

Evacuation Exercise Frequently Asked Questions

Q - Is it "Drop, Cover and Hold On" (under a table) or the Triangle of Life (drop next to a table or heavy object) to protect myself during earthquakes?

A - Drop, Cover and Hold On under a table. The Triangle of Life is bad information. If you don't have a table to get under, drop and cover wherever you are and try to protect your head.

Q - I don't take attendance in my class. How am I supposed to know if everyone made it to the evacuation area?

A - Count heads as they exit the building if possible, if not, just count heads at the evacuation site and ask the students if they think anyone is missing.

Q - I thought the evacuation instructions said to remain silent and stay off cell phones.

A - That's correct. All Faculty and staff should reinforce this instruction so that everyone is able to hear safety instructions and situation updates.

Q - I saw people trying to drive off during the drill. Is that OK?

A - No. There should be no vehicle movement during a drill - except for emergency personnel.

Q - I'm a faculty member and didn't know that a drill was scheduled.

A - Several notices were sent out to your campus email.

Q - There was no evacuation map in my room. How do I know which parking lot to go to?

A - You should evacuate to the closest parking lot. Tell your students what parking lot is the closest. If for some reason, that lot, or the path to that lot is unsafe, you can go to ANY parking lot and check in. Depending on where you are on campus at the moment of the evacuation, your closest parking lot may be different.

Q - I had to leave my students to pick up the Head Count form. I don't think this is a good idea.

A - We are changing the procedure so that we will bring the Check In form to you. It might take a little longer, but you will not have to leave your students.

Q - If there is a real earthquake, will someone come around and tell me to evacuate?

A - We don't know. The person may be injured. If you feel that it is unsafe to stay in the building, you may make the determination to evacuate your students. In an earthquake, if objects fall over, or off shelves, the building structure may be damaged and you should leave without needing to be notified.

Q - I'm afraid I'm going to get hit with falling debris when I evacuate during an earthquake.

A - You always stay protected (Drop, Cover and Hold On) while the ground is shaking. AFTER the shaking has stopped, evacuate.

Q - I could not see the Check In Point, what do I do?

A - We're moving the Check In Points farther out into the parking lots. You will not have to go to the Check In Point unless you have a question. We are going to bring the Check In Forms to you.

Q - I couldn't hear instructions from the bullhorns. What do I do?

A - Make sure everyone around you is complying with the "remain silent and stay off cell phones" procedure. Go up to the person with the bullhorn and tell them that they aren't loud enough.

Q - What about faculty who are not in class at the moment? Does someone also take a census of faculty?

A - The only way we will know if an individual faculty member is missing, is if someone tells Check In that they are missing.

Q - I was not in class when the evacuation notice came out. How will I know what to do?

A - Someone will tell you to go to the evacuation site, or you can ask someone walking past you what's going on. Evacuate to the closest parking lot and "attach" yourself to one of the faculty members who has a class already there. The faculty member will include you in their head count and you can stay with them to receive updates on the emergency.

Q - Why can't I leave campus?

A - Depending on the emergency, the area around the campus may be hazardous (roads damaged, gas leaks, gunmen, etc). The Campus leadership team will contact the City to gather information and relay it to everyone at each evacuation site. When they can confirm it is safe for you to leave, they'll let you know.

Q - What if I have a student in a wheelchair and they can't get out? Do I stay with them?

A - If you feel it is safe to stay, yes, and tell others to report your location to the Check In point. If it is unsafe to stay, ask people around you to assist you. If there is no one to assist, you will have to leave the person and quickly report their location to the Check In point. No one is expected to put themselves in danger to help someone else. When we plan and train ahead of time, we can figure out ways to make sure everyone can get out.

Q - People around me were not taking the drill seriously. Will their attitudes put me in danger.

A - Yes, and it puts them in danger too. Encourage people to participate.

Q - What is the purpose of Check In?

A - Check In is the first step in gathering information about the situation. It allows all of us to get an idea how many people are in the parking lots, how many people need medical assistance and who is missing. The next step is to get the appropriate supplies out of the campus emergency cache and request assistance from the District or the City as needed. In a long term even, we may need to try to provide shelter from the elements, food and water.

Q - Can we sit in cars?

A - Not for a drill. In a real event, when you are in the parking lot for an extended period of time, sitting in cars and listening to news reports is OK as long as the faculty member can still account for his/her students. We can also arrange to have vehicles moved from one parking lot to another if your car is somewhere else.