



# Emergency Reference Guide

## FIRE

A fire may break out on the CSU Long Beach campus for a number of reasons. University buildings are equipped with smoke detectors and fire alarms which are set to provide both visual and audio alarms in the event a fire is detected or a fire alarm pull station is activated. When a fire is detected on campus the following procedures should be followed.

### Campus Community

#### If Indoors

Any member of the campus community who sees a building on fire or who reasonably believes a building is on fire AND there are no alarms sounding in that building should immediately activate a fire alarm pull station. Evacuate the building, assisting the building marshals. Report the location of the fire to arriving emergency responders.

If a fire alarm sounds while you are inside a building. Evacuate, following the instructions of the Building Marshals. Once outside move away from the building.

Faculty should try to keep their classes together during an evacuation this will allow for an accounting of any missing persons. Any missing person should be reported to emergency responders.

Assist in rendering first aid to the injured where able.

#### If Outdoors

Any member of the campus community who sees a building, storage facility, trash can, vehicle or other structure/object on fire on campus should immediately contact the University Police by dialing 9-1-1.

Move a safe distance away from the fire and wait for emergency responders.

Assist in rendering first aid to the injured where able.

### Fire Prevention

All fire equipment at the University is maintained in accordance with state and local regulations. Fire equipment is inspected on a regular schedule and re-charged, repaired, or replaced as needed.

Twice a year the University performs fire drills which require the complete evacuation of all campus buildings.

The University Housing Office staff routinely performs evacuation drills for all Residence Halls.

The Office of Safety and Risk Management offers training to the University Community on the safe operation and operational limitations of fire extinguishers.



## **University Administration/University Police**

University Police will institute an emergency response to all fire alarms or reports of fire on campus.

University Police Communications Officers will be responsible for notification of the Long Beach Fire Department of the need for a response.

University Police will meet with Building Marshals for the area to determine the level of evacuation, location of any injured or trapped persons.

For structure fires or large outdoor fires beyond the ability of the University Police to extinguish the University Police will establish a safety perimeter around the incident and close the area to entry to all unauthorized personnel.

University Police will transition incident command for any fire response to the Long Beach Fire Department upon their arrival at the incident. If the fire's origin is determined to be suspicious the Long Beach Fire Department Arson Investigation Unit will be the lead investigatory agency. The University Police will fully cooperate and support any investigation.

The University Police Incident Commander will be responsible for ensuring that the appropriate level of notifications are made to the University Police Administration and that the appropriate reports are filed detailing the incident.

## **Return to Normal Operations**

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

The area is safe to occupy

All immediate police and rescue activity has been completed.

Any and all investigations has been completed.

There is no longer a need to keep the area closed.

**NOTE:** Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.