EMERGENCY PROCEDURES

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

EVACUATION

WALK – DO NOT RUN.
DO NOT USE ELEVATORS.

- Evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Secure any hazardous materials or equipment before leaving.
- Take personal belongings (keys, purses, wallets).
- Assist individuals with disabilities.
- Assemble at the building evacuation assembly area unless otherwise instructed.
- Provide emergency personnel with relevant information.
- Remain at the evacuation assembly point and do not re-enter the building until authorized by emergency personnel.

SHELTER IN PLACE

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure the door is closed. Due to the varying age of campus buildings, doors may lock manually, remotely or not at all.
- If applicable and time permits, lock doors and silence cell phones.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further direction from emergency personnel.

POWER OUTAGE

- Remain calm.
- Evacuate if instructed to do so; move cautiously.
- Laboratory personnel should secure experiments/activities that may present a danger while power is off or when restored.
- Turn off and unplug electrical equipment and computers; turn off light switches.

FIRE

- Activate the nearest fire alarm and call 9-1-1.
- Only use fire extinguisher for small fires.
- Evacuate building, closing doors to contain fire. **DO NOT USE ELEVATORS**.
- Assemble at the building evacuation assembly point unless otherwise instructed.
- Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

POLICE/FIRE/AMBULANCE

Life Threatening or Medical Emergencies

FROM ANY PHONE **911** 24 HOURS

PUBLIC SAFETY
Non-life Threatening, Available 24 hours
CAMPUS PHONE 3-3700 or (323) 343-3700

ENVIRONMENTAL HEALTH AND SAFETY
Chemical Spills/Toxic Fumes
CAMPUS PHONE 3-3531 or (323) 343-3531

FACILITIES SERVICES
Custodial/Utility
CAMPUS PHONE 3-5776 or (323) 343-5776

EMERGENCY NOTIFICATION

Official emergency information will be provided as soon as the situation allows.

- Multiple methods of communication may be used to disseminate information to as many affected individuals as possible.
- Outdoor loudspeakers (may not be audible indoors; refer to www.calstatela.edu for information and updates)

Cal State LA Home page
www.calstatela.edu

Public Safety page
www.calstatela.edu/publicsafety

Eagle Alert (signup)
www.calstatela.edu/alerts/eagle-alert

Facebook
www.facebook.com/calstatela

X: **www.x.com/calstatela**

HAZARDOUS MATERIALS

- In an emergency or if anyone is in danger call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Alert others to stay clear of the area.
- If outdoors, go indoors.
- Close doors and windows.
- Notify emergency personnel if you have been exposed or have information about the release.
- For emergency chemical Information use our **Risk & Safety Data Sheet (SDS) look-up** ⟶

ACTIVE SHOOTER OR VIOLENT INTRUDER

- Be aware of your surroundings and any unusual activity. Take note of emergency notifications (texts, emails, and announcements).
- If there is an accessible escape path, attempt to evacuate the location as fast as possible. Leave personal items behind, keep your hands visible and empty, and follow instructions of law enforcement. (**Run**)
- If you are trapped in a classroom or office stay there and lock the door or barricade the door with furniture. Remain quiet (silence cell phones) and evaluate situation. (**Hide**)
- If safe to do so, call 9-1-1 to notify University Police. If you cannot speak, leave the line open to allow the dispatcher to listen.
- As a last resort, and only if your life is in imminent danger, attempt to disarm or incapacitate the suspect by aggressive action, improvising weapons, and yelling. (**Fight**)
- The above is based on the Cal State LA Active Shooter response program, designed to increase your chances of surviving an active shooter or violent intruder event on campus. The program utilizes three key components – **Run, Hide, Fight** – and encourages community members to take an active role in their own survival. Call University Police at **3-3700** to schedule an Active Shooter Awareness training for your department or class.

EARTHQUAKE

- **DROP, COVER, HOLD ON** under a table or desk or against an inside wall – not in a doorway – until shaking stops. If in a lecture hall or residence hall, stay in your seat or bed. **PROTECT HEAD AND NECK** with your arms or pillow.
- After the shaking stops and if it is safe to exit the building, secure hazardous materials or equipment and move toward the nearest available exit. **DO NOT USE ELEVATORS**.
- If outdoors, move away from buildings, trees, and exposed wires.
- Assemble at the building evacuation assembly point unless otherwise instructed. Do not re-enter building until authorized by emergency personnel.

Additional campus and personal emergency preparedness information is available at

www.calstatela.edu/publicsafety/emergency-preparedness



Emergency Management
3-3544 or
(323) 343-3544

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