



CALIFORNIA STATE UNIVERSITY LONG BEACH

Emergency Preparedness

For: _____
(Course)

University Police Department (24/7)

P: 562.985.4101 (non-emergency line) or **911** (text-to-911 is also available if you cannot safely place a phone call)

On the first day of class:

Be aware of all emergency exits and exit routes for the classroom, the floor, and the building. Know the location of nearby safety equipment such as fire extinguishers, alarm pull stations, Automated External Defibrillators, Evacuation Chairs, etc.

Emergency Communication:

All CSULB students, faculty, and staff are automatically enrolled to receive BeachALERT emergency notifications. However, if you change your email or phone number remember to update your Student Center or Employee Center account in CSULB Single Sign-On to ensure you continue to receive alerts. If your phone is off or silent, the campus Public Address speakers will also announce an emergency incident.

Evacuations – Drills or Real:

Whether it is real or a drill, you must evacuate a building any time the fire alarm system is activated or if you are directed to do so by first responders or campus officials.

- The Evacuation Rally Area for this building is: _____
(This is where the class will meet in the event of a building evacuation)

Earthquake:

As soon as you feel shaking, drop down to the ground and cover your head and neck until the shaking stops. Seek shelter under a sturdy object if possible. If you are not able to “**Drop, Cover, and Hold On**” due to physical limitations, move away from any objects that may fall on you. Make yourself as small as possible and cover your head with your arms. Evacuate only if you are directed to do so or if you feel the building/area is no longer safe.

Fire:

Evacuate immediately if you see smoke or fire. If not already activated, pull the nearest fire alarm switch to alert others. Call 911 once you are safely away from the fire. Consider using a fire extinguisher only if you have been trained to use it, the fire is small, and you have a clear exit path.

Shelter-in-Place:

Shelter-in-place orders are typically given due to an environmental threat, such as a hazardous material spill or severe weather/flooding. Stay indoors and move to an interior room if possible, closing windows and doors. If directed to do so, consider closing vents and sealing drafty areas around door frames or windows. Remain indoors until you receive an “All Clear” message.

Active Shooter or Dangerous Situation:

If directed, or if you observe an unsafe situation unfolding, seek shelter in a room with a lock. If this is not possible, block the door with furniture or bind door knobs to prevent entry. Turn off lights and silence your cell phone. Do not leave your space until you receive an “All Clear” or are escorted out by first responders or other campus officials.

If you cannot safely escape or hide from a dangerous situation, be prepared to take action to protect yourself. View the **RUN. HIDE. FIGHT.** active shooter safety video on the University Police website: www.csulb.edu/police.