

**Evacuation Procedures
for
Hornet Bookstore**

Purpose

In the event of an emergency requiring the evacuation of the Hornet Bookstore, all employees should be aware of, and be ready to perform a prompt, safe, and successful evacuation.

Alarm

All fire alarm occurrences should be considered genuine. Once the alarm is sounded, the evacuation procedure will begin.

Procedure

When the alarm is given, each evacuation coordinator will be responsible for alerting the employees and visitors in their area to immediately evacuate the building.

Evacuation Coordinator Responsibilities

Roster

Each evacuation Coordinator should maintain a roster of the employees in his/her area.

- Whenever an employee enters or leaves the work area, the Evacuation Coordinator must update the roster and a copy of the updated roster should also be provided to UEI Human Resources.
- Evacuation Coordinator should provide new employees with a copy of the evacuation procedures for their specific area. A copy of the procedures can be obtained from UEI Human Resources.
- Ensure that the new employee is familiar with the assembly area and what to do while in the area i.e., stay with their group.

Inside the Building

While inside the building, the Evacuation Coordinator's responsibilities include:

- Alert all employees, students, visitors, vendors, and the general public in their area to evacuate the building.
- Ensure that all offices, cubicles and rooms in their immediate areas are clear.
- Take the roster and the portable first aid kit to the assembly area.
- Note the location of anyone who remains in the area that's injured or refuses to leave. Give this information to the Area Manager in the assembly area.
- Direct everyone in their area to the appropriate exit and to the Assembly Area. **Remind everyone that they should remain with their group while in the assembly area.**

- If assigned a common area to evacuate e.g., restrooms, break room, janitor closet, make sure they have been cleared.
- Place the “All Clear” sign on the outside of the door if everyone has left the suite.

Note: If anyone remains in the suite, don’t place the “All Clear” sign on the door.

Evacuation Procedure

1st Floor (See Attachment #1)

- Employees operating cash registers should lock registers and evacuate the building.
- Once outside on the first floor, go out the door and walk towards Serna Plaza.
- Cross the Plaza and walk to the green grassy area in front of the outdoor stage. **Remain with your group while in the assembly area.**

2nd Floor- Textbook Area (See Attachment #2)

- From the Textbook counter forward, including the textbook offices and cubicles: Walk down the front stairs to the front of the building and exit. Cross the Plaza and walk to the green grassy area in front of the outdoor stage. **Remain with your group while in the assembly area.**
- From the Textbook counter back: Use the exit to the right. Go down the stairs to the first floor lobby. Exit the front of the building cross the Plaza and walk to the green grassy area in front of the outdoor stage. **Remain with your group while in the assembly area.**
- Storage Room and Training Room: Use the exit at the end of the hallway. Go down the stairs to the ground level and exit the front of the building. Cross the Plaza and walk to the green grassy area in front of the outdoor stage. **Remain with your group while in the assembly area.**

Warehouse – Shipping and Receiving (See Attachment #3)

- Employees in the Warehouse and Shipping/Receiving area should use the nearest exit.
- Once outside the building, Cross the Plaza and walk to the green grassy area in front of the outdoor stage. **Remain with your group while in the assembly area.**

Moving Physically Disabled Individuals

During an evacuation, persons with disabilities will be given the highest priority. They must be assisted according to the extent of their disability and the nature of the emergency.

Wheelchairs

- **Ask** if assistance is necessary.
- Do not attempt to lift the disabled person from their wheelchair.
- If on the first floor/lower level, the disabled person can exit the building on their own. Direct them to the assembly area.
- If on the second floor, escort them in their wheelchair to a safe area. Don't attempt to move the person in the wheelchair down the stairs.
- If the person is left in a safe area, make a mental note of where they are and report this information to the Area Manager **immediately**.

Crutches, Canes, or Walkers

- Ask if assistance is necessary.
- Assist as necessary to a safe area or the assembly area.
- If the person is left in a safe area, make a mental note of where they are and report this information to the Area Manager **immediately**.

Visually Impaired Individuals

- Ask if you can assist them.
- Describe to them the nature of the emergency.
- Offer to guide them and inquire whether they might prefer taking your elbow.
- Lead them to a safe area or to the assembly area.
- If the person is left in a safe area, make a mental note of where they are and report this information to the Area Manager **immediately**.

Hearing Impaired individuals

Persons with impaired hearing may not hear the fire alarm. They may sense the emergency situation by noting the action of other occupants in the building.

- Write down the nature of the emergency.
- Direct them to the nearest exit route.

Assembly Area

The assembly area is located in front of the outdoor stage on the grassy area, across from Serna Plaza (**Attachment #3**). The Evacuation Coordinator responsibilities while in the assembly area include:

- Using the roster, take a head count of individuals from their area who are currently in the assembly area.
- Identify anyone in your group in the assembly area in need of medical treatment other than first aid.
- Identify anyone in your group in the assembly area in need of basic first aid care, e.g., band-aids, ace bandage.
- Note anyone who remained in the building.
 - Did they refuse to leave?
 - Are they injured? If so, to what extent?
 - Where are they located in the building?

Report this information to the Area Manager.

Area Manager Responsibility

- Gather information from the Evacuation Coordinators.
- Establish communication with on-scene emergency personnel and communicate the following information to them:
 1. Anyone left in the building and their location.
 2. Anyone left in the building who was injured and their location.
 3. Account for all evacuated personnel in the assembly area.
 4. Identify anyone in the assembly area in need of medical treatment.
 5. Explain what is known regarding the nature of the emergency.
 6. Update and provide feedback information to the Evacuation Coordinators from the emergency personnel, as needed.

Additional Responsibilities

CSUS University Police/Sacramento Fire Department

- Collect information on anyone known or suspected to still be in the building from Area Manager.
- Meet off-campus emergency responders (fire, medical, etc.) and assist with directions to the building/area as needed.

- Report information on anyone needing assistance to evacuation and other personnel suspected to still be in the building to fire and rescue response personnel.
- Assist with securing the building/area and preventing re-entry.

Re-entering the Building

The CSUS University Police will determine when it's safe to re-enter the building, and will notify the Area Manager.

Evacuation Practice Drill

There will be at least one evacuation practice drill each year. Only key personnel will be given the exact date and time of the drill.

Safety Committee members will be assigned special duties and specific buildings to monitor while the evacuation is in progress.

Property Services will inform CSUS Campus electricians of the exact date and time of the fire drill so they can set and reset the alarm.

CSUS University Police will inform the Sacramento Fire Department of the exact date and time of the fire drill so they won't respond when the alarm is sounded.

Questions

Please direct questions regarding this evacuation plan to:

University Enterprises, Inc.
Human Resources Department
Patricia Jackson, Technician
(916) 278-5444

ATTACHMENT #1

Department Map

ATTACHMENT #2

Assembly Area – Serna Plaza

