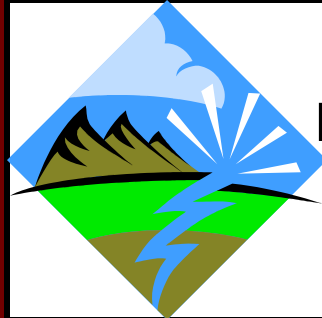


Oikos University

Emergency Action Plan



Fire
Safety



Earthquake
Safety



Severe
Weather
Safety



Medical
Emergency



Emergency
Preparedness



Health &
Safety
Checks



Hospital
& Clinic
Locations



Important
Contact
Numbers



Active
Intruder
Safety

Earthquake Safety Procedure

What to do?

- During an earthquake
- After an earthquake
- What to do after an earthquake

For additional information on staying safe during an Earthquake check out the FEMA web site at:
<http://www.fema.gov/areyouready/earthquakes.shtm>

Menu

Fire Safety Procedure

■ What to do?

1. Break the glass of the closest fire alarm box.
2. Evacuate using stairs
3. If a door feels warm to the touch, do not open it
4. Do not go into a blazing or smoke-filled area for any reason, fires can be unpredictable
5. If the room is filled with smoke, stay close to the floor as possible and hold a cloth over your nose and mouth to breathe through
6. Report to building's main office
7. Wait for further directions from main office or the Student Life staff

During an Earthquake

1. Get someplace safe and secure:
 - If you are **INDOORS**:
 - Take shelter under a table or desk, remain there until shaking is over
 - Turn off electrical equipment
 - Move away from anything that could shake or fall (For example: windows, outside doors or walls, tall bookshelves, etc...)
 - If you are **OUTDOORS**:
 - Remain there but move away from anything that could shake loose and fall (For example: poles overhead wires, etc...).
 - Do not enter a building even after the initial tremors; the aftershocks may shake down further debris from the structures.

After an Earthquake

2. After the earthquake:

- Move cautiously when exiting the buildings.
- Watch for hazards when moving around the campus.
- Stay away from fallen or damaged wires.
- Do not enter any building until it is declared safe by a University official.
- Do not use telephones; except in extreme emergencies
- Do not use any water supply or flush any toilets until you have been advised that the water and sewer lines have been checked.
- Report immediately any potential dangerous situations.

What to do after an earthquake?

3. Students will need to immediately report to main office
4. After checking in with main office, instructions on where to go will be available.

Severe Weather Safety Procedure

- What to do?
 1. Move away from windows or glass-enclosed areas immediately
 2. Listen for directions from main office member
 3. Check in with main office

- Where to go?
 - Safest Area
 1. Center of the building closest to basement or ground floor as possible
 2. Lower level room with interior walls and without windows

Medical Emergency

- If it's minor:
 - First Aid Kits are located at the Main Office
 - Call main office on duty of situation
- If life threatening:
 - **Dial 911**
 - Give street address, building, room number and type of emergency.
 - **Call main office on Duty**
 - Inform main office on duty of situation and exact location.

Emergency Preparedness

■ Personal

– **Supplies List:** Keep a 3 day supply

- Water: one gallon per day
- Food: ready to eat canned meats, soups, juices, fruits and vegetables
- First Aid Kit
- Flashlight and Battery-Operated Radio
- Non-electrical can opener
- Tent
- Batteries
- Map of area
- Personal hygiene items
- Sturdy shoes
- Rain gear, hat, gloves
- Blankets and sleeping bags

■ Emergency Preparedness Kits

– [Purchase Kits Online](#)

Active Shooter/Hostile Intruder on Campus

1. If you witness an active shooter/hostile intruder is on campus, immediately notify Campus main office if possible. If you are notified an active shooter/hostile intruder is on campus, consider the following actions
 - Run away from the threat if you can, and never run in a straight line
 - If you are in a classroom, the senior employee/faculty member should immediately lock students and themselves in the room, and cover any windows or openings. Keep everyone together.
 - If you are in an outdoor unsecured area, seek shelter in the nearest securable room, lock yourself in the room.

Active Shooter/Hostile Intruder on Campus

2. If you are caught by the intruder, never look him/her in the eyes, obey all commands, and try to remain as calm as possible. Do not appear to pose a challenge, and be submissive.
3. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air.
4. During building evacuations, assist the handicapped in exiting the building. Remain calm and do not panic.

Health & Safety Checks

If someone has a concern about the well-being of a student at Oikos University , please contact the main office.

(510) 909-7623, Main Office

If you contact the Oikos main office, please know there are various legal (FERPA) and ethical restrictions that guide how staff members operate in such situations. To assist the staff member, please identify yourself and why you are calling. Identify that you have a health and safety concern and provide your contact information. The person taking your call will respond to your concerns and incases when a message is left, someone will respond as soon as possible.

Please remember that in all cases, staff members will be restricted in the information they can provide you the caller.

Menu

Hospital & Clinic Locations

Alameda County Medical Center- Highland Hospital

1411 E 31st St.
Oakland, CA 94602
(510) 437-4800

Alta Bate Medical Center Area

2450 Ashby Ave
Berkeley, CA 94705
(510) 204-1894

Kindred Hospital- San Francisco Bay

2800 Benedict Dr.
San Leandro, CA 94577
(510) 357-8300

Alameda Hospital

2070 Clinton Ave.
Alameda, CA 94501
(510) 522-3700

Eden Medical Center

20103 Lake Chabot Rd.
Castro Valley, CA 94546
(510) 537-1234

Summit Medical Center

450 30th St.
Oakland, CA 94609
(510) 869-8888

Kaiser Permanente

280 W Macarthur Blvd.
Oakland, CA 94611
(510) 752-1000

[Menu](#)

Important Numbers

<u>Department</u>	<u>Phone Number</u>
■ Emergency	911
■ Main Office	510-909-7623