

# EMERGENCY PROCEDURES

## California State University Channel Islands

### Evacuation Information



- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, shoes, wallet/purse, your emergency kit).
- Follow directions given by building and floor marshals or emergency personnel.
- Go to designated evacuation point.
- Assist those 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. It may be necessary to move to a higher or lower floor and into a hallway.
- Make a list of who is there and call University Police at 437-8444 to report who is in the room with you.
- Remain in the shelter until emergency personnel notify you that it's safe to leave.

### 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 911 Dispatch. Familiarize yourself with the unit closest to your location.
- To activate, push the red talk button. A dispatcher will respond. Stay on the line, give information that may be needed.

### Earthquake

- Drop, Cover, Hold On under a table or desk or against an inside wall (Not in a doorway) until the shaking stops.



- 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 911 from a campus phone or 437-8444 from a non-campus phone.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

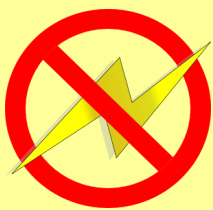
### Landslide

- 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.
- Create an evacuation plan.
- Prepare an emergency kit.
- Have sandbags available during rainy weather conditions.

### Hazardous Materials Release

- If an emergency occurs or if anyone is in danger, call 911 from a campus phone or 437-8444 from a non-campus phone.
- Evacuate and secure the immediate area; limit access to authorized personnel.
- Notify Environmental Health and Safety at 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.

### Power Outage



- Remain calm. Provided assistance to others if necessary.
- Move cautiously and retrieve flashlight. 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, tune to radio KVEN 1450 AM or contact 437-8444.

### 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 911 from a campus phone, or 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 911 from a campus phone 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 911 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.