

EMERGENCY PROCEDURES



**EMERGENCY
DIAL 9-1-1**

**NON-EMERGENCY X4567
OR (760) 750-4567**

Emergency Notification System: updates will be sent via email, text message, voicemail, desktop alert, digital signage, loud speakers and phone intercom system.

FIRE



- Activate fire alarm
- Evacuate building and close doors to contain fire
- Test exit doors for heat with back of hands. If hot, do not open, use alternate route to exit
- Close, but do not lock doors
- Call 9-1-1 when safe



ACTIVE SHOOTER

SITUATION A

If the shooter is in your immediate area, use any means necessary to get out or away from the incident.

SITUATION B

If you receive an emergency notification but don't see an assailant or hear gun fire, lockdown and shelter in place immediately.

LOCKDOWN & SHELTER IN PLACE

Move quickly to a safe room, lock & barricade all entrances to your location.

Close blinds and turn off the lights.
Silence cell phones.

WAIT FOR "ALL CLEAR"

Via the campus Emergency Notification System.

MEDICAL EMERGENCY



- Dial 9-1-1
- Provide location, nature and severity of medical problem, gender and estimated age
- Do not move victims unless danger is present

VIOLENT BEHAVIOR

DO NOT CONFRONT

- Dial 9-1-1 if you are a victim or witness
- Report the location and description of the person(s) involved

EARTHQUAKE



- Drop to the ground
- Take cover under a sturdy table or desk
- Hold until shaking stops
- Exit the building when safe
- Do not use the elevators

EVACUATION

- Take personal belongings (purse, phone, keys, electronics), if time permits
- Close doors and windows – Do not lock
- Use nearest safe stairs and safe exit – Do not use the elevator
- Wait for instructions from emergency responders
- Do not re-enter the building or work area until instructed to do so by authorities
- Every person must evacuate the building during an alarm



California State University
SAN MARCOS

Additional information is
available at www.csusm.edu/em