

EMERGENCY PROCEDURES

California State University Channel Islands

Evacuation Information



- Evacuate the building using the nearest exit or use alternate route if nearest exit is blocked.
- Do not use elevators!
- Take personal belongings (keys, shoes, wallet/purse, emergency kit).
- Follow directions given by the Building Marshals or emergency personnel.
- Go to designated evacuation point.
- Assist individuals with disabilities or special needs.

Shelter In Place

- Stay in the building. Close and lock windows and doors.
- Move to an interior room or building space away from as many windows as possible.
- Attempt to identify who is in the building. Call CIPD Dispatch at 805-437-8444 to report who is in the room with you and if anyone is injured.
- Remain in the shelter until emergency personnel notify you that it's safe to leave.

Laboratory Emergency

Large Incidents

- Attend to injured or contaminated persons and remove them from exposure.
- Call 9-1-1 and provide as much detail as possible about the incident and injuries
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, turn off ignition and heat sources & call for assistance.
- Close doors to affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Small Incidents

- Wear protective equipment, including safety goggles, gloves, and long-sleeve laboratory coat.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.

Nuclear Blast / Fallout

- Take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise.
- If you are caught outside and cannot get inside immediately:
 - Do not look at the flash or fireball.
 - Take cover behind anything that might offer protection.
 - Lie flat on the ground and cover your head. If the nuclear blast is some distance away, then it could take 30 seconds or more for the blast wave to hit.

Earthquake



- Drop, Cover, Hold on under a table, desk or against an inside wall (not in a doorway) until the shaking stops.
- Stay away from windows.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit to evacuate.
- Go to designated evacuation point.

BE PREPARED FOR AFTERSHOCKS

Fire / Explosion

- Activate the nearest fire alarm and call 9-1-1 from a campus phone or 805-437-8444 from a non-campus phone.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

Landslide

- Become familiar with the land around where you live or work to assess different situations.
- Watch patterns of storm water drainage on slopes near you.
- If you hear the ground rumble, evacuate immediately if possible.
- Prepare an emergency kit.
- Have sandbags available during rainy weather conditions.

Hazardous Materials

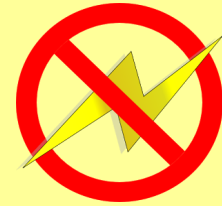
- If an emergency occurs and if someone is in danger, call 9-1-1 from a campus phone or 805-437-8444 from a non-campus phone.
- Evacuate the immediate area; Responders will limit access to authorized personnel.
- Notify Environmental Health and Safety at 805-437-3550. Identify yourself and report the information. Be as specific as possible about the type, amount of spill/material released.
- Follow the instructions of emergency personnel.

Flooding

- If outdoors, during heavy rainfall, stay tuned to local radio or television stations for possible flash flood warnings, road closures and reports of flooding in progress or other critical information from the National Weather Service (NWS).
- Shelter in place unless notified of an evacuation. • Be prepared to evacuate at a moment's notice.
- When a flood or flash flood warning is issued for your area, head for higher ground and stay there.
- Stay away from flood waters. If you come upon a flowing stream where water is above your ankles, then stop, turn around, and go another way.

Six inches of swiftly moving water can sweep you off your feet.

Power Outage



- Remain calm. Provided assistance to others if necessary.
- Move cautiously and retrieve flashlight if available. Proceed to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off or unplug computers and other voltage-sensitive equipment.
- For information about a prolonged outage, contact CIPD Dispatch at 805-437-8444 and tune to radio KVEN 1450 AM.

Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building, apartment, or office.
- Do not block the person's access to an exit.
- Call 9-1-1 from a campus phone, or 805-437-8444 from a non-campus phone. Provide as much detail as possible about the person and his/her direction of travel.

Suspicious Object

- Do not touch or disturb the object.
- Call 9-1-1 from a campus phone, or 805-437-8444 from a non-campus phone.
- Notify your building or floor marshal.
- Be prepared to evacuate.

Active Shooter

RUN.

When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Call 9-1-1 when you are safe.

HIDE.

If an evacuation is not possible, find a place to hide.

- Lock and/or blockade the door.
- Remain very quiet.

FIGHT.

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.

Blue-Light Emergency Phones



- Phones are located throughout the campus and are identified by a blue light. Activating the phone will put the caller in contact with a 9-1-1 Dispatcher.
- Familiarize yourself with the unit closest to your location.
- To activate, push the red talk button. A 9-1-1 Dispatcher will respond. Stay on the line, give information that may be needed.