

**EMERGENCY  
DIAL: 9-1-1**

**University Police  
Business Line:  
562-985-4101**

# EMERGENCY PROCEDURES



## EVACUATION INFORMATION

- \* Take personal belongings. (keys, books, wallet, etc.)
- \* Do not use elevators, use nearest stairs.
- \* Follow directions given by designated evacuator.
- \* Evacuate the building using the nearest accessible exit.
- \* Go to designated evacuation point and do not return to building until instructed to do so.
- \* Assist persons with disabilities.
- \* Every person **MUST** evacuate the building.



## MEDICAL EMERGENCY

- \* Dial 911 from campus phone or 562-985-4101 from cell.
- \* Be ready to describe the nature & severity of medical problem and provide estimated age/gender.
- \* Look for Emergency Medical ID.

## FIRE



- \* Activate nearest fire alarm and dial 911, non-campus phone—call 562-985-4101.
- \* Fire extinguisher instructions:

P- pull safety pin from handle.  
A- aim nozzle at base of fire.  
S- squeeze the trigger handle.  
S- sweep from side to side (watch for re-flash).

- \* Evacuate building, do not return until authorized by emergency personnel.

## EARTHQUAKE

- \* **DROP-COVER-HOLD**  
Under a table or desk or against an interior wall until shaking stops. Do **NOT** stand in a doorway. Follow directions given by designated evacuator.
- \* After shaking stops, check yourself and others for injuries.
- \* **EVACUATION IS NOT AUTOMATIC**, evacuate only if the fire alarm is sounding or if directed by emergency personnel.
- \* Do not use elevator.
- \* If you are outdoors, find a spot away from buildings, trees, streetlights and power lines.
- \* Be prepared for aftershocks!!
- \* Every person **MUST** evacuate the building.

## SHELTER IN PLACE

- \* Stay in building; close and lock windows and doors.
- \* Move into an interior room away from windows.
- \* Do not use the elevators.
- \* Make a list of who is there and call University Police at 562-985-4101 to report.
- \* Remain in shelter until emergency personnel announce that it is safe.



## PHONE USE

- \* During an emergency avoid using any phone service except for life safety.



Scan for more details on how to be prepared or visit [emergency.csulb.edu](http://emergency.csulb.edu)

## HAZARDOUS WASTE

- \* If contaminated, remove clothing and rinse with water for 15 minutes.
- \* If immediate hazard exists, dial 911 from campus phone or 562-985-4101 from cell.
- \* For small spills, those not involving immediate danger, confine spill and call University Police at 562-985-4101.



## BOMB THREAT OR SUSPICIOUS OBJECT

- \* Report all threatening calls to 911 from campus phone or 562-985-4101 from cell.
- \* Be sure to ask caller:  
When is the bomb going to explode?  
Where is the bomb?  
What kind of bomb is it?  
What does it look like?  
Why did you place the bomb?
- \* Be attentive to caller for recall when questioned by the police.
- \* If suspicious object is found, do **NOT** handle—dial 911.



## ACTIVE SHOOTER

- \* **RUN:** If there is an escape path, attempt to evacuate. Leave your belongings behind, and help others if possible. Prevent others from entering the area and call 911 when you are safe.
- \* **HIDE:** If you cannot get out safely, you need to hide. Lock and/or blockade the door and silence your cell phone. Stay quiet and out of the shooters view. Be aware of your surroundings and try not to trap or restrict your options for escape.
- \* **FIGHT:** As a last resort, and only if your life is in danger, you may need to attempt to incapacitate the shooter. Work in unison if others are with you. Act with physical aggression and use improvised weapons (chairs, fire extinguisher, etc.) if able.