

Emergency Preparedness Instructions for \_\_\_\_\_  
(course)

**On the first day of every semester:**

- Know the emergency exits and evacuation areas for every classroom.
- Devise "buddy systems" so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation.
- Program the CSULB Emergency Information number -- (800) 341-5505 -- into your cell phone to hear recorded information regarding campus conditions or closure.
- Be personally prepared for an emergency: <http://emergency.csulb.edu/guides/>

**Emergency Communication**

Campus emergency communication is done via a voice message, text and/or an email. Go to MyCSULB to review your contact information. Visit <http://daf.csulb.edu/offices/ppfm/police/ens/> for more info. For instructions on registering with the Emergency Notification System, please select the appropriate link.

Students <http://daf.csulb.edu/offices/ppfm/police/ens/guide-student.html>

Faculty and Staff <http://daf.csulb.edu/offices/ppfm/police/ens/guide-fac-staff.html>

**Evacuations – A drill or a real emergency event?**

- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation route and the post-evacuation assembly area for every building you are in which you have classes or other activities.

**THE CLOSEST EXIT FOR THIS CLASS IS:** \_\_\_\_\_

**WE WILL MEET AT:** \_\_\_\_\_

- Leave the campus only if instructed.

**Earthquake**

If it is severe enough to move furniture, **DROP, COVER and HOLD ON:** Most people are injured trying to run out of a building in an earthquake. It is best to immediately seek shelter (under a desk or table, if possible) cover your head and hold on. Evacuate if directed, if you smell smoke or see fire, if there is a fire alarm, or you feel the building is unsafe and it is safe to do so. Be prepared for AFTERSHOCKS.

**Fire**

- When you see smoke or fire, immediately evacuate the building.
- Follow the exit signs and use the stairs if needed. Do not use elevators.
- If not already activated, pull a fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

**Shelter in Place**

There may be situations where it is imperative that you seek shelter and not leave the building.

- If directed, or you feel it is best to do so, seek shelter in a room with a lock.
- Turn off the lights and silence all cell phones.
- Hide as best as possible until the all clear signal has been given by authorities.
- If you cannot safely hide or escape, be prepared to take action to protect yourself.

See the video for how to prepare for an Active Shooter at <http://daf.csulb.edu/offices/ppfm/police/as-video.html>

**Additional safety information specific to this course:**

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**For more information, ask your instructor, and go to <http://emergency.csulb.edu>. Click on "Personal Preparedness" for even more information on being prepared at CSULB.**