

EVACUATION PROCEDURE

CSULB Research Foundation Building
6300 State University Drive Long Beach, CA 90815

I. PURPOSE OF EVACUATION

In the event of an emergency such as fire, earthquake, bomb threat or other circumstances requiring evacuation of the CSULB Foundation Building, all employees should be aware of and be ready to perform a prompt, safe and successful evacuation.

II. EMERGENCY ALARM SYSTEM

The Building Emergency Alarm System consists of Emergency Alarm, Fire Alarm Pull Stations, Smoke Detectors, and a Fire Sprinkler System. All alarm occurrences shall be considered genuine. The alarm sound designating instances of fire, hazardous chemical/gas spills or leaks, following earthquakes where damage has been sustained and other instances as deemed necessary. Once the alarm is sounded, the evacuation procedure will begin.

Emergency Alarm:

Do not break windows to vent smoke, as this may fuel a fire. Falling glass is a serious threat to pedestrians and firemen below. The exhaust fans, when activated, will clear the building of smoke within a short period.

Do not open hot doors. Before opening any door, touch it near the bottom upward to see if it is hot.

physically challenged individuals during an evacuation. Ask if they require assistance (see Guidelines for Evacuation of Disabled Persons below). If they do, you may need to secure the help of another occupant who can guide them out the exit and to the assembly area.

Once you can verify that your section of the structure has been evacuated, leave the building with the other Marshals in your area and secure the exits with "DO NOT ENTER" tape. Proceed to the assembly area and assist in caring for the occupants if necessary.

Once you have left the building, do not re-enter until you are told that it is safe to do so by the Chief Building Marshal, Emergency Personnel, or Research Foundation Management.

When directed to do so, assist in relocating the building occupants to the main or alternate assembly area.

VI. EVACUATION PRACTICE DRILLS

There will be two evacuation drills each year. The dates will be scheduled by the University and recognized by the entire campus. Employees will be notified in advance that there will be a drill and should review the evacuation procedure if necessary.

VII. EVACUATION GUIDELINES FOR DISABLED PERSONS

The following guidelines should be considered when assisting persons with disabilities. Emergency Building Marshals and volunteers should familiarize themselves with these procedures.

- Visual Impairments

Most persons with visual impairments will be familiar with their immediate area. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit -DO NOT USE ELEVATORS. Have the person take your elbow and escort him/her (this is the preferred method when acting as a "sighted guide"). As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, narrow passageways, etc. When you have reached safety, orient the person where he/she is and ask if they need assistance. If they do not, direct them to the assembly area.

to the following illustrations for evacuation options. Check with Building Marshal/Emergency Coordinator for the availability of an evacuation chair if needed. **DO NOT USE ELEVATORS.** Crutches, canes, and walkers should not be left behind.

- **Persons Using Wheelchairs**

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