
- ▶ Maintain crowd control and direct occupants to the assembly area.

What to do at the assembly Area

- ▶ Direct People to the evacuation assembly point so they don't obstruct traffic or emergency responders.
- ▶ Remain at least 30 feet from the building
- ▶ Don't reoccupy in response to an alarm being silenced
- ▶ Help communicate the all-clear message so the building may be reoccupied
- ▶ Report any information about the nature and location of the emergency to the evacuation director.
- ▶ Attempt to identify person who may have been left behind
- ▶ Wait for a definitive message

Where to obtain information in the event of an Emergency or Large Disaster?

- ▶ Check for emergency messages communicated through AlertMe
- ▶ AlertMe is the University's alerting and warning service for Staff, Faculty and Students. The system is activated to contact you (via phone, email, text message, etc.) when there is an immediate threat to health or safety affecting the campus community. For more information or to sign up, visit the AlertMe webpage (place link)
- ▶ Check your Campus email account for updated emergency messages
- ▶ Check the following Web Sites:
 - ▶ www.csueastbay.edu (home page)
 - ▶ www.calstate.edu (CSU System Web site)
- ▶ Check the campus electronic marquees for emergency information.
- ▶ Contact your BEST member for additional information/instructions

Questions?

Contact Risk Management:

RiskManagement@csueastbay.edu

510-885-2250

THANKS!