

LONG BEACH COLLEGE PROMISE EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

UOSR Staff, LBUSD Staff/Chaperones, CSULB Student Staff and Volunteers

Cell Phone Contact Numbers:

Lark Miller

(562) 618-7540

UOSR Office

(562) 985-5358

If emergency personnel (fire department, paramedics, ambulance, etc.) need to be summoned, call the University Police from a **campus phone or cell phone at 911.**

Power Outage

Remain calm. Ensure the safe and orderly evacuation of the room via the nearest exit. Direct all individuals to an exit and meet in the grassy area outside of the University Student Union (USU). A determination will be made by LBUSD and CSULB staff regarding the resumption of programs/sessions.

Earthquake

DUCK, COVER and HOLD if inside a building, and then evacuate immediately. Direct all individuals to an exit and meet in the grassy area outside of the USU. A determination will be made by LBUSD and CSULB staff regarding the resumption of programs/sessions.

Fire

Isolate the fire by closing a door (IF POSSIBLE). Immediately activate the nearest fire alarm **OR** call for emergency assistance. If the fire is small (example: trash can), put it out with a fire extinguisher. Assist in the evacuation of guests. Provide safety personnel with any necessary information and/or assistance. A determination will be made by LBUSD and CSULB staff regarding the resumption of programs/sessions.

Other Event Disruption

Evacuate the area and move your group as far away as possible from the point of danger. Event leaders from LBUSD and UOSR will contact their staff regarding further instructions. If you have not heard from a leader from your group within 15 minutes of the event, contact the UOSR office for further instructions.



University Outreach & School Relations

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