



Office of Emergency Management & Continuity Evacuation Procedures Guide

GENERAL EVACUATION PROCEDURES

What is an evacuation?

An evacuation is the movement of building occupants from an unsafe area to a designated evacuation assembly area when it is safer to be outside than remaining inside the building.

Before an Emergency:

Know your evacuation assembly area before an emergency occurs.

- Familiarize yourself with your building's designated evacuation assembly area before an emergency occurs.
- Know at least two possible exit routes from your building whenever possible.
- Identify the location of stairwells and emergency exits.
- Keep exits, hallways, and stairways clear of personal belongings and other obstructions.
- Make sure you have the free **TitanSafety App** installed on your mobile device. The app provides emergency notifications, evacuation maps, safety resources, and other important information.
- If you have access or functional needs that may affect your ability to evacuate, become familiar with your available evacuation options and communicate your needs when appropriate.
- Knowing where to go ahead of time helps evacuations occur quickly and safely.

When should you evacuate?

Evacuate when:

- A fire alarm sounds, or you see signs of smoke or fire
- You are directed to evacuate because of an earthquake or other emergency
- There is a hazardous materials incident or other dangerous condition inside the building
- CSUF Police Department, Emergency Management, fire personnel, or other first responders direct you to evacuate
- You receive an emergency notification instructing you to evacuate
- Building officials or emergency personnel instruct you to leave

Never assume an evacuation alarm or notification is a false alarm. When instructed to evacuate, leave immediately and follow directions from emergency personnel.

During an Evacuation

Stay calm and evacuate immediately

- Remain calm and begin evacuating immediately
- Safely stop your work or activity
- Take only essential personal belongings if they are immediately accessible.
- Do not delay your evacuation to gather belongings.
- Walk quickly and safely. **Do not run, push, or create unnecessary congestion.**
- Follow instructions from CSUF Police Department, emergency personnel, and building officials.
- Do not stop to take photographs or record videos during an evacuation.

Use the Nearest Safe Exit

- Use the nearest **safe** exit
- Be prepared to use an alternate route if your normal route is blocked.
- Use stairways when evacuating multi-story buildings.
- **Do not use elevators during an evacuation unless specifically directed by emergency personnel.**
- Keep stairways, hallways, exits, and emergency access routes clear.
- If it is safe to do so, close doors behind you as you leave.

Access and Functional Needs Considerations

Everyone should have the opportunity to evacuate safely. Evacuation procedures may need to be adapted based on an individual's circumstances.

If You Need Assistance

- If you are unable to use the stairs safely, move to a safe location away from the immediate hazard.
- Choose a location that does not block exits or interfere with emergency operations.
- Notify CSUF Police Department or emergency personnel of your location and need for assistance.
- Follow the instructions of emergency personnel.
- If assisting someone, **ask how you can help before attempting to physically assist them.**
- Do not place yourself or another person in additional danger while attempting to assist.

If Someone Needs Assistance

If you encounter someone who needs assistance during an evacuation:

- Ask the individual how you can best assist them.
- Follow their instructions whenever possible.
- Notify emergency personnel of anyone who may still need assistance.
- Do not attempt an evacuation technique that you are not trained to perform.
- Do not put yourself at risk while attempting to assist another person.

Report an Emergency or Request Assistance

- If you see someone who is injured, trapped, or otherwise requires emergency assistance, notify **CSUF Police Department or emergency personnel immediately.**
- When reporting an emergency, provide as much information as possible, including:
 - Building name
 - Floor number
 - Room or exact location
 - Nature of the emergency
 - Number of people needing assistance
 - Any other information that may help emergency responders

Know Someone Who Still May Be Inside?

Do not go back into the building.

If you know or believe someone may still be inside, tell CSUF Police Department or emergency personnel where the person was last seen and provide any information you have about their location.

Evacuation Assembly Areas

Go directly to the evacuation assembly area

Once you leave the building:

DO NOT STOP IMMEDIATELY OUTSIDE THE BUILDING.

Proceed directly to your building's designated evacuation assembly area.

Evacuation assembly areas:

- Provide a safe gathering location away from the hazard.
- Help emergency personnel identify people who may still need assistance.
- Allow emergency responders to access the building.

At the Assembly Area

- Stay away from building entrances and exits.
- Stay clear of fire lanes, roadways, sidewalks needed by emergency personnel, and emergency vehicle access points.
- Do not block stairwell doors or building entrances.
- Do not leave the assembly area unless directed to do so.
- Follow instructions from CSUF Police Department and emergency personnel.
- Report injuries or missing persons to emergency personnel.

Stay at the assembly area

Remain at the evacuation assembly area until an official all-clear is provided.

Do not:

- Re-enter the building
- Return for personal belongings

- Return to assist someone inside
- Leave the assembly area because you believe the emergency is over.
- Ignore instructions from emergency personnel.

DO NOT RE-ENTER

Never re-enter an evacuated building until you are specifically authorized to do so by emergency personnel.

FIRE EVACUATION

Recognize a Fire Emergency

A fire emergency may include:

- Fire alarm activation
- Visible smoke or flames
- Smell of smoke or something burning

Treat every fire alarm as a real emergency.

Report the Fire

If you discover a fire:

- Activate the nearest fire alarm pull station if it is safe to do so
- Call 657-278-2515
- Provide the building and location of the fire
- Warn others in the immediate area if it is safe to do so

Do not investigate the source of the alarm

Evacuate Immediately

When a fire alarm sounds:

- Leave the building immediately
- Use the nearest safe exit
- Use stairs instead of elevators
- Do not assume the alarm is a false alarm
- Follow instructions from emergency personnel
- Proceed directly to your designated evacuation assembly areas

If Smoke is Present

- Stay low while exiting
- Avoid breathing smoke
- Use an alternate exit if your normal route is blocked.
- Do not open doors that are hot to the touch.
- If a door is hot, do not open it. Use another route if possible.

If Your Clothing Catches Fire

STOP, DROP, and ROLL.

STOP where you are

DROP to the ground

ROLL repeatedly until the flames are extinguished

Fire Extinguishers

Only attempt to use a fire extinguisher when:

- You have been trained to use one
- The fire is small and contained
- You have a clear exit behind you

- Using the extinguisher does not place you in danger

If the fire grows, spreads, produces significant smoke, or cannot be extinguished, evacuate.

Never put yourself at risk attempting to fight a fire.

If You Become Trapped

If you cannot safely leave the building:

- Stay in the room if leaving would expose you to smoke or flames.
- Close the door
- If possible, seal gaps around the door to reduce smoke entering the room.
- Call 657-278-2515 and report your exact location.
- Provide your exact location, including building, floor, and room number.
- Signal from a window if it is safe to do so.
- Follow instructions from emergency personnel.

After You Exit

Once you have evacuated:

1. Go to the assembly area

Do not remain directly outside the building.

2. Stay clear of emergency operations

Keep roadways, fire lanes, entrances, exits, and access routes clear.

3. Report injuries or missing persons

Tell CSUF Police Department or emergency personnel if someone is injured, trapped, or potentially still inside.

4. Remain at the assembly area

Do not leave until instructed.

5. Wait for the all-clear

Do not re-enter the building until authorized by emergency personnel.

Remember:

Know your Building

Know your exits and evacuation assembly area.

Evacuate immediately

When instructed to evacuate, don't wait.

Use stairs

Do not use elevators during an evacuation unless directed by emergency personnel.

Go to the assembly area

Do not gather directly outside the building.

Keep access routes clear

Emergency responders need access to buildings and roadways.

Report on people who need help

Tell emergency personnel if someone is injured, trapped, or potentially still inside.

Do not re-enter

Wait for the official all-clear