

EMERGENCY ACTION PLAN (EAP)

SAN FRANCISCO BAY UNIVERSITY

161 Mission Falls Lane

Fremont, CA 94539

Buildings 1-3



Provided by the Department of Campus Operations, Safety and
Emergency Administration

	MEDICAL
	FIRE
	POLICE
<i>IN AN EMERGENCY, DIAL 9-1-1</i>	

The SFBU Emergency Action Plan (EAP) for 161 Mission Falls Lane has been developed by direction of and under guidelines provided by the California Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), commonly referred to as Cal/OSHA, and aligns with other applicable state and federal regulations.

All employees and building occupants are expected to familiarize themselves with the procedures and safety measures outlined in this plan to ensure a safe and coordinated response during an emergency. They must also follow the instructions of designated emergency personnel.

The information contained in this EAP represents the most current practices and procedures recognized by private and public agencies responsible for emergency response. However, it is not a substitute for sound judgment and common sense, which remain essential responsibilities of all employees and others present during an emergency.

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1.0 Purpose

The purpose of the San Francisco Bay University (SFBU) Emergency Action Plan (EAP) is to promote a safe work environment and establish a continuous state of emergency preparedness to protect the safety and well-being of all employees in the event of a workplace emergency.

This EAP outlines standardized procedures and response protocols for a variety of potential incidents that may occur on SFBU premises, including fires, earthquakes, hazardous material releases, and active assailant situations.

This EAP includes the following elements:

1. The preferred means of reporting fires and other emergencies;
2. Procedures for emergency evacuation, including type of evacuation and exit route assignments;
3. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
4. Procedures to account for all employees after emergency evacuation has been completed;
5. Procedures to be followed by employees performing rescue or medical duties; and
6. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

In compliance with applicable regulations, SFBU will ensure that all employees are informed of their roles and responsibilities as outlined in this EAP.

Appropriate training will be provided to ensure employee understanding and preparedness.

A written copy of this EAP will be maintained at the workplace and made readily accessible to all employees via the online intranet portal, where it may be downloaded or requested in hard copy.

2.0 Scope and Applicability

Emergency Action Plan (EAP)

This EAP outlines emergency evacuation procedures, designated evacuation and exit routes, and response protocols applicable to the three primary campus buildings at SFBU, as detailed below:

Building Name	Building Address
Mission Falls Building 1 (<i>Student Success Hub</i>)	47065 Warm Springs Blvd, Fremont, CA 94539
Mission Falls Building 2 (<i>Main Campus</i>)	161 Mission Falls Lane, Fremont, CA 94539
Mission Falls Building 3 (<i>Student Lounge</i>)	47132 Mission Falls Ct, Fremont, CA 94539
<i>Adjacent Storage Facility</i>	<i>47122 Mission Falls Ct, Fremont, CA 94539</i>
<i>Adjacent Staff Offices</i>	<i>47102 Mission Falls Ct, Fremont, CA 94539</i>

The EAP is organized into two primary components:

1. Base Emergency Plan

This section outlines general, organization-wide emergency procedures applicable to all faculty and staff in primary buildings on the SFBU campus. All faculty and staff are expected to review and familiarize themselves with these procedures.

2. Building Appendices (Building Emergency Action Plan or BEAP)

These appendices provide building-specific details, including evacuation routes, maps, designated assembly areas, and contact information for emergency coordinators.

Each BEAP identifies personnel assigned to the following critical roles:

- **Building Emergency Coordinator**
Responsible for overseeing emergency preparedness and response efforts within the building. This individual serves as the primary point of contact during an emergency, coordinates evacuations, and communicates with emergency services and campus safety personnel.
- **Building Emergency Team Member**
Supports the Building Emergency Coordinator by facilitating evacuation procedures, guiding occupants to safety, and reporting hazards or injuries. Team members are typically assigned to specific floors or areas and help ensure all occupants are accounted for.

Classroom Evacuation Plan

The Classroom Evacuation Plan serves as a critical link between the Base Emergency Plan and each Building Emergency Action Plan (BEAP). While the Base Plan outlines general responsibilities for all staff, and the BEAP identifies designated emergency coordinators for each building, faculty and instructional staff hold a specific responsibility: guiding and assisting students during evacuations and emergencies to ensure a safe, timely, and orderly response within the classroom setting.

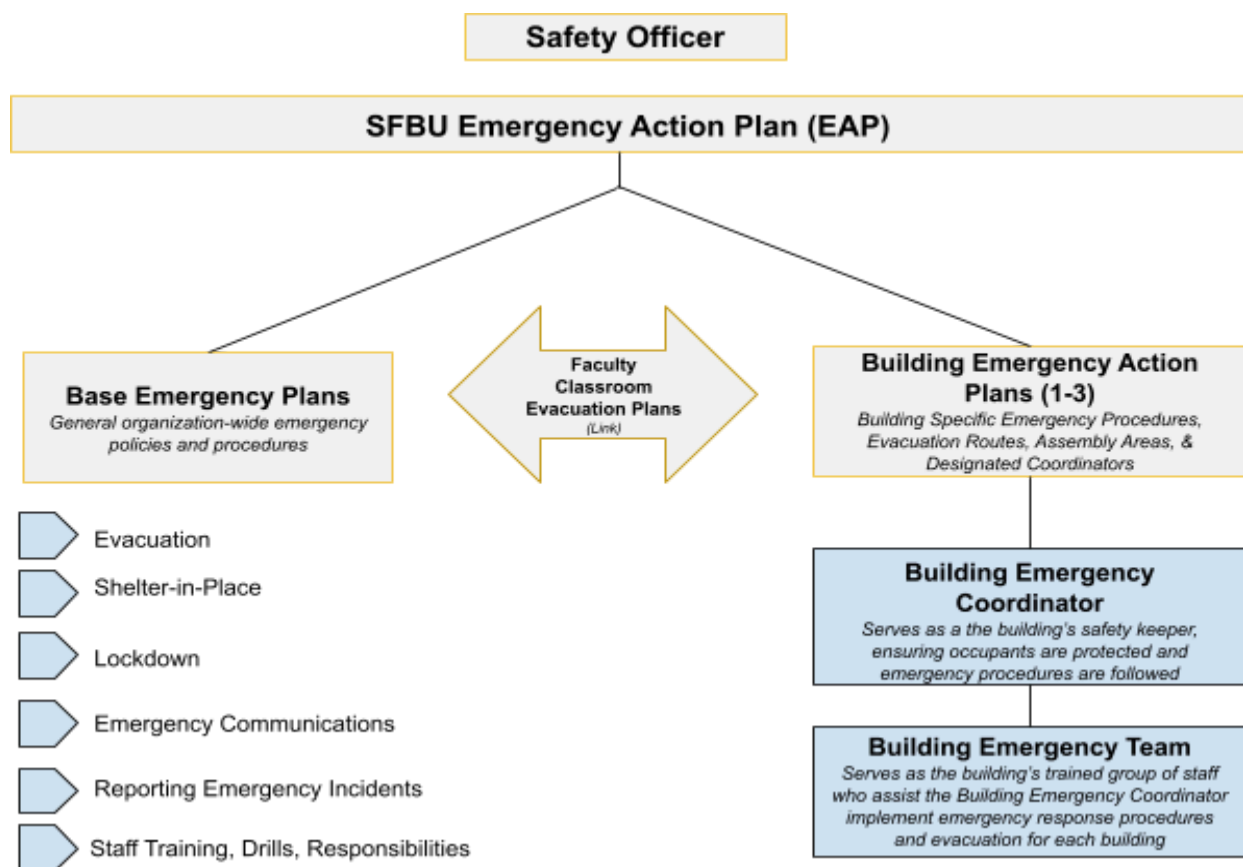
Emergency Operations Plan (EOP)

Comprehensive emergency planning for all university buildings, residential units, and facilities—along with broader response coordination—will be addressed in the San Francisco Bay University Emergency Operations Plan (EOP). This all-hazards framework guides the university's coordinated response to emergencies and disasters across the entire campus.

Safety Officer

The Safety Officer plays a vital role in assessing and mitigating potential hazards. They monitor safety protocols, ensure compliance, and provide guidance on protective measures. At San Francisco Bay University, Luis Soto will serve as the Safety Officer on behalf of our partner, Hylant, providing expert support in emergency and incident response.

The diagram below illustrates the structure of this Emergency Action Plan (EAP).



This Emergency Action Plan (EAP) applies to all employees of San Francisco Bay University (SFBU).

Covered employees include:

- Faculty and instructional staff
- Administrative and support staff
- Facilities, custodial, and maintenance staff
- Student workers who are employed and compensated by the university
- Temporary or seasonal workers
- Contracted personnel working under university oversight

Emergency preparedness and injury and illness prevention are assigned responsibilities of all employees at every level and are equal to any other work responsibility.

All employees shall:

- Call 9-1-1 in the event of a fire, police, or medical emergency
- Activate the fire or elevator alarm if the situation warrants it
- Understand and comply with emergency procedures and safety rules
- Participate in required emergency training or instruction
- Make sure their emergency contact information is on file and up to date with Human Resources and via their TriNet Employee Portal
- Complete an [Emergency Evacuation Assistance Form](#) to notify Human Resources (HR) and the Building Emergency Coordinators of any assistance needed in the event of an emergency or evacuation if desired (*optional*)

3.0 Contact Information

Departments and individuals who can be contacted for further information or explanation of duties under the Emergency Action Plan (EAP) include:

1. San Francisco Bay University (SFBU)
Department of Campus Operations, Safety & Emergency Administration
Phone: 510-803-7328 (SFBU)
Email: campus-safety@sfbu.edu
Web: <https://www.sfbu.edu>
 2. Rebecca Sandidge, Ph.D.
Deputy Chief Operating Officer
Phone: 510-803-7328 Ext. 228
Email: rebecca.sandidge@sfbu.edu
 3. Dustin Lewis
Director of Campus Operations
Phone: 510-803-7328 Ext. 206
Email: dustin.lewis@sfbu.edu
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On-Campus Emergency Contacts

1. Campus Security
Available 24/7 for Emergencies & Safety Assistance (e.g., safety escorts, threats)
Phone: 510-737-1273
Email: sec-guard@sfbu.edu
 2. Campus Facilities
Available 24/7 for Facilities-Related Emergencies (e.g. flooding, lockouts, power outage)
Phone: 510-767-6175
Email: facilities@sfbu.edu
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External Agencies – Non-Emergency Contacts

1. Fremont Police Department (*Non-Emergency Line*)
Phone: 510-790-6800, then press option 3 to reach non-emergency dispatch.
2. Fremont Fire Department (*Non-Emergency Line*)
Phone: 510-494-4200
3. Washington Hospital
2000 Mowry Avenue, Fremont, CA 94538
Phone: 510-797-1111

4.0 Reporting Emergencies at SFBU

In the event of a fire, police, medical emergency, immediately:

- **CALL 9-1-1**

9-1-1 Dispatch Centers are available around the clock, 24 hours a day, 7 days a week, including weekends and holidays, for emergencies only. If available, use a **campus landline phone**, as it provides more accurate location data to emergency services often facilitating a faster response:

- a. **Use Campus Landline or VOIP Phone if Available:**

If you are unable to reach **9-1-1** using a landline, immediately use a campus VOIP (Voice over Internet Protocol) phone. These phones are equipped with emergency calling features and will route your call to emergency services. Make sure to provide clear details about the emergency, including the location and nature of the incident.

- b. **Use a Cell Phone or Non-Campus Line as a Last Resort:**

If you are unable to reach **9-1-1** through a landline or campus VOIP phone, use any available cell phone or non-campus phone line to call **9-1-1**. When calling from a cell phone, be aware that location information may not be as accurate as from a landline, so be sure to clearly communicate your exact location (building, room number, and any relevant landmarks).

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- **9-1-1: Call If You Can, Text If You Can't**

If you are unable to dial 9-1-1, you should be able to send a text through the Text-to-911 service for the City of Fremont, which will connect you to the Fremont 911 Dispatch Center.

Text-to-911 should only be used in an emergency situation, when placing a call is not possible, such as if the caller is deaf, hard of hearing, speech impaired, or when speaking out loud would put the caller in danger. When using **Text-to-911**, include your exact location and the nature of the emergency in the initial message.

Calling 9-1-1 is the preferred method of contacting 9-1-1.

The Text-to-911 Service Will Have Many Challenges

- A text or data plan is required to place a 9-1-1 text.
- As with all text messages, messages to 9-1-1 may take longer to receive, may get out of order, or in some rare cases, may not be received at all.

- If you do not receive a text response from 9-1-1, try to contact 9-1-1 another way.
- Photos, videos, and emojis cannot be sent to 9-1-1 by text at this time.
- Text in English only.
- Text-to-911 cannot include more than one person. Do not send your emergency text to anyone other than 9-1-1.

For more information about calling or texting **9-1-1**, visit the Fremont Police Department page at: [Calling 911 in Fremont, CA | Fremont Police Department, CA.](https://www.fremontpolice.org/Text911)



TEXT TO 911
CALL IF YOU CAN
TEXT IF YOU CAN'T

**NOW AVAILABLE IN
FREMONT**

Available to AT&T, Sprint, T-Mobile, and
Verizon mobile subscribers.

To Text 911 Successfully:



When texting to 911, provide:

- Location: address, landmark, cross streets
- Type of emergency: medical, police or fire



Stay with your phone as we will be
texting back and forth to get more info



Helpful Hints:

- Text can only be received in English
- Text to 911 does not accept abbreviations, emoji's or slang
- Do not send images or videos
- Do not text and drive
- Text or data plan required to text 911



FREMONT POLICE DEPARTMENT
2000 STEVENSON BLVD, FREMONT, CA 94538
NON-EMERGENCY: (510) 790-6800, OPTION 3
WWW.FREMONTPOLICE.ORG/TEXT911

- **Reporting Emergencies to Campus Security and/ or Campus Safety**

If you are unable to call or text **9-1-1**, please immediately report the emergency to **Campus Security at 510-737-1273**.

If phone lines are unavailable or not functioning, please email **Campus Security** and **Campus Safety** at the designated email addresses listed below for emergency reporting. Please include detailed information about the emergency, including your name, contact information, exact location, and a brief description of the situation.

1. Campus Security at sec-guard@sfbu.edu
2. Campus Safety at campus-safety@sfbu.edu

Continue attempting to reach **9-1-1** while utilizing alternative methods, such as campus email systems, to report the emergency. Keep trying until you are successful, as direct communication with emergency services is essential. If you reach **9-1-1**, then notify **Campus Security at 510-737-1273**.

- **When your 9-1-1 call is answered:**

Remain Calm

When calling 9-1-1 or emergency services, prepare to clearly provide the following essential information to the emergency operator when prompted:

- **Type of emergency** (e.g., medical, fire, police)
- **Exact address** (*161 Mission Falls Lane Fremont, CA 94539 if on campus*)
 - Building Number / Floor / Room Number
 - If you are unsure of the exact address, provide the best possible description of your location, including nearby landmarks, building names, or cross streets.
- **Your telephone number**
- **Your name**
- **Description of the incident** (e.g., number of injuries)
- **Known hazards** that may impact responding police, fire, or emergency medical personnel

Remain on the line and do not hang up until the operator confirms receipt of the information. Be prepared to provide additional details or follow instructions as needed.

- **Recognizing and reporting a fire emergency:**

If you **see or smell smoke or fire**, **immediately evacuate** by the nearest exit and activate the nearest fire alarm. Take only those items within immediate reach. Report to the assembly point for your location or building.

- Immediately call **9-1-1** and alert others.
- If a fire alarm sounds, always treat it as a real emergency and begin evacuation.
- Always use stairs or designated stairwells rather than elevators to evacuate during an emergency.
- Notify **Campus Security at 510-737-1273** or emailing sec-guard@sfbu.edu if **9-1-1** or phone lines are unavailable.

Further detailed guidance on fire emergency procedures, including evacuation protocols, will be provided in the subsequent sections of this plan.

These sections will outline step-by-step actions to take during a fire emergency, including building-specific evacuation routes, designated assembly points, and specific responsibilities for individuals and departments.

5.0 Emergency Notification System - Alarms

San Francisco Bay University (SFBU) aims to provide clear and effective communication during emergency situations. This includes the use of both physical alert systems, such as building alarms, and digital mass notification tools, such as the RAVE AlertSFBU system, to ensure timely and widespread dissemination of critical information.

Building Alarm and Security Monitoring Features

All campus buildings are equipped with alarm systems designed to promptly alert and warn employees and occupants of emergencies that require evacuation or immediate action.

- **Fire Alarms:**

Each building is equipped with a fire alarm system that uses audible alerts (e.g., tones or horns) and visual signals (e.g., strobes or flashing lights) to warn of fire or smoke. Activation indicates a building-wide evacuation. When the alarm sounds, evacuate immediately and proceed to the designated Emergency Assembly Area (EAA).

- **Building Access and Security Monitoring:**

Building access control and monitoring are managed in coordination with a contracted security vendor. Surveillance cameras are installed in key areas to enhance security and support incident response. For additional information, or specific questions, please contact the Safety and Emergency Administrator.

AlertSFBU (RAVE) Emergency Notification System

AlertSFBU, powered by RAVE, is the university's primary emergency alert system. It enables rapid communication with the campus community across multiple channels during emergencies. All employees are automatically enrolled, and opting out is strongly discouraged.

- **Emergency Alerts May Be Sent Via:**

- Text messages (SMS)
- Email
- Voice Call (text to speech functionality)

- **Messages typically include:**

- Type of emergency
- Location and/ map reference
- Required actions
- Time and date of the incident
- Additional safety instructions or updates

On-Site Emergency Personnel

During emergencies, SFBU's building evacuation teams, campus safety personnel, local law enforcement, and other responders may be deployed to provide instructions and assistance directly to employees and others on campus. Communication may occur in person or be supported by AlertSFBU notifications.

6.0 Evacuation Procedures

San Francisco Bay University (SFBU) has established the following evacuation protocols based on the nature and severity of the emergency:

Types of Evacuation

- **Full Evacuation**
Initiated during significant emergencies such as fires, gas leaks, structural failures, hazardous material spills, or bomb threats. All occupants must immediately exit the building using designated evacuation routes.
 - **Partial Evacuation**
Used when a localized hazard affects only certain areas. Occupants in the impacted zone must evacuate, while other parts of the building or campus may remain occupied.
 - **Staged Evacuation**
Groups evacuate in a controlled, phased manner to prevent congestion. This method is typically used in large buildings or campus-wide incidents.
 - **Assisted Evacuation**
Pre-planned procedures are in place to assist individuals with disabilities or limited mobility during an evacuation.
-

When to Evacuate

Evacuate immediately under any of the following conditions:

- Activation of a fire or emergency alarm.
 - Presence of fire or smoke.
 - Detection of a gas leak.
 - Bomb threat.
 - Structural damage or collapse.
 - Campus-wide evacuation order issued by authorized personnel.
-

Immediate Evacuation Steps

1. Stop your activity and remain calm. Only take items (backpacks, clothing, etc) that are within easy reach.
2. If safe to do so, alert nearby occupants as you evacuate.
3. Use stairs or designated stairwells to evacuate during an emergency.
 - a. Grasp handrails and quietly walk down the stairs .
 - b. Do not take food or drinks into the stairwells
 - c. If while walking downstairs, you meet firefighters or emergency personnel coming up, stay next to the outside wall of the stairs in single file as the firefighters or emergency personnel may be going up along the center rail of the stairwell.
4. Follow illuminated exit signs and evacuation plan map routes.
 - a. If the primary evacuation route is blocked, use the secondary evacuation route if available.

5. Check doors for heat before opening. Use the back of your hand to feel the door and handle:
 - a. If the door is hot, do not open it as there may be fire on the other side and evacuate through a secondary route to the nearest safe exit
 - b. If the door is cool, open it slowly and be prepared to close it quickly if you see or smell smoke or flames
6. If smoke is present, stay low and cover your mouth with a cloth if available.
7. Close doors behind you as you leave to help contain any hazards and slow the spread of fire and smoke.
8. Follow posted evacuation and exit route maps to the nearest safe exit.
9. Assist others if possible and safe.
10. Proceed directly and calmly to your designated Emergency Assembly Area (EAA)
11. Report to Campus Security, the Building Emergency Team, or First Responders if anyone is missing, still inside the building, or requires assistance.
12. Remain at the EAA until further instructions are provided by emergency personnel or your Building Emergency Team (BET).
13. Do not re-enter the building until the official "All Clear" is given by authorized emergency responders.

7.0 Shelter-in-Place Procedures

At San Francisco Bay University (SFBU), sheltering in place may be necessary during specific emergencies when remaining indoors is the safest option until it is safe to evacuate. The following procedures should be followed when instructed to shelter in place:

When to Shelter-in-Place

- Severe weather events (*e.g., tornadoes, or extreme storms*).
 - Earthquakes (unless there is structural damage or fire).
 - Nearby fire or explosion.
 - Public health emergencies (*e.g., airborne contamination, pandemics*).
 - Threat of violence (*i.e., active shooter*).
-

Steps for Sheltering-in-Place

1. **Stay Indoors:** Move quickly to an interior room or the safest area away from windows, doors, and exterior walls. Classrooms and offices with few windows or external exposures are ideal locations
 2. **Seal Off Openings:** Close all windows, doors, and vents. Seal any gaps using available materials (*e.g., towels, cloths*) to prevent the entry of hazardous materials or contaminants
 3. **Turn Off HVAC Systems:** If it is safe to do so, turn off any heating, ventilation, and air conditioning (HVAC) systems to prevent outdoor air from entering the building
 4. **Remain Calm:** Stay calm and listen for updates. Follow AlertSFBU notifications (RAVE system), email alerts, or instructions from campus authorities for further guidance
 5. **Stay in Place:** Do not attempt to leave the building unless directed by emergency personnel or AlertSFBU
 6. **Assist Others:** If possible, assist colleagues, students, or individuals with disabilities or special needs in reaching a safe, sheltered area
 7. **Wait for Official Instructions:** Remain in your shelter until given further instructions from emergency personnel or university officials. Only evacuate when you receive the “**All Clear**” signal
-

Communication During Shelter-in-Place:

- Stay informed through AlertSFBU (RAVE system), email alerts, and phone calls for real-time updates on the situation
- Follow official campus channels (*e.g., SFBU website, emergency broadcast systems*) for further instructions and updates
- Pay attention to Building Emergency Team (BET) instructions if available

8.0 Lockdown Procedures

At San Francisco Bay University (SFBU), lockdown procedures are initiated to protect students, faculty, and staff in the event of an active threat, such as an active shooter or armed assailant. The goal is to limit access to campus buildings and ensure that individuals remain in a safe, secure location until the threat is neutralized or further instructions are provided.

When to Initiate a Lockdown

- Active shooter or armed assailant incident.
- Reports of a threat on or near campus.
- Any situation that requires immediate action to protect life safety from an imminent danger.

Steps for Lockdown

1. Secure Your Location:

- Immediately proceed to a secure area (classroom, office, or any room with a door that can be locked).
- If possible, lock doors and close windows. Turn off lights, silence mobile devices, and remain as quiet as possible.

2. Block Entry Points:

- Use available materials to barricade doors (e.g., furniture, heavy objects, etc.) to prevent unauthorized entry.
- If there is no lock on the door, block it with whatever is available.

3. Stay Out of Sight:

- Stay low to the ground and out of sight, avoiding windows, doors, and any line of sight to the threat.
- Hide behind furniture or in any concealed space that limits visibility.

4. Remain Calm:

- Keep calm and reassure others around you. Do not leave the secured area unless absolutely necessary or until law enforcement gives the “All Clear” signal, which indicates that it is safe to return inside the building.

5. Communicate:

- Alert authorities to the situation, if possible, by calling 911 or using any available communication tools to report your location.
- Use AlertSFBU (RAVE system) and other emergency communication channels to stay updated.

6. Wait for Law Enforcement Instructions:

- Do not open doors until law enforcement or authorized personnel give the “All Clear” signal, which indicates that it is safe to return inside the building.
- Remain in lockdown until the threat is over or you are given further instructions by emergency personnel, AlertSFBU, or Building Emergency Teams (BET).

9.0 Classroom Evacuation Procedures

In the event of an emergency that requires evacuation of a classroom or building—such as a fire, earthquake, or gas leak—SFBU faculty and teaching assistants play a critical role in guiding students to safety.

Follow these steps:

1. Stop and Direct

- Immediately stop instruction.
- Calmly instruct students to leave all belongings behind and prepare to evacuate, unless essential items (e.g., phone, medication) are within immediate reach and can be taken without delay. Do not postpone evacuation—time is critical, especially during a fire or gas leak, where smoke or fumes can become life-threatening within seconds.

2. Lead the Way

- Guide students to the nearest safe exit using posted evacuation route maps.
- Use stairs or designated stairwells rather than elevators to evacuate during an emergency.
- Assist students with disabilities or mobility issues or notify emergency personnel or the Building Emergency Team (BET) if help is needed.

3. Close and Exit

- Close the classroom door as you leave.
- Be the last to exit, ensuring all students have left the room.

4. Go to the Assembly Area

- Lead students to your building's Emergency Assembly Area (EAA).
- Take a quick headcount and report missing or injured individuals to emergency personnel or the Building Emergency Team (BET).

5. Wait for All Clear

- Remain at the Emergency Assembly Area (EAA) with your students.
- Do not re-enter the building until law enforcement or authorized personnel give an "All Clear" signal, which indicates that it is safe to return inside the building.

10.0 Emergency Committee: Member Roles & Responsibilities

This section outlines the emergency roles and responsibilities of designated personnel and members of the San Francisco Bay University (SFBU) Emergency Committee to ensure a coordinated and effective response to workplace emergencies.

The **SFBU Emergency Committee** consists of employees assigned to key response roles, including:

- **Safety Officer**
- **Incident Commanders**
- **Communication Coordinators**
- **Operations Managers**
- **Documentation Specialists**
- **First Aid Coordinators**

- **Building Emergency Team Members**
 - Building Emergency Coordinator
 - Evacuation Coordinator - Floor Warden
 - Evacuation Coordinator - Floor Searcher
 - Evacuation Coordinator - Assistance Monitor

- **Faculty and Teaching Assistants**

Each individual plays a vital role in implementing SFBU's emergency procedures and ensuring the safety and well-being of the campus community during an emergency.

Role	Duties During an Emergency
SFBU Emergency Committee	The committee collaborates closely with the executive team to achieve emergency preparedness objectives.
Safety Officer	☐ The safety officer plays a vital role in assessing and mitigating potential hazards. They monitor safety protocols, ensure compliance, and provide guidance on protective measures.
Incident Commander	☐ An incident commander assumes overall leadership and decision-making during emergencies. They coordinate response efforts, delegate tasks, and ensure a cohesive approach.
Communication Coordinator	☐ A communication coordinator manages internal and external communication during emergencies. They bridge the gap between

	emergency services, stakeholders, and employees, providing updates and instructions. ☐ During a crisis, this role ensures effective communication channels are established and information is disseminated in a timely manner, promoting calm and mitigating panic through public relations.
Operations Manager	☐ An operation manager coordinates logistical support and resources during emergencies. They ensure critical operations continue smoothly and facilitate the resumption of normal business activities.
Documentation Specialist	☐ A documentation specialist records incident details and maintains documentation related to emergencies. ☐ They lead roll call at assembly areas and document lessons learned and conduct an after-action review, aiding in continuous improvement.
First Aid Coordinator	☐ A First Aid Coordinator provides immediate medical assistance to injured or ill individuals during workplace emergencies until professional first responders arrive. ☐ Maintain and deploy first aid supplies, track staff certifications, and support coordination with the Building Emergency Coordinator.
SFBU Building Emergency Team • <i>Building 1</i> • <i>Building 2</i> • <i>Building 3</i>	The Building Emergency Team (BET) is a designated group of trained personnel responsible for managing and supporting emergency response activities within a specific building. The team plays a key role in ensuring occupant safety, coordinating evacuations, and communicating with first responders during emergencies.
1. Building Emergency Coordinator	A Building Emergency Coordinator (BEC) is responsible for overseeing emergency preparedness and response efforts within their assigned building. ☐ Directing building occupants to the <u>Emergency Assembly Area</u> and lead accountability procedures, including conducting roll calls or headcounts in partnership with documentation specialist ☐ Liaises with security and emergency services (fire, police, EMTs) Partners with communication coordinator to disseminate communications during emergencies

	☐ Assist in post-incident debriefings and provide feedback for plan improvements
2. Evacuation Coordinator - <i>Floor Warden</i>	A Floor Warden is a designated individual responsible for assisting with emergency procedures on a specific floor of a building. Their primary role is to help ensure the safety and orderly evacuation of occupants during emergencies. ☐ Direct people to the nearest safe exit ☐ Help manage traffic flow to avoid bottlenecks and ensure a calm and orderly evacuation ☐ Ensures complete evacuation and checks assigned areas with searchers
3. Evacuation Coordinator - <i>Floor Searcher</i>	A Floor Searcher is a designated member of an emergency response team responsible for thoroughly checking a specific floor during an evacuation to ensure that everyone has safely exited. ☐ Sweep assigned floor or area to ensure everyone has evacuated ☐ Check offices, conference rooms, restrooms, and other enclosed spaces (if safe to do so) ☐ Marks checked areas and report any missing individuals to the Floor Warden (if safe to do so)
4. Evacuation Coordinator - <i>Assistance Monitor</i>	An Assistance Monitor is a designated person responsible for accompanying and assisting the person(s) as needed to evacuate or otherwise cope with the emergency. ☐ Assists individuals with mobility impairments or disabilities with evacuation, or to the nearest exit to await assistance if immediate evacuation is not possible ☐ Evacuates individuals using EvacChairs in accordance with training and safety procedures
Faculty & Teaching Assistants (TAs)	☐ Follow established emergency procedures, classroom evacuation routes and building assembly areas ☐ Assist students evacuate classrooms and buildings ☐ Ensure students do not re-enter buildings until given clearance
Staff	☐ Follow established emergency procedures, assist in evacuating students and visitors, and support coordinated response efforts from the Building Emergency Team

	☐ Familiarize yourself with the building's evacuation plan, including all exits, assembly areas, and emergency procedures ☐ Follow all evacuation and emergency response instructions
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The committee addressed above would collectively work together with the executive team to achieve the following objectives:

- 1. Determine the Correct Actions:** Define the steps to be taken during each identified emergency, including reporting procedures, evacuation routes, and actions for specific hazards.
- 2. Create Rally Points:** Establish designated locations where individuals can gather after evacuating to ensure everyone is accounted for and to provide further instructions.
- 3. Verify Safe Routes:** Ensure that evacuation routes are clear, accessible, and safe, considering factors like building layout, potential obstructions, and emergency exit locations.
- 4. Account for Everyone:** Implement procedures to track and verify that all individuals have evacuated and reached the designated rally points.
- 5. Drills:** Conduct regular drills to practice the plan and familiarize staff with their roles and responsibilities.
- 6. Keep Reviewing:** Regularly review and update the plan to reflect changes in building layout, regulations, or hazards.

11.0 Emergency Committee Roster

Name	Role	Office Location	Contact
Brad Fuster and Sheri Boscaro	Incident Commanders	B2	
Dustin Lewis	Safety Officer	B1	
Joy Hackett	Communication Coordinator	B3	
Luis Castillo	Operations Manager	B3	
Maryam Jadali	Documentation Specialist	B1 - B3	
Rochelle Vasquez	Documentation Specialist	B1 - B3	
Lesley Jimenez	First Aid Coordinator	B2	
Kafele Khalfani	B1- Building Emergency Coordinator	B1	
Tracy Patton	B1- Evacuation Coordinator - Floor Warden	B1	
Margaux John	B1- Evacuation Coordinator - Floor Searcher	B1	
Open Hiring / AX9 Security	B2- Building Emergency Coordinator	B2	
Thai Nguyen	B2- Evacuation Coordinator - Floor Warden	B2	
Kylie Roy	B2- Evacuation Coordinator - Floor Searcher	B2	
Joed Prudente	B2- Evacuation Coordinator - Floor Searcher	B2	
Aren Santos	B2- Evacuation Coordinator - Assistance Monitor	B2	
Jason Sjah	B3- Building Emergency Coordinator	B3	
Lea Valdez	B3- Evacuation Coordinator - Floor Warden	B3	
John Ciapponi	B3 - Evacuation Coordinator - Floor Searcher	B3	

Chris Zhang	B3- Evacuation Coordinator - Assistance Monitor	B3	
CAMPUS SECURITY	Search buildings & coordinate with first responders on rescue / emergent /needs	B1-B3	

12.0 Critical Operations & Essential Services

This section outlines the critical operations and systems that must be monitored, maintained, or safely shut down during an emergency to prevent harm, damage, or regulatory violations. These responsibilities are typically carried out by trained technical experts or facilities personnel.

Operations or Systems	Department Oversight	Dispatch Personnel or Contracted Expert(s)
Power systems and electrical panels	Facilities	
Gas lines and shutoff valves	Facilities	
HVAC and ventilation systems	Facilities	
Fire suppression and alarm systems	Facilities	
Data servers and sensitive IT infrastructure (server rooms)	IT	
Laboratory equipment and hazardous material controls	Facilities	

Essential services refer to the ongoing support functions required to ensure emergency response, safety, and continuity of basic campus operations during and immediately following an emergency.

Operations or Systems	Department Oversight	Dispatch Personnel or Contracted Expert(s)
Campus security and emergency communications		
First aid and medical assistance		
Utility management (electricity, water, gas)		

Custodial and sanitation services		
Information technology and network support		
Transportation and access control		
Shelter and food services for displaced individuals		

13.0 Assisting Individuals with Disabilities, Access Needs, and Functional Requirements

SFBU is committed to ensuring the safety of all employees and campus occupants, including individuals with disabilities, limited mobility, or other access and functional needs. The following procedures are designed to support assisted evacuation and sheltering for those who may require additional help during an emergency.

Before an Emergency

- **Self-Identification (Optional):**
Employees who may need assistance during an evacuation are encouraged to inform Human Resources to be included in the Assisted Evacuation Plan by submitting an Emergency Evacuation Assistance Form.
-

During an Emergency

- **Proceed to the Nearest Exit:**
If evacuation is not immediately possible, or you require assistance, proceed to the nearest exit and wait for help. Some stairwells are designated “refuge areas.” If it is safe to remain in the stairwell, particularly during a fire or major disaster, please do so.
- **Assist Others When Safe:**
If someone needs assistance, help them reach a stairwell or the nearest exit if safe to do so, and immediately notify a member of the Building Emergency Team (BET).
- **Notify Emergency Personnel:**
Dial 9-1-1 or inform a Building Emergency Team (BET) member, Campus Security, or any emergency responder of the individual’s exact location.

14.0 Medical or Rescue Duties

General Policy

University employees are not required or expected to perform medical or rescue duties unless they are specifically trained and assigned to do so. In most cases, medical emergencies or rescues will be handled by trained emergency response personnel (e.g., fire department, paramedics, campus safety officers).

Procedures

Call 9-1-1 Immediately

In the event of a medical emergency or injury:

- Call **9-1-1** immediately, and then notify **Campus Security at 510-737-1273**.
- **DO NOT MOVE** the patient unless you must do so to remove them from immediate danger.

Administer first aid as needed if appropriately trained

- If trained in **First Aid/CPR/AED**, provide appropriate care according to your level of training:
 - **No breathing/pulse** → Begin **CPR** and use **AED** if available.
 - **Severe bleeding** → Apply direct pressure and elevate the injury if possible.
 - **Choking** → Perform the Heimlich maneuver if trained.
 - **Seizures** → Clear the area, protect the individual's head, and time the seizure duration.
 - **Shock** → Keep the person warm and monitor for changes in condition.
- Keep the affected person as comfortable as possible and direct emergency responders to the scene.

Employees without first aid training should not attempt to provide medical assistance. Those who are trained must follow universal precautions, using gloves, barriers, and treating all blood and bodily fluids as potentially infectious and taking steps to minimize exposure to bloodborne pathogens.

For trained employees, additional first aid refresher materials are provided in the appendix. These resources are intended to support ongoing readiness and reinforce proper response procedures in the event of a medical emergency.

Minor Injury or Illness

Minor injuries or illnesses are those that can be treated with basic first aid on site and/or may require referral for further care.

- Contact **Campus Security** for assistance at **510-737-1273**.
- Trained First Aid personnel will provide first aid as needed.

- Campus Security will assist in notifying the affected employee's supervisor.
 - The supervisor is responsible for taking appropriate follow-up actions, including:
 - Contacting the employee's emergency contact to arrange transport to a personal physician, walk-in clinic, or emergency room, as appropriate.
-

Prompt and appropriate response to injuries and illnesses ensures the health and safety of all employees and helps maintain a safe campus environment.

15.0 Hazard-Specific Emergency Procedures

15.1 Active Shooter or Similar Violent Threat Emergency

The Department of Homeland Security defines an active shooter as “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” These incidents usually involve firearms and randomly selected targets or victims. Active shooter events are usually over within 10-15 minutes (sometimes before law enforcement arrives), so it’s important to know how to respond if the unthinkable happens.

Follow the **Run! Hide! Fight!** guidance, developed by the Department of Homeland Security for responding to an active shooter or similar violent threat. First, **run** to safety if possible; if escape isn’t an option, **hide** and stay quiet; and as a last resort, **fight** to protect yourself using any means necessary. The goal is to survive by taking the most effective action based on your circumstances.

If you hear gunfire or are alerted to an active assailant:

1. RUN! – Escape if Possible

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible and follow the instructions of any police officers
- Do not attempt to move wounded people
- Dial **9-1-1** when you are safe

2. HIDE! – Shelter in Place if Escape Is Not Possible

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)

- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial **9-1-1**, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT! – As a Last Resort

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Use any available objects (e.g., chairs, fire extinguishers) to disorient or incapacitate the assailant
- Yelling
- Committing to your actions - this is a last resort to protect your life



What you should expect from law enforcement responding to an active shooter

- Police are trained to proceed as quickly as possible to the sound of the gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, patrol uniforms, or SWAT Uniforms armed with long rifles, shotguns, and/or handguns. They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen, and provide a full description of the shooter and any weapons used.
- Also, be aware that the first responding police officers will not stop to assist injured people. Others will follow to treat the injured. First responding officers are trained to proceed as quickly as possible to the gunfire and to stop the shooter.

Keep in mind that even once you are in a safe location, the entire area is a crime scene. The police usually will not let anyone leave until the situation is completely under control. Police may ask for a statement of what you heard and observed.

For an additional resource, download the Department of Homeland Security's [Active Shooter Pocket Card](#).

15.2 Bomb Threats, Personal Threats, and Suspicious Items

Bomb threats—whether communicated by phone, email, written note, or verbal warning—must be taken seriously until proven otherwise. SFBU follows a precautionary approach to ensure the safety of all students, faculty, staff, and visitors.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the telephone as long as possible. Do not hang up, even if the caller does.
- Listen carefully, be polite, and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague or campus security to call the Police.
- Use the Bomb Threat Checklist ([Link to Access and Print](#)).
- Record the time and phone number if possible.
- Dial **9-1-1** from a different phone immediately after receiving the threat.
- Take no further action until advised to do so by the Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building or area.

If a bomb threat is received by written note:

- Immediately notify the Police by calling **9-1-1** and then notify **Campus Security at 510-737-1273**.
- Handle the note as minimally as possible
- Take note of the date, time, and location where the note was found

If a bomb threat is received by email, fax, or other electronic communication:

- Immediately notify the Police by calling **9-1-1** and notify Campus Security at
- Do not delete or throw away the message.
- Provide or relay the entire message and any previous correspondence with the sender.
- Take no further action until advised to do so by the Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building or area.

If a Suspicious Package or Device Is Found

- Do NOT use two-way radios or cellular phones in close proximity to suspicious item
- Do NOT tamper with, move, or examine the item.
- Immediately call **9-1-1**
- Evacuate the area if instructed to do so.

Communication and Alerts:

- SFBU will issue real-time updates and instructions through AlertSFBU (RAVE), email, and other official communication channels.

Bomb Threat Checklist:

BOMB THREAT PROCEDURES	BOMB THREAT CHECKLIST																																																																																													
<i>This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.</i> Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card. If a bomb threat is received by phone: 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite and show interest. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words. 7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions. If a bomb threat is received by handwritten note: • Call _____ • Handle note as minimally as possible. If a bomb threat is received by e-mail: • Call _____ • Do not delete the message. Signs of a suspicious package: <table border="0"> <tr> <td>• No return address</td> <td>• Poorly handwritten</td> </tr> <tr> <td>• Excessive postage</td> <td>• Misspelled words</td> </tr> <tr> <td>• Stains</td> <td>• Incorrect titles</td> </tr> <tr> <td>• Strange odor</td> <td>• Foreign postage</td> </tr> <tr> <td>• Strange sounds</td> <td>• Restrictive notes</td> </tr> <tr> <td>• Unexpected delivery</td> <td></td> </tr> </table> * Refer to your local bomb threat emergency response plan for evacuation criteria DO NOT: • Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb. • Touch or move a suspicious package.	• No return address	• Poorly handwritten	• Excessive postage	• Misspelled words	• Stains	• Incorrect titles	• Strange odor	• Foreign postage	• Strange sounds	• Restrictive notes	• Unexpected delivery		DATE: _____ TIME: _____ TIME CALLER HUNG UP: _____ PHONE NUMBER WHERE CALL RECEIVED: _____ Ask Caller: • Where is the bomb located? (building, floor, room, etc.) _____ • When will it go off? _____ • What does it look like? _____ • What kind of bomb is it? _____ • What will make it explode? _____ • Did you place the bomb? Yes No _____ • Why? _____ • What is your name? _____ Exact Words of Threat: _____ _____ _____ Information About Caller: • Where is the caller located? (background/level of noise) _____ • Estimated age: _____ • Is voice familiar? If so, who does it sound like? _____ • Other points: _____ <table border="1"> <thead> <tr> <th>Caller's Voice</th> <th>Background Sounds</th> <th>Threat Language</th> </tr> </thead> <tbody> <tr> <td>☐ Female</td> <td>☐ Animal noises</td> <td>☐ Incoherent</td> </tr> <tr> <td>☐ Male</td> <td>☐ House noises</td> <td>☐ Message read</td> </tr> <tr> <td>☐ Accent</td> <td>☐ Kitchen noises</td> <td>☐ Taped message</td> </tr> <tr> <td>☐ Angry</td> <td>☐ Street noises</td> <td>☐ Irrational</td> </tr> <tr> <td>☐ Calm</td> <td>☐ Booth</td> <td>☐ Profane</td> </tr> <tr> <td>☐ Clearing throat</td> <td>☐ PA system</td> <td>☐ Well-spoken</td> </tr> <tr> <td>☐ Coughing</td> <td>☐ Conversation</td> <td></td> </tr> <tr> <td>☐ Cracking Voice</td> <td>☐ Music</td> <td></td> </tr> <tr> <td>☐ Crying</td> <td>☐ Motor</td> <td></td> </tr> <tr> <td>☐ Deep</td> <td>☐ Clear</td> <td></td> </tr> <tr> <td>☐ Deep breathing</td> <td>☐ Static</td> <td></td> </tr> <tr> <td>☐ Disguised</td> <td>☐ Office machinery</td> <td></td> </tr> <tr> <td>☐ Distinct</td> <td>☐ Factory machinery</td> <td></td> </tr> <tr> <td>☐ Excited</td> <td>☐ Local</td> <td></td> </tr> <tr> <td>☐ Laughter</td> <td>☐ Long distance</td> <td></td> </tr> <tr> <td>☐ Lisp</td> <td></td> <td></td> </tr> <tr> <td>☐ Loud</td> <td></td> <td></td> </tr> <tr> <td>☐ Nasal</td> <td></td> <td></td> </tr> <tr> <td>☐ Normal</td> <td></td> <td></td> </tr> <tr> <td>☐ Ragged</td> <td></td> <td></td> </tr> <tr> <td>☐ Rapid</td> <td></td> <td></td> </tr> <tr> <td>☐ Raspy</td> <td></td> <td></td> </tr> <tr> <td>☐ Slow</td> <td></td> <td></td> </tr> <tr> <td>☐ Slurred</td> <td></td> <td></td> </tr> <tr> <td>☐ Soft</td> <td></td> <td></td> </tr> <tr> <td>☐ Sutter</td> <td></td> <td></td> </tr> </tbody> </table> Other information: _____ _____ _____ _____	Caller's Voice	Background Sounds	Threat Language	☐ Female	☐ Animal noises	☐ Incoherent	☐ Male	☐ House noises	☐ Message read	☐ Accent	☐ Kitchen noises	☐ Taped message	☐ Angry	☐ Street noises	☐ Irrational	☐ Calm	☐ Booth	☐ Profane	☐ Clearing throat	☐ PA system	☐ Well-spoken	☐ Coughing	☐ Conversation		☐ Cracking Voice	☐ Music		☐ Crying	☐ Motor		☐ Deep	☐ Clear		☐ Deep breathing	☐ Static		☐ Disguised	☐ Office machinery		☐ Distinct	☐ Factory machinery		☐ Excited	☐ Local		☐ Laughter	☐ Long distance		☐ Lisp			☐ Loud			☐ Nasal			☐ Normal			☐ Ragged			☐ Rapid			☐ Raspy			☐ Slow			☐ Slurred			☐ Soft			☐ Sutter		
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WHO TO CONTACT (Select One) • 911 • Follow your local guidelines For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov 																																																																																														

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15.3 Earthquakes

Earthquakes can occur suddenly and without warning, causing serious structural damage and posing immediate safety risks. Knowing how to respond during and after an earthquake is critical to minimizing injuries and protecting yourself and others. SFBU follows standard safety protocols to guide students, faculty, and staff in reacting quickly and effectively. The steps below outline what to do during and after an earthquake.

Before an earthquake is the time to prepare. Be aware of your surroundings, paying attention to where you can protect yourself during an earthquake.

In most situations, if you feel shaking or get an earthquake alert, immediately:

DROP where you are, if possible, under a sturdy desk or table, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

COVER your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
- If no shelter is available, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.

HOLD ON until the shaking stops.

- ***Under shelter:*** hold on to it with one hand; be ready to move with shelter if it shifts.
- ***No shelter:*** hold on to your head and neck with both arms and hands.

If outside, walk to a safe location and get to the ground. Stay where you are until the shaking stops.



Additional Resource: [Great ShakeOut Earthquake Drills - Drop, Cover, and Hold On](#)



If you have difficulty getting onto the ground, or cannot get back up again without help, then follow these recommendations:

If you use a cane: **DROP, COVER, and HOLD ON** or sit on a chair, bed, etc. and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.

If you use a walker or wheelchair: **LOCK** your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and **COVER** your head/neck with your arms, a book, or a pillow. Then **HOLD ON** until the shaking stops.

Additional Resource: [Great ShakeOut Earthquake Drills - Drop, Cover, and Hold On](#)

WHAT TO DO DURING THE SHAKING

	Indoors: Drop, Cover, and Hold On, or Lock, Cover, and Hold On. If you are under a sturdy desk or table, hold on to one leg of the desk or table. If there is no table nearby, try to drop next to an inside wall.
	In a Car: Pull over, stop, set the parking brake.
	Outdoors: Drop, Cover, and Hold On, or Lock, Cover, and Hold On, to protect from objects that may be thrown through the air. Avoid power lines, trees, signs, buildings, vehicles and other hazards.
	In Bed: Do not get out of bed. Turn face down and use a pillow to protect your head and neck. Hold on and stay put until the shaking stops.

Additional Resource: [California Earthquake Early Warning | California Earthquake Early Warning Information](#)

WHAT TO DO AFTER THE SHAKING STOPS

1. Stay alert and be ready for aftershocks

Aftershocks are common and can be strong enough to cause additional damage. Be prepared to Drop/Lock, Cover, and Hold On again if the ground begins to shake.

2. Check yourself and others for injuries

3. Report hazards or damage to Campus Facilities at 510-767-6175.

Common hazards can include:

- *Gas leaks (smell of sulfur/rotten eggs)*
- *Electrical issues (sparks, exposed wires)*
Water leaks or flooding
- *Structural damage (cracks, falling debris)*
- *Objects that may have fallen and now block your path.*
- *Broken glass*

4. Do not use elevators—use stairs or designated stairwells to evacuate during an emergency.

Use stairs when evacuating a building, even if everything appears stable.

5. Evacuate calmly if directed.

Follow instructions from emergency personnel or Building Emergency Team (BET) members. Move to designated evacuation areas, staying away from buildings, trees, and power lines.

6. Avoid reentering buildings until cleared.

Do not return indoors until officials have declared the area safe.

7. Check for official updates.

Stay informed through SFBU emergency alerts, campus email, or official announcements.

15.4 Fires

Fires can spread rapidly and pose serious threats to life and property. Immediate action and calm decision-making are essential to ensuring safety. All SFBU students, faculty, and staff should be familiar with evacuation routes, alarms, and procedures to respond effectively in the event of a fire. The following guidelines outline what to do if you see fire, smell smoke, or hear a fire alarm.

If You Discover a Fire (*See or smell flames or smoke*)

- **Evacuate the Building**

- Exit quickly and calmly using the nearest stairwell—do not use elevators.
- Close doors behind you if safe, to help contain the fire, smoke and toxic fumes.
- If you're unable to evacuate, then call **9-1-1** to notify emergency services of your location. If **9-1-1** is unavailable, notify **Campus Security at 510-737-1273**.

- **Assist Others If Safe**

- Help individuals with disabilities or access needs if you can do so safely.

- **Call 9-1-1 Immediately**

- Go to a safe place and **call 9-1-1** to report the fire.
- Provide your exact address, a description of the fire and what building/floor/room it is in, and any known hazards.

Do not hang up and verify that the emergency operator received the information needed.

- Alert the operator and emergency personnel of anyone needing assistance.
- If **9-1-1** is unavailable, notify **Campus Security at 510-737-1273** or email sec-guard@sfbu.edu if phone lines are unavailable.

- **Activate the Fire Alarm**

- If a fire alarm pull station is close and it is safe to activate it, pull the handle on the nearest red fire alarm pull station to alert others in the building. This will sound an alarm on the fire floor to alert employees and building occupants.
- Shout "Fire!" if no alarm is available.
- Once the fire alarm is activated feel doors with the back of your hand.
- Do not open any door that is hot to the touch. If it's cool, open it slowly and proceed with caution.

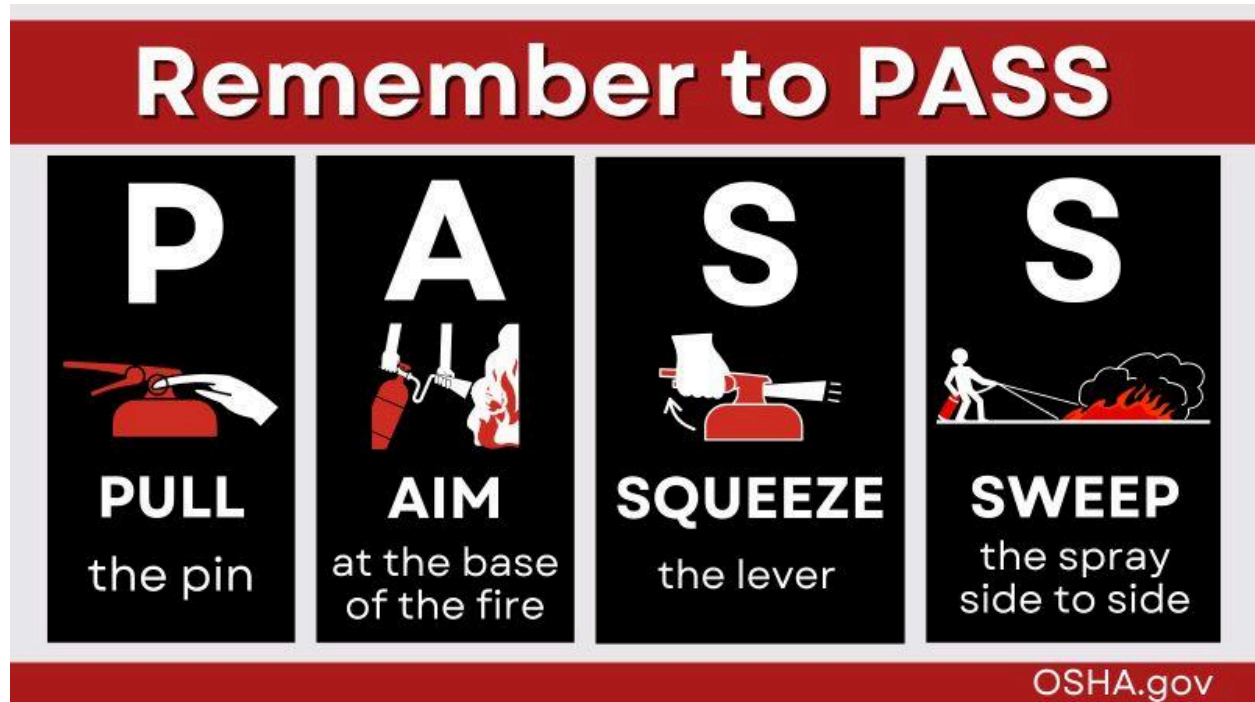
- **Go to the Designated Assembly Area**

- Remain there until the "All Clear" is given by emergency personnel.
- Do not re-enter the building until it has been declared safe.

- **Use a Fire Extinguisher Only If:**

- You are trained, the fire is small, and you have a clear escape path.

- Never put yourself at risk to extinguish a fire.
Follow 'PASS' protocol if you are trained and authorized to do so.
- **Pull** the pin to break the tamper seal.
- **Aim** the nozzle at the base of the fire.
- **Squeeze** the handle to release the extinguishing agent.
- **Sweep** the nozzle from side to side until the fire is out.



15.5 Hazardous Materials Spill (HazMat)

SFBU uses a range of cleaning products and other chemicals throughout its facilities, some of which may be hazardous if spilled. These substances can pose health and safety risks, including chemical burns, respiratory issues, or fire hazards, depending on their nature. It is important that all chemical spills—no matter how minor they may seem—are reported immediately to ensure proper containment and cleanup by trained personnel.

If you witness or discover a hazardous material spill:

- **Do not attempt to clean it up yourself**, especially if you are not trained in handling hazardous substances.
- **Evacuate the area if necessary**, and keep others away from the spill.
- **Contact the appropriate campus department right away:**
 - **Campus Facilities at 510-767-6175**
 - **Campus Security at 510-737-1273**

Prompt reporting helps ensure the safety of everyone on campus and prevents further damage or exposure.

15.6 Power Failure

SFBU works in coordination with PG&E to monitor [outage alerts](#) and Public Safety Power Shutoffs (PSPS) alerts that may affect campus services. In the event of power outage or failure on campus, the following steps should be taken to ensure the safety and well-being of students, faculty, staff and visitors:

- **Assess the situation:**
 - Determine whether the outage is localized to a single building or campus-wide.
 - Check for visible hazards (e.g., downed powerlines, damaged equipment, non-functional elevators).

If the power failure causes or coincides with an emergency, such as fire, injury, or life-threatening danger:

- **Immediately Call 9-1-1.**
- **Report the outage:** Contact facilities management and/or campus security.
 - Campus Facilities
Available 24/7 for Facilities-Related Emergencies (e.g. flooding, lockouts, power outage)
Phone: 510-767-6175
Email: facilities@sfbu.edu
 - Campus Security
Available 24/7 for Emergencies & Safety Assistance (e.g., safety escorts, threats)
Phone: 510-737-1273
Email: sec-guard@sfbu.edu
- Provide detailed information:
 - *Time of outage*
 - *Areas affected*
 - *Observed issues (e.g., alarms triggered, people trapped in elevators, HVAC shutdown)*
- **Take safety measures:**
 - Turn off equipment
 - Shut down sensitive electronics to avoid damage when power is restored.
 - Avoid using elevators.
 - Check for hazards:
 - Use flashlights, not candles.
 - Evacuate areas where safety is compromised (e.g., labs, elevators).
 - Assist individuals with disabilities or medical needs, following SFBU's established evacuation or assistance protocols.
 - Monitor campus alerts via AlertSFBU (RAVE) on phone, email, and official campus platforms for updates on outage status and related guidance.

15.7 Severe Weather/Flash Flooding

While extreme weather is less frequent in the Bay Area, SFBU is prepared to respond to incidents such as heavy rain, localized flooding, strong winds, and related hazards that may impact campus safety or operations.

Types of Weather Hazards SFBU May Encounter:

- Heavy rain and flash flooding
- High winds and falling debris
- Urban flooding due to clogged storm drains
- Severe thunderstorms (rare but possible)

Before Severe Weather:

- Monitor campus alerts via AlertSFBU (RAVE) for weather advisories and safety instructions.
- Secure outdoor items or materials that could become projectiles in high winds.
- Ensure you know your building's Emergency Assembly Area (EAA) and safe indoor shelter areas.

During Severe Weather or Flooding:

1. Seek Shelter Indoors

- Move indoors immediately during severe weather or flood warnings.
- Stay away from windows and glass doors.
- Avoid basements or lower levels if flooding is occurring or possible.

2. Avoid Flooded Areas

- Do not walk or drive through flooded areas—even shallow water can be dangerous.
- Immediately report flooding inside buildings to:
 - **Campus Facilities call 510-767-6175**
 - **Campus Security call 510-737-1273**

3. Monitor Official Alerts

- Follow updates from AlertSFBU, local news, and emergency responders.
- Be prepared to evacuate if instructed, especially from low-lying or flood-prone areas.

After the Event:

- Avoid entering flood-damaged areas until cleared by emergency personnel.
- Report any hazards (e.g., fallen trees, exposed wires, leaks) to:
 - **Campus Facilities call 510-767-6175**
 - **Campus Security call 510-737-1273**
- Wait for the “All Clear” message from SFBU before resuming normal activities.

15.8 Wildfire Smoke/Air Quality Index

While wildfires are not common within the city limits of Fremont, smoke from regional fires—especially during the late summer and fall—can significantly impact air quality and campus operations. SFBU follows established guidelines to protect the health and safety of students, faculty, and staff during Air Quality Index (AQI) emergencies.

When Air Quality Is a Concern:

SFBU monitors real-time AQI levels through AirNow.gov and local public health agencies. The university may modify campus operations based on AQI thresholds established by the Bay Area Air Quality Management District (BAAQMD).

Air Quality Response Levels:

AQI Range	Air Quality Level	SFBU Response
0–100	Good/Moderate	Normal operations
101–150	Unhealthy for Sensitive Groups	Limit prolonged outdoor activity; notify those with respiratory issues
151–200	Unhealthy	Cancel or move outdoor classes and events indoors; provide masks if needed
201+	Very Unhealthy to Hazardous	Shelter-in-place indoors with filtered air; suspend outdoor operations

Protective Actions:

- **Stay Indoors:** Keep doors and windows closed. Use air-conditioned spaces when possible.
- **Use Air Filters:** SFBU maintains indoor areas with filtered HVAC systems to provide cleaner air.
- **Limit Physical Activity:** Avoid strenuous activities outdoors during poor air quality days.
- **Masks:** N95 respirators may be made available during severe smoke events, particularly for outdoor staff.
- **Campus Alerts:** Updates and protective actions will be communicated through AlertSFBU (RAVE) and campus email.

For Faculty and Supervisors:

- Adjust class or work expectations for individuals experiencing respiratory symptoms.
- Relocate activities to indoor spaces when AQI exceeds 150.
- Direct any air quality or HVAC concerns to Campus Facilities at 510-767-6175

16.0 Training, Drills & Recordkeeping

As part of SFBU's ongoing commitment to campus safety and regulatory compliance, all employees must be trained and prepared to respond effectively to emergencies. This section outlines the university's procedures for emergency training, drills, and documentation, in accordance with California state laws and local safety requirements.

Maintaining a safe environment for students, faculty, staff, and visitors is a shared responsibility, and consistent training ensures that all personnel are equipped to act swiftly and appropriately during critical incidents.

1. In compliance with regulations, all employees are required to be trained on this Emergency Action Plan (EAP) initially, when updates are made, and annually thereafter. This training shall include procedures for reporting emergencies, evacuation routes, and roles and responsibilities during an emergency.
2. Emergency drills, including evacuation, lockdown, and shelter-in-place, will be conducted at least once per year, in accordance with local fire authority guidance and best practices for campus safety.
3. The Human Resources Department shall maintain comprehensive records of all training activities and drill participation (including roll call sheets) in accordance with Cal/OSHA and applicable documentation and record retention requirements.
4. All medical emergencies, injuries, or incidents involving employees must be reported immediately to both Campus Security and Human Resources. Reports will be used to ensure compliance with California workplace injury reporting laws and to support appropriate follow-up.

- Campus Security

Available 24/7 for Emergencies & Safety Assistance (e.g., safety escorts, threats)

Phone: 510-737-1273

Email: sec-guard@sfbu.edu

- Department of Human Resources

Phone: 510-803-SFBU (7328) ext 110

Email: hr@sfbu.edu

17.0 Record of Retention and Review

Emergency Action Plan (EAP) Record of Changes

Change	Date Made	Made By	Summary of Changes	Next Review Due
01.	05/20/2025	LS	Initial EAP issue for training for implementation	05/20/2026
02.	06/20/2025	LS	Post-implementation review and edits	
03.	04/30/2026	DL	Updated Staff Names	5/20/2026
04.				
05.				
06.				
07.				
08.				
09.				
10.				

Legend

- LS: Luis Soto, Safety Officer (External)
- DL: Dustin Lewis, Director of Campus Operations
- SCM: Safety Compliance Management, Emergency and Safety Vendor
- RM: Risk Management

Revision Type

- Annual Review
- Update BEAP Information
- Update Building Coordinator / Floor Marshal
- Other

APPENDIX A: SFBU Building 1 Emergency Action Plan (BEAP I)



- **Building Name:** Mission Falls Building 1 (*Student Success Hub*)
- **Building Address:** 47065 Warm Springs Blvd, Fremont, CA 94539
- **Building Use Description:** Offices & Meeting Space for Students and Staff. Second (upper floor) consists of a storage loft only. It is accessible via stairs and remains locked with keys in possession of staff only.

Building Emergency Team (BET 1)

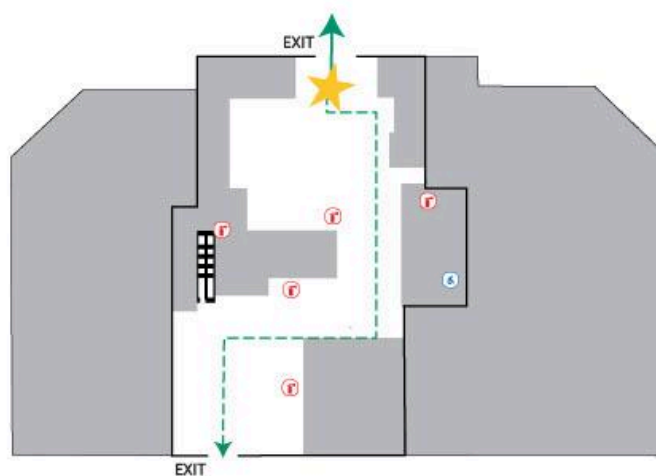
Staff Name	Role	Contact Information
Kafele Khalfani	Building Emergency Coordinator	510-803-7328 Ext. 227 ; kafele.khalfani@sfbu.edu
Tracy Patton	Floor Warden	tracy.patton@sfbu.edu
Margaux John	Assistance Monitor	margaux.john@sfbu.edu

SFBU Building 1 Evacuation Plan Maps

EVACUATION PLAN

FLOOR
1

BUILDING 1, SFBU Student Success Hub
47065 Warm Springs Blvd, Fremont, CA 94539



- | | |
|---|--|
|  You Are Here |  Exit Stairs |
|  Fire Pull Station |  Fire Extinguisher |
|  Exit Path |  Accessible Elevators |
|  Secondary Exit |  Accessible Restrooms |

Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.

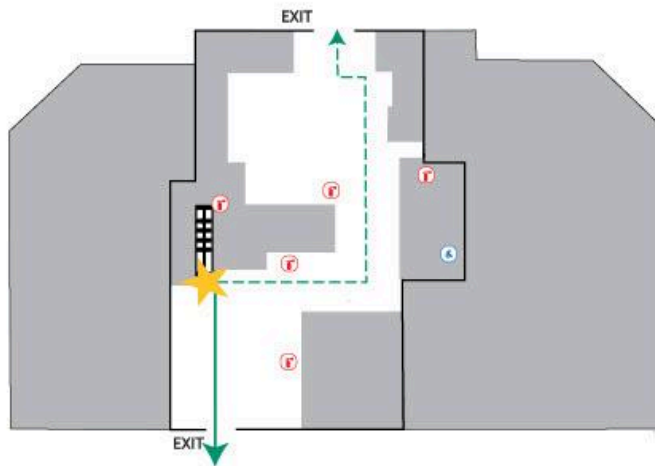


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 1, SFBU Student Success Hub
47065 Warm Springs Blvd, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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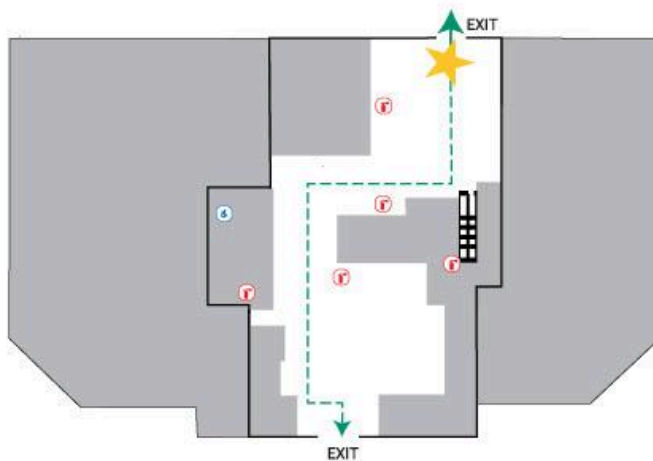


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 1, SFBU Student Success Hub
47065 Warm Springs Blvd, Fremont, CA 94539



- | | |
|---|--|
|  You Are Here |  Exit Stairs |
|  Fire Pull Station |  Fire Extinguisher |
|  Exit Path |  Accessible Elevators |
|  Secondary Exit |  Accessible Restrooms |

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Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

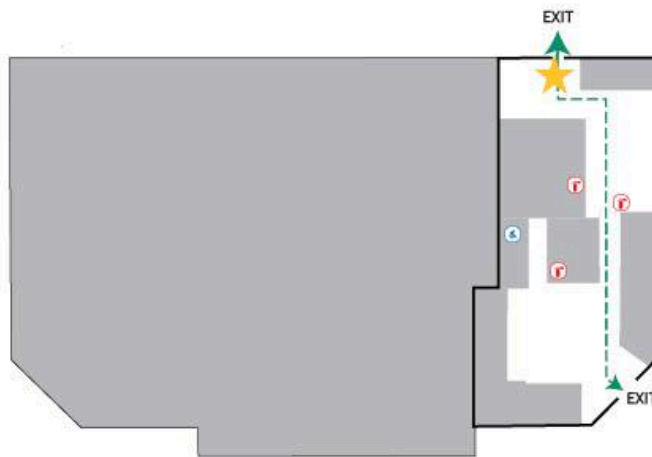


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 1A
47061 Warm Springs Blvd, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

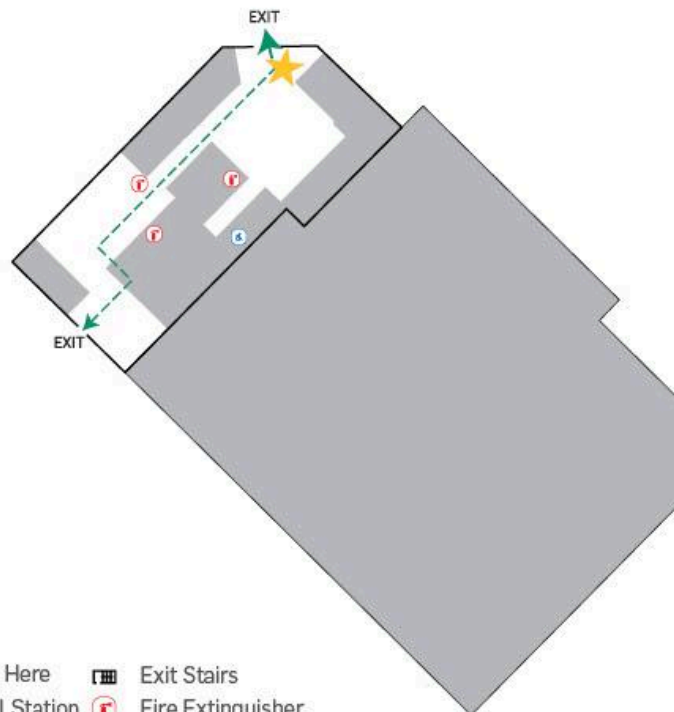


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 1A
47061 Warm Springs Blvd, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

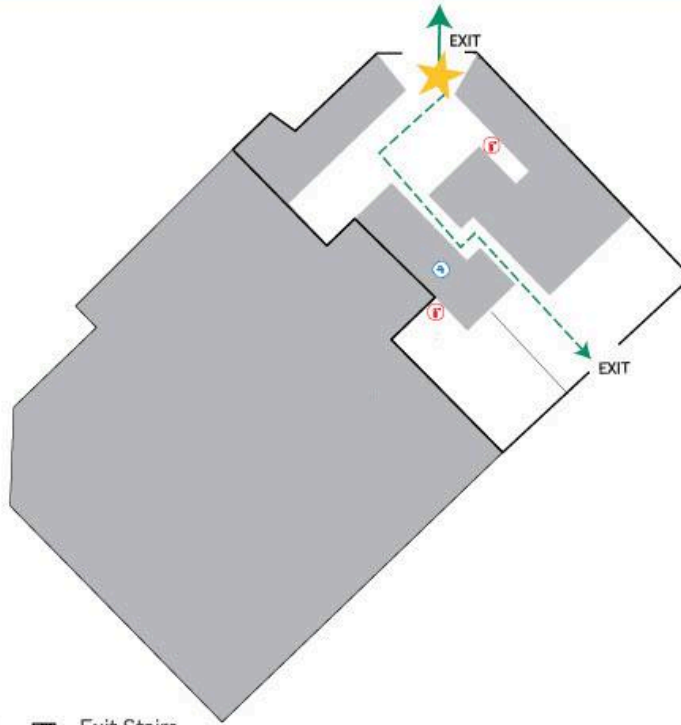


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 1B
47073 Warm Springs Blvd, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.



911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

APPENDIX B: SFBU Building 2 Emergency Action Plan (BEAP II)



- **Building Name:** Mission Falls Building 2 (*SFBU Main Campus*)
- **Building Address:** 161 Mission Falls Lane, Fremont, CA 94539
- **Building Use Description:** Primary academic facility, classrooms, library, break rooms and faculty offices.

Building Emergency Team (BET 2)

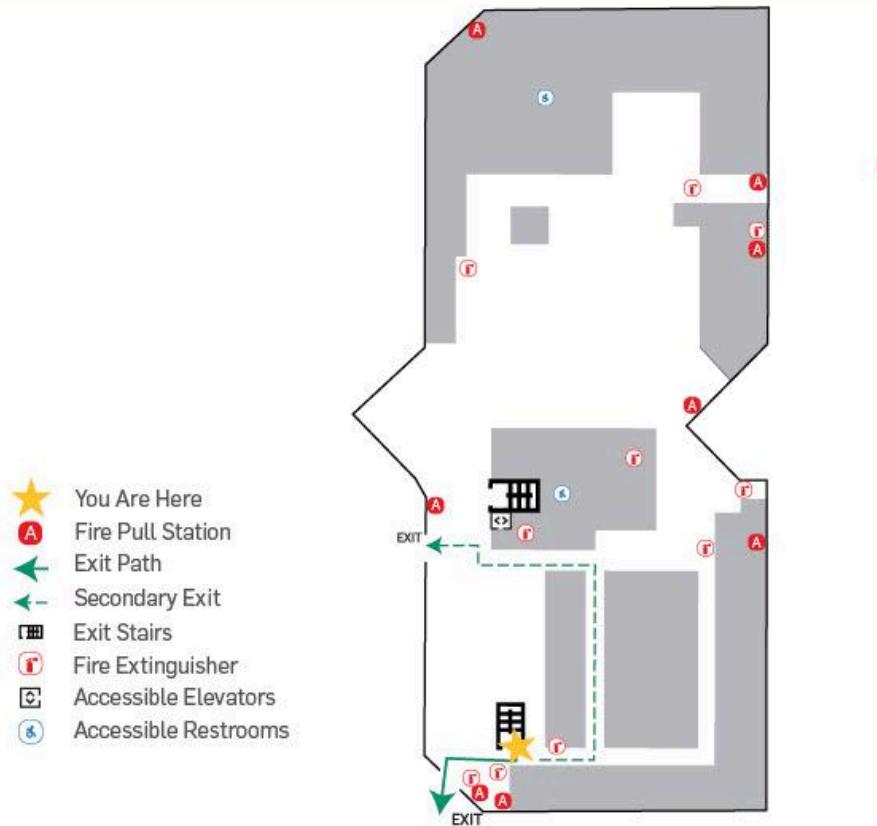
Staff Name	Role	Contact Information
Open Hiring / AX9 Security	Building Emergency Coordinator	
Thai Nguyen	Floor Warden	
Aren Santos	Assistance Monitor	

SFBU Building 2 Evacuation Plan Map

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.

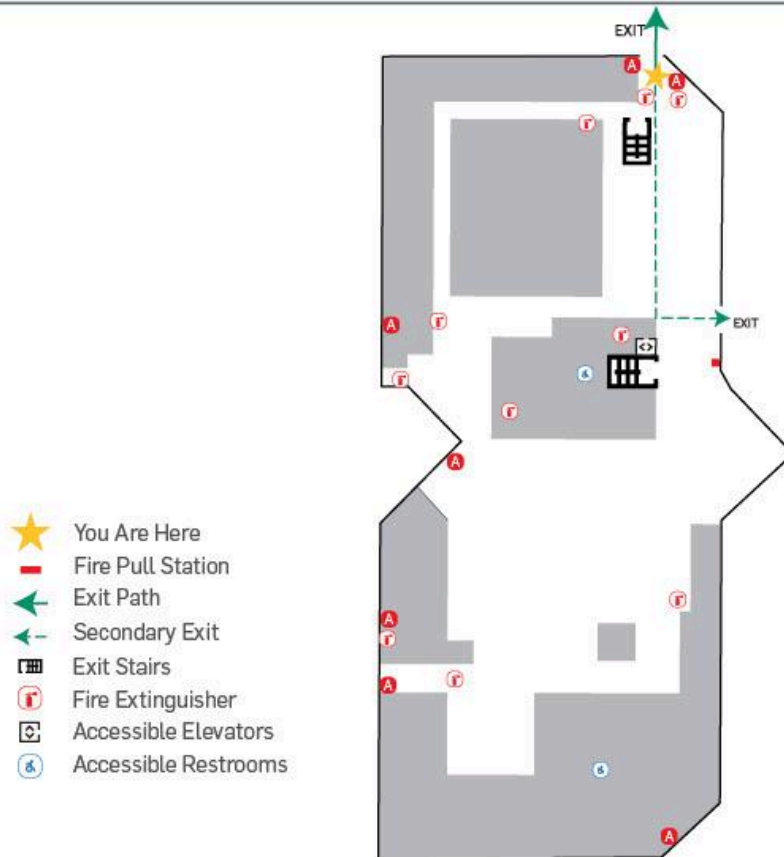


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



- ★ You Are Here
- Fire Pull Station
- Exit Path
- Secondary Exit
- EXIT Exit Stairs
- F Fire Extinguisher
- E Accessible Elevators
- R Accessible Restrooms

Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.

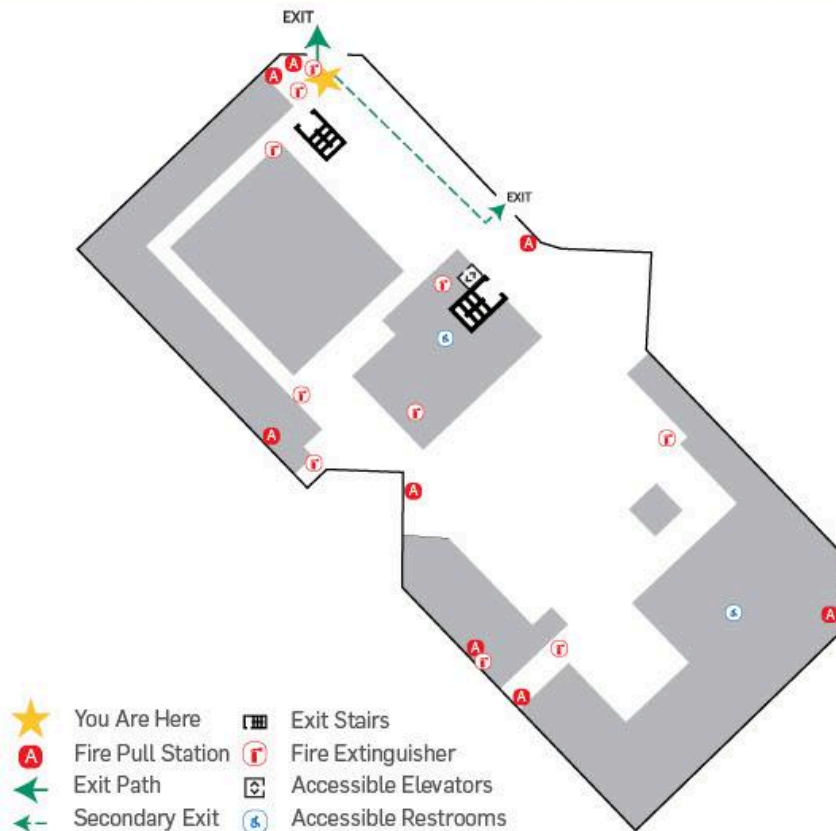


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



Persons with disabilities
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Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

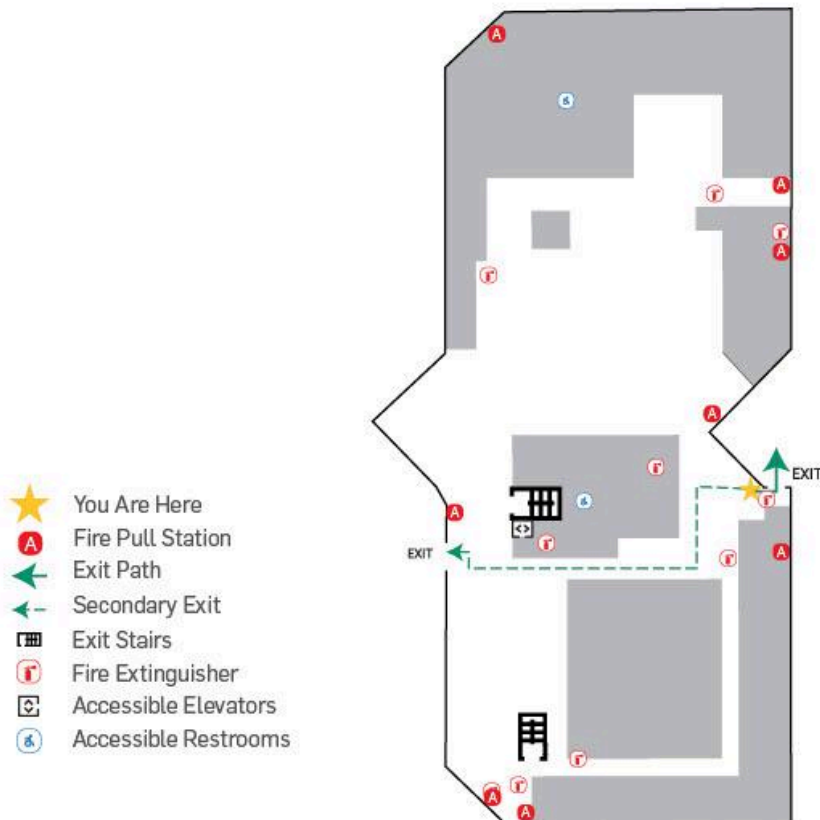


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



Persons with disabilities
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Strobe lights will flash.

IN CASE OF FIRE, DO
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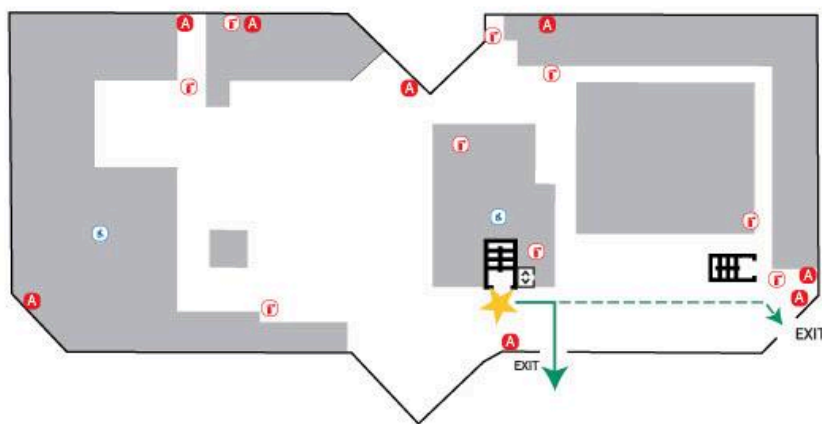


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



- | | | | |
|--|-------------------|--|----------------------|
| | You Are Here | | Exit Stairs |
| | Fire Pull Station | | Fire Extinguisher |
| | Exit Path | | Accessible Elevators |
| | Secondary Exit | | Accessible Restrooms |

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Strobe lights will flash.

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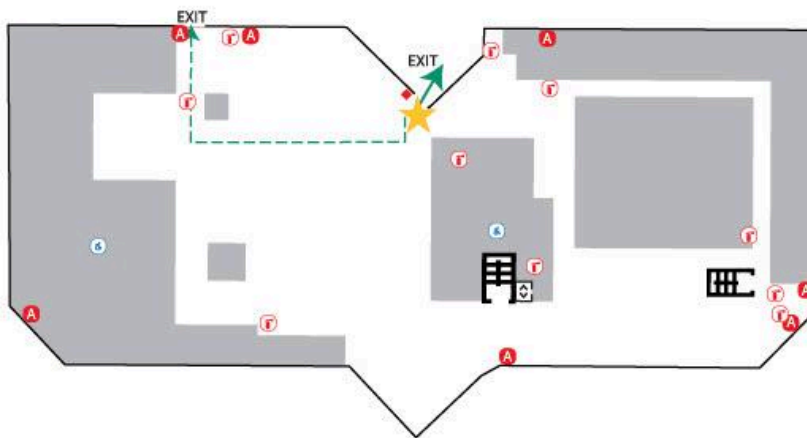


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Strobe lights will flash.

IN CASE OF FIRE, DO
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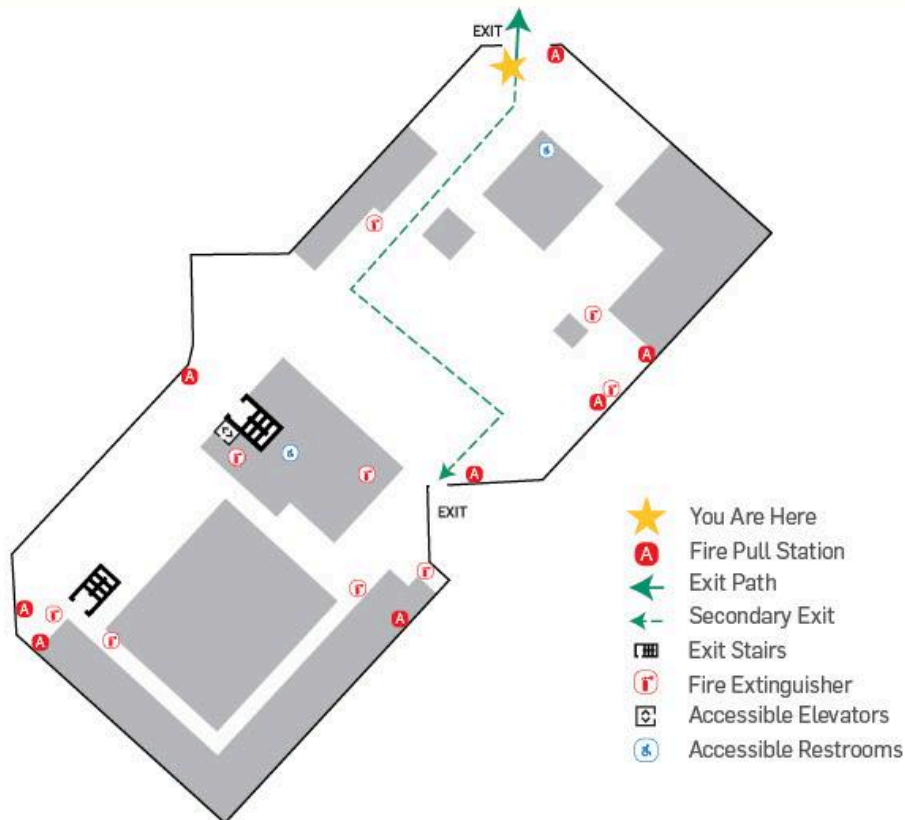


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



Persons with disabilities
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exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

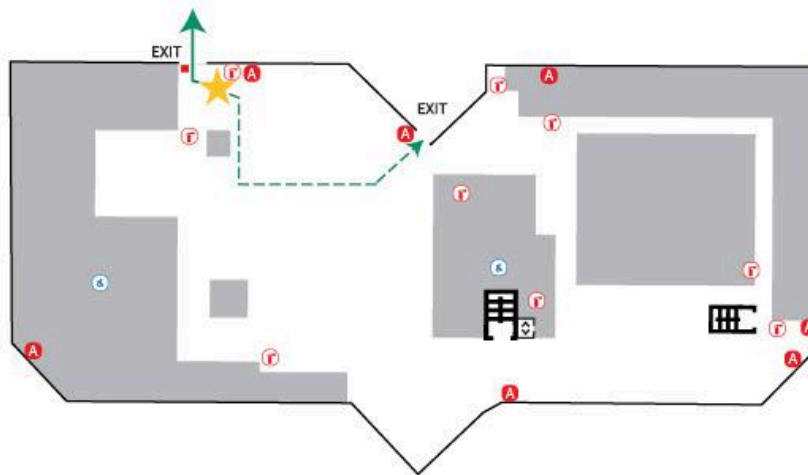


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

SFBU BUILDING 2
161 Mission Falls Lane, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

Persons with disabilities
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exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.



911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

APPENDIX C: SFBU Building 3 Emergency Action Plan (BEAP III)



- **Building Name:** Mission Falls Building 3 (*Student Lounge, Storage, G&A Office*)
- **Building Address(es):** 47122, 47132, 47102 Mission Falls Ct, Fremont, CA 94539
- **Building Emergency Coordinator:** Emma Chen
- **Building Use Description:** Recreation and break rooms, administrative offices, and storage.

Building Emergency Team (BET 3)

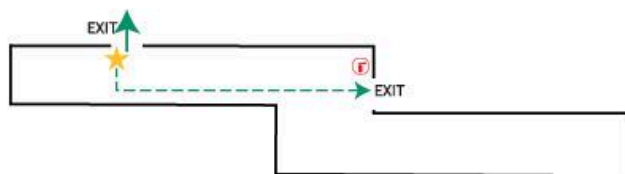
Staff Name	Role	Contact Information
Jason Sjah	Building Emergency Coordinator	
Lea Valdez	Floor Warden	
Chris Zhang	Assistance Monitor	

SFBU Connector for Buildings 2 and 3 Evacuation Plan Maps

EVACUATION PLAN

FLOOR
1

CONNECTOR FOR BUILDING 2 AND 3
47102 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|--|-------------------|--|----------------------|
| | You Are Here | | Exit Stairs |
| | Fire Pull Station | | Fire Extinguisher |
| | Exit Path | | Accessible Elevators |
| | Secondary Exit | | Accessible Restrooms |

Persons with disabilities shall proceed to the nearest exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.

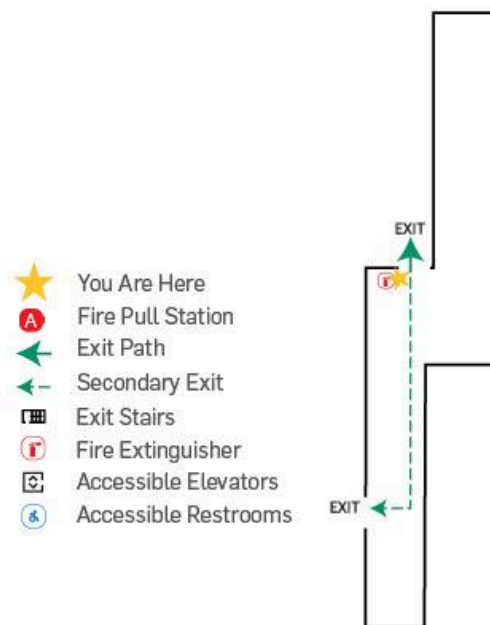


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

CONNECTOR FOR BUILDING 2 AND 3
47102 Mission Falls Ct, Fremont, CA 94539



Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.



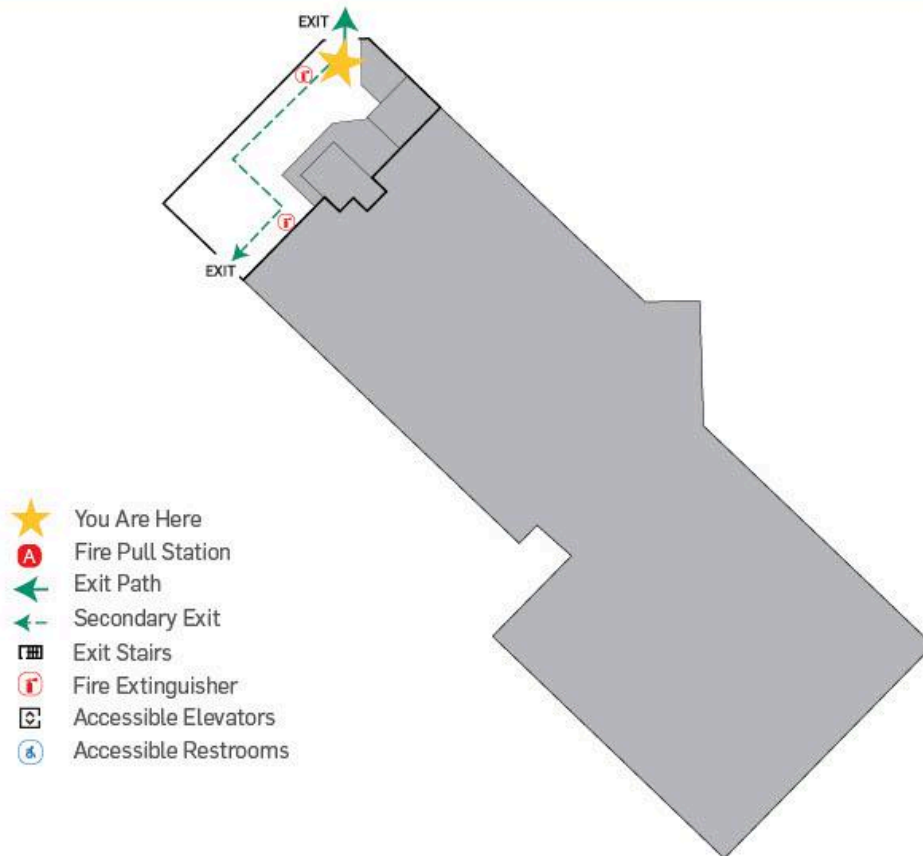
911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

SFBU Building 3 Evacuation Plan Maps

EVACUATION PLAN

FLOOR
1

BUILDING 3, SFBU Student Lounge
47132 Mission Falls Ct, Fremont, CA 94539



Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.

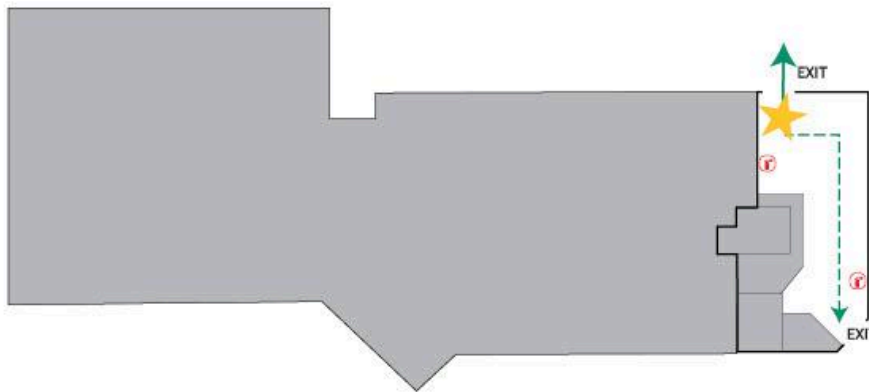


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3, SFBU Student Lounge
47132 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Strobe lights will flash.

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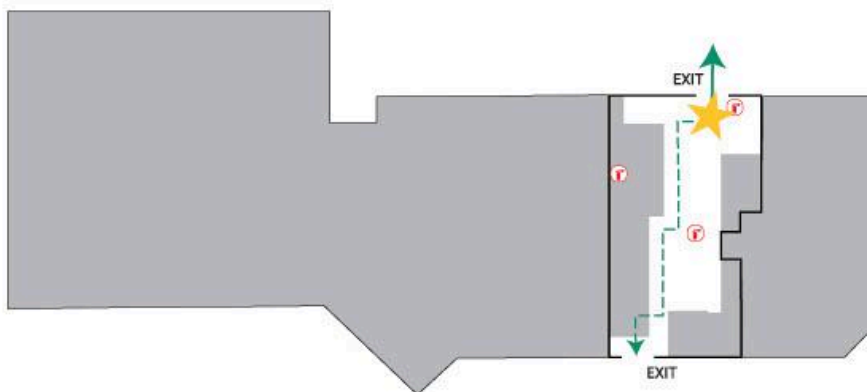


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Facilities Storage
47122 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

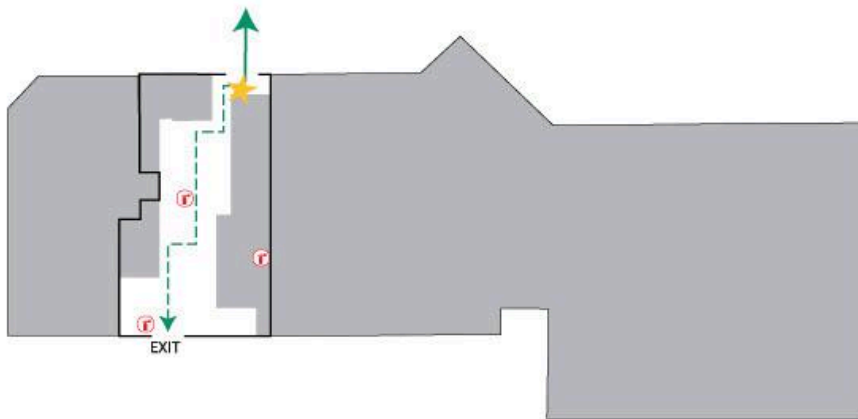


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Facilities Storage
47122 Mission Falls Ct, Fremont, CA 94539



- | | |
|---|--|
|  You Are Here |  Exit Stairs |
|  Fire Pull Station |  Fire Extinguisher |
|  Exit Path |  Accessible Elevators |
|  Secondary Exit |  Accessible Restrooms |

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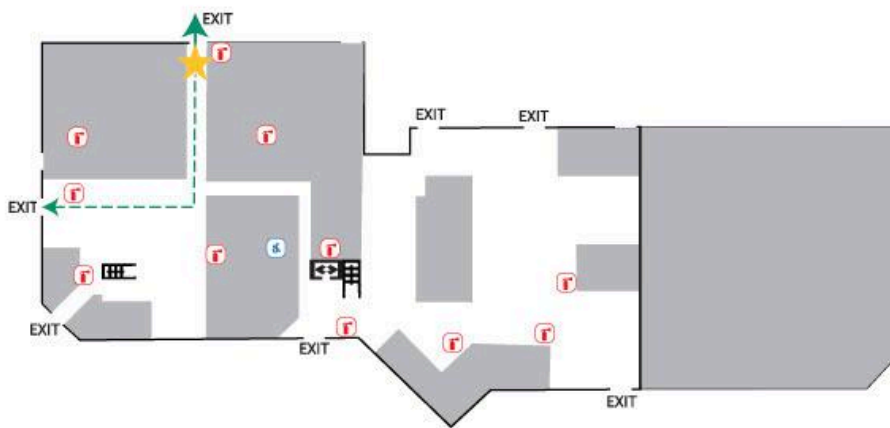


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

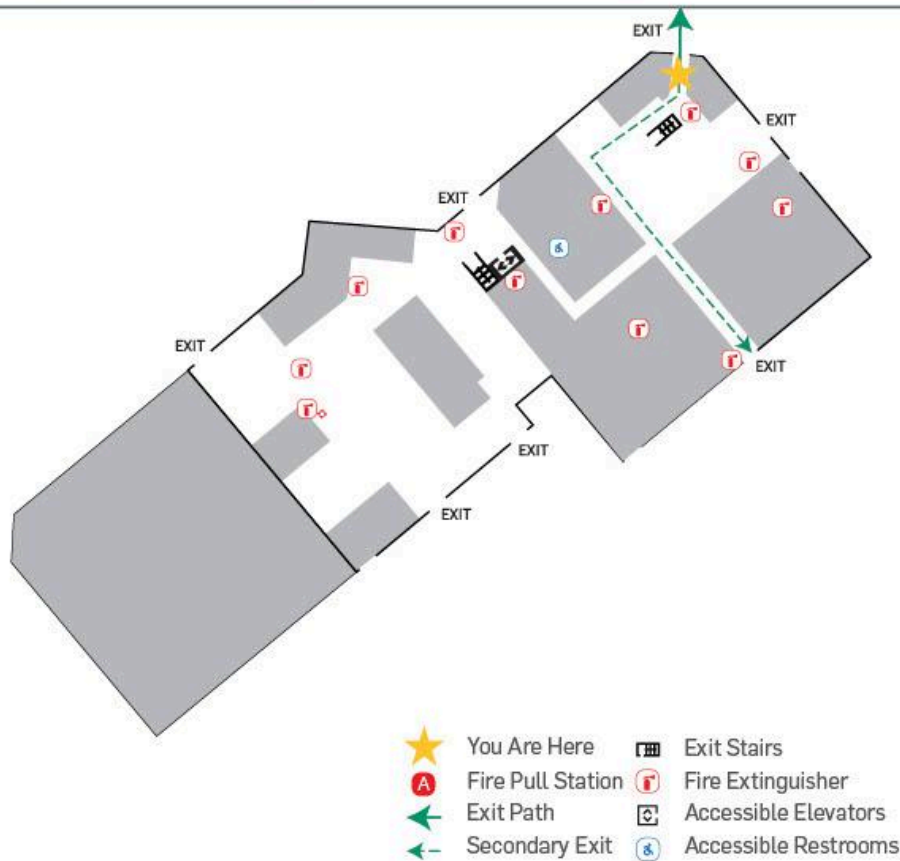


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

**IN CASE OF FIRE, DO
NOT USE ELEVATOR.
USE EXIT STAIRS.**

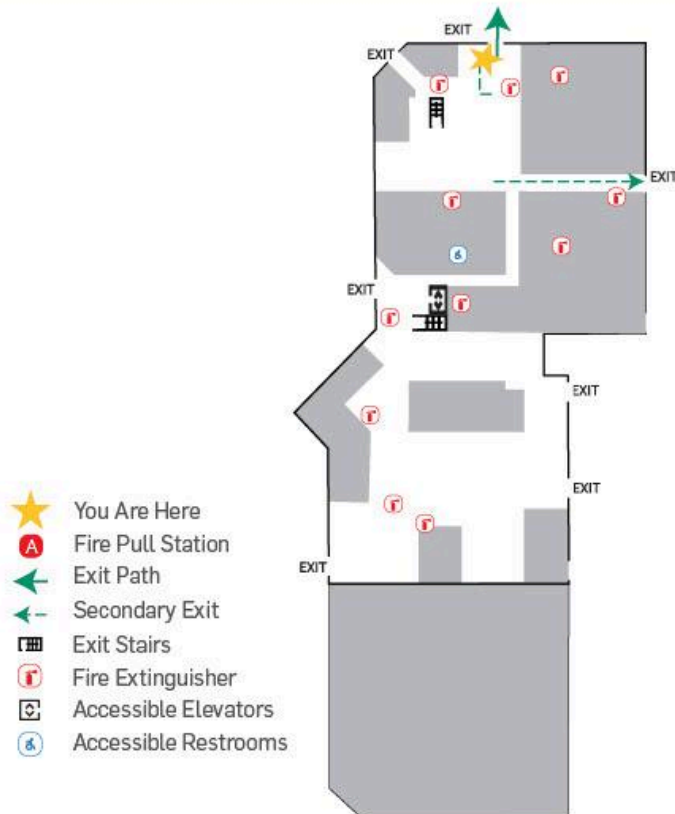


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



Persons with disabilities
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exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
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USE EXIT STAIRS.

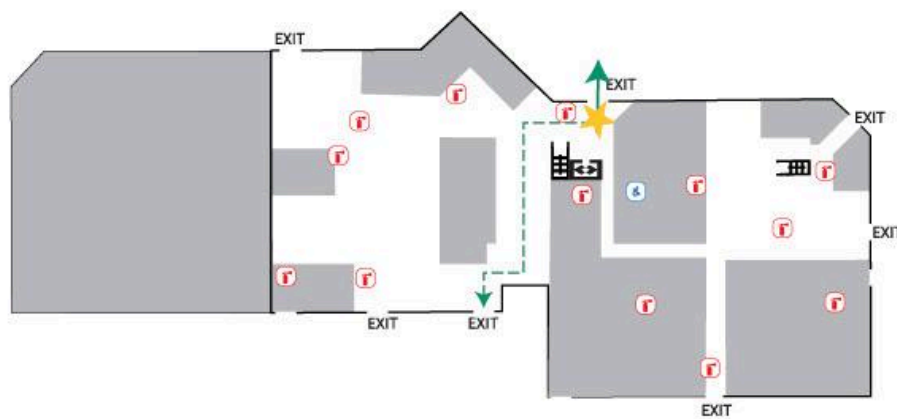


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

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Strobe lights will flash.

IN CASE OF FIRE, DO
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911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



Persons with disabilities shall proceed to the nearest exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO NOT USE ELEVATOR. USE EXIT STAIRS.

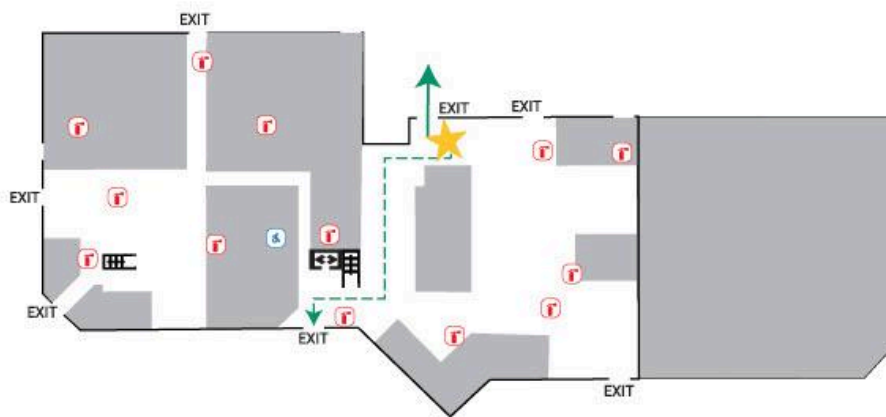


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



- | | | | |
|---|-------------------|---|----------------------|
|  | You Are Here |  | Exit Stairs |
|  | Fire Pull Station |  | Fire Extinguisher |
|  | Exit Path |  | Accessible Elevators |
|  | Secondary Exit |  | Accessible Restrooms |

Persons with disabilities
shall proceed to the nearest
exit and await assistance.

Fire alarm will sound as a horn.
Strobe lights will flash.

IN CASE OF FIRE, DO
NOT USE ELEVATOR.
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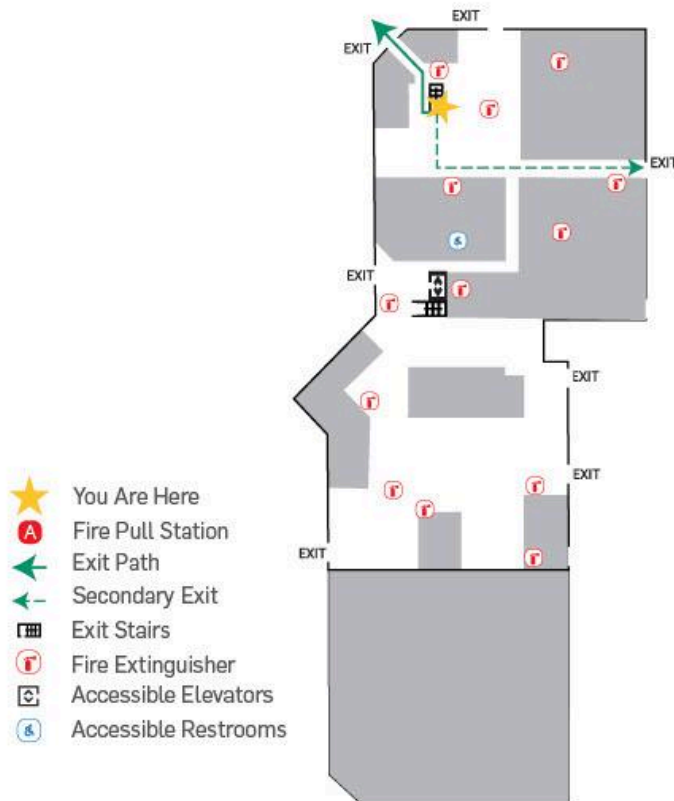


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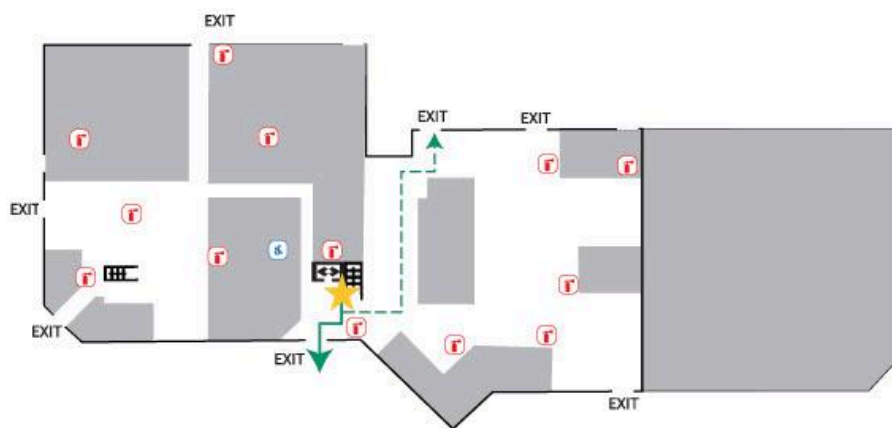


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EVACUATION PLAN

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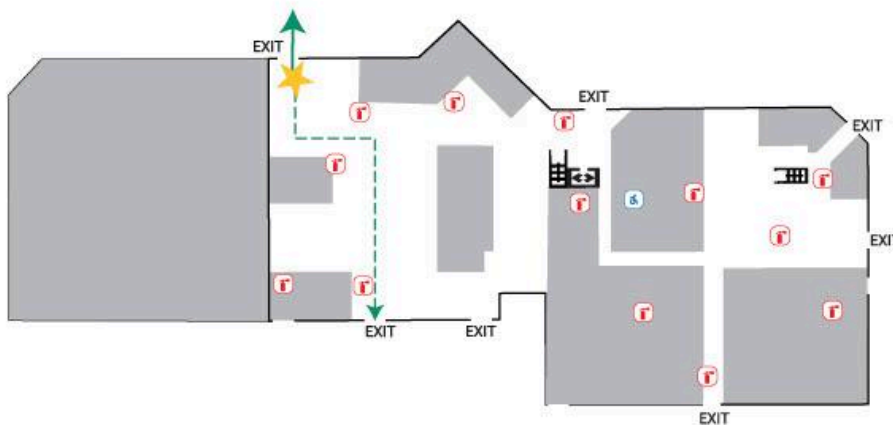


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EVACUATION PLAN

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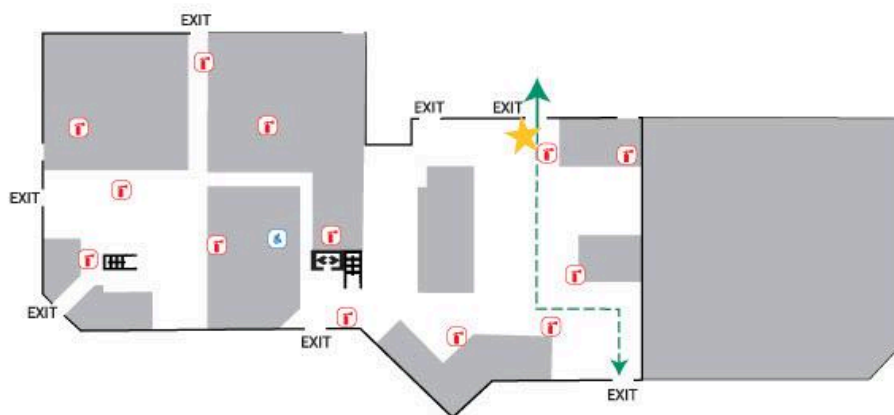


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EVACUATION PLAN

FLOOR
1

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



- | | | | |
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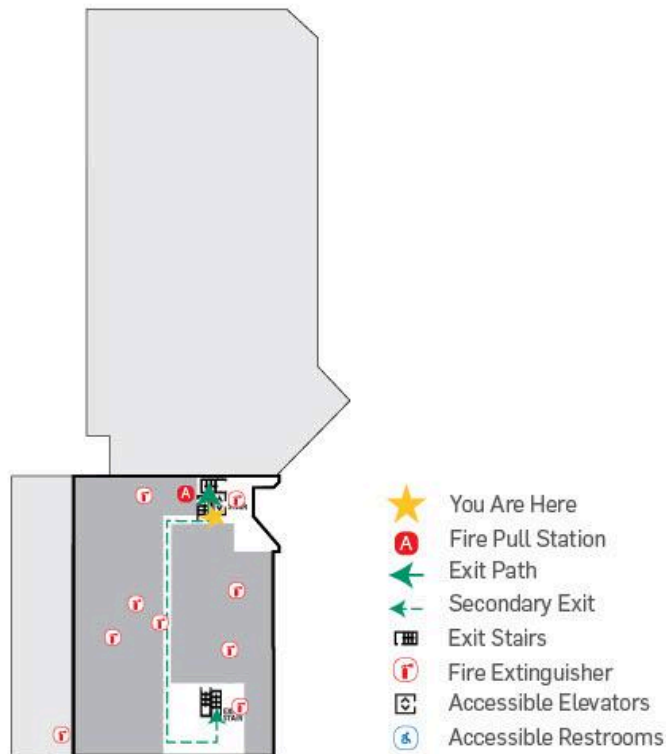


911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
2

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539



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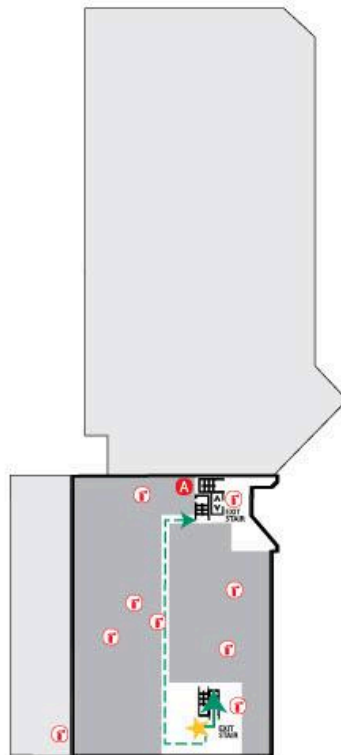
911 CALL FOR FIRE, POLICE, OR MEDICAL RESPONSE

EVACUATION PLAN

FLOOR
2

BUILDING 3 SFBU Office
47102 Mission Falls Ct, Fremont, CA 94539

-  You Are Here
-  Fire Pull Station
-  Exit Path
-  Secondary Exit
-  Exit Stairs
-  Fire Extinguisher
-  Accessible Elevators
-  Accessible Restrooms



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APPENDIX D: SFBU Employee Evacuation Attendance Sheets

During all emergency evacuation drills and actual evacuation events, designated personnel shall use **Employee Evacuation Attendance Sheets** (also known as roll call sheets) to account for the presence and safety of all employees.

Each Building Emergency Coordinator and Documentation Specialist is responsible for ensuring that their assigned attendance sheets are current, including employee names, contact information, and work locations. Attendance sheets will also include classroom attendance and visitor rosters.

Immediately following an evacuation, designated staff must conduct a roll call at the assembly area and report the attendance status to Campus Security and Human Resources. Any unaccounted-for individuals must be reported immediately to emergency responders.

Attendance sheets will be collected and retained by the Human Resources Department for documentation and compliance purposes. These records may also support post-incident reviews and future emergency planning.

Live Link: [SFBU Evacuation Attendance Sheets for Building 1-3](#)

Screenshot Illustration:

A	B	C	D	E	F	G	H	I	J
Student Success Hub B1									
#	Employee Name	☒ Present - Accounted for	Missing (X)	Last Known Location	Department	Role / Title	Notes / Special Considerations	Emergency Contact	Phone Number
1		☐							
2		☐							
3		☐							
4		☐							
5		☐							
6		☐							
7		☐							
8		☐							
9		☐							
10		☐							
11		☐							
12		☐							
13		☐							
14		☐							
15		☐							
16		☐							
17		☐							
18		☐							
19		☐							
20		☐							

APPENDIX E: First Aid and CPR Trained Staff

SFBU prioritizes the health and safety of all members of our campus community. To support rapid response during medical emergencies, the university maintains a roster of employees trained in First Aid and CPR, including the use of automated external defibrillators (AEDs).

These trained individuals play a critical role in providing immediate assistance while awaiting professional medical responders. All employees are strongly encouraged to participate in First Aid and CPR training, which is offered periodically by the university at no cost.

Volunteering for this training not only enhances campus safety but also equips individuals with valuable life-saving skills.

Name	Email	Building	Certification	Date Completed	Expiry
Jason Sjah	jason.sjah@sfbu.edu	3	Adult and Pediatric First Aid/CPR/AED	2/11/2024	2/11/2026
Kafele Khalfani	kafele.khalfani@sfbu.edu	1	Adult, Child, Infant First Aid/CPR/AED	7/1/2024	7/1/2026
Luis Castillo	luis.castillo@sfbu.edu	3	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
John Ciapponi	john.ciapponi@sfbu.edu	3	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Lesley Jimenez	lesley.jimenez@sfbu.edu	2	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Andrew Nguyen	andrew.nguyen@sfbu.edu	1	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Thai Nguyen	thai.nguyen@sfbu.edu	2	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Lea Valdez	lea.valdez@sfbu.edu	3	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Rochelle Vasquez	rochelle.vasquez@sfbu.edu	3	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Chris Zhang	chris.zhang@sfbu.edu	2	Adult First Aid/CPR/AED	3/24/2025	3/24/2027
Maryam Jadali	maryam.jadali@sfbu.edu	3	Adult First Aid/CPR/AED	3/24/2025	3/24/2027