

FIRE EVACUATION CSUDH Emergency Information for Students, Faculty & Staff

USEFUL TELEPHONE NUMBERS

24-Hour Emergency: 911

24-Hour Emergency (from cell phone): (310) 243-3333

24-Hour Non-Emergency: (310) 243-3639

Emergency Preparedness: (310) 243-2751

Office of the Chief of Police: (310) 243-2009

Environmental Health & Safety: (310) 243-2895

Student Health Center: (310) 243-3629

University Hotline: (866) 747-8827

IF THE EVACUATION OF THE BUILDING IS CALLED FOR:

- 1. Move to the Evacuation Assembly Area.
- 2. Keep well away from the building and Fire Department operations.
- 3. The Fire Department, Floor Warden, or University Police will inform you when/if it is safe to return to your workplace.

WHEN AN ALARM IS ACTIVATED:

- 1. Remain calm but react immediately!
- 2. Do NOT use elevators.
- 3. If you are in an elevator when the alarm sounds, do not push the Emergency Stop button. Use the Emergency Phone in the elevator to call University Police.
- 4. Do not return to the office for personal belongings.
- 5. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.
- 6. Remove high heels to avoid tripping in the stairwell.
- 7. Proceed to the nearest stairwell exit. If no instructions are received via the PA system or Floor Wardens, evacuate the floor single file to control the pace. Proceed down the nearest safe stairwell to the designated outside evacuation area.
- 8. The building Evacuation Assembly Area is designated on the campus evacuation map. Keep away from the building in order to avoid falling debris.
- 9. Stay with your Floor Warden, who will maintain contact with the Fire Department, University Police, and Management.
- 10. Clear pathways for emergency personnel.
- 11. Do not speak with the media.
- 12. Do not return to the building until notified to do so by your Floor Warden, University Police, or the Fire Department.

NOTE: You may be called upon to assist the Floor Warden with disabled, access, or functional needs individuals on your floor.

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks, or removes any required smoke detectors shall be guilty of a misdemeanor. Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor.