



CALIFORNIA STATE UNIVERSITY, FULLERTON

University Police

Raymund Aguirre, Chief of Police

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November 9, 2020

Dear CSUF Community:

To fulfill state requirements and provide preparedness efforts to the campus community, CSUF will conduct an on-campus **fire evacuation drill on Friday, December 4, 2020, at 10:00 a.m.** A test of the CSUF emergency notification system (text and email) will also take place. The drill will include building evacuations and last no longer than 10 minutes. Please encourage evacuees to help others who may require assistance or direction. During the drill, you will hear an announcement for participants to evacuate and move to the designated evacuation area or at least 50 feet away from any building. If you have not entered a building once the drill has commenced, do not enter and proceed to the evacuation area.

Please ensure you adhere to all COVID-19 health and safety guidelines.

Below are descriptions of appropriate fire evacuation drill actions to be conducted at the time of the drill:

If needed, **building marshals** will ensure floors are properly evacuated and direct personnel to the evacuation area. They shall document and report anyone who remained inside of a building.

Faculty: Lead your students to the evacuation area and be sure you can account for every student in your classroom.

Students: Follow instructions and assist those who may need additional help.

Staff: Leave the building immediately and render assistance as necessary.

Reminders:

- Do not use elevators.
- Stairwell landings are designated rescue areas for people with mobility issues. Fire fighters are aware of the landing locations and will immediately sweep the stairwells upon arrival.
- Faculty, ensure you keep track of individuals left behind and continue to lead your group to the designated evacuation area.

When to go back inside:

- When you hear the alarm sounds end
- When a building marshal or uniformed first responder announces the end of the drill.

More information is available at <https://police.fullerton.edu/programs/prepare/> or on Facebook, Twitter and Instagram @CSUFPD.

Sincerely,


Raymund Aguirre
Chief of Police



A Nationally Accredited Law Enforcement Agency

THE CALIFORNIA STATE UNIVERSITY