

California State University, Long Beach

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:

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.