





Move crosswind to avoid the fumes.

***NEVER MOVE DOWNWIND OF A SPILL***

Follow the directions of the Building Marshals

Faculty should maintain class integrity whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders.

Close the area off and deny entry to anyone but emergency responders.

Notify the University Police at 9-1-1

Meet with arriving responders from the University Police and Office of Safety and Risk Management. Provide responders with a description of what occurred, and any injured persons

## **University Administration / University Police**

The University Police Dispatcher will notify personnel from Office of Safety and Risk Management when any hazardous material or other suspicious spill is reported. Where necessary, the Office of Safety and Risk Management will consider activating the CSU Long Beach Campus Hazardous Materials Response Team to assist in managing the incident.

University emergency responders will utilize the CSU Long Beach Hazardous Materials Contingency Plan when responding to any release of hazardous material to the air, water, soil, or campus facility.



Based on the nature of the hazardous material the Incident Commander will determine whether to evacuate campus buildings/areas or institute a shelter in place response. If ordered, all evacuations will be mandatory. See the following section for more information on sheltering in place.

The University Public Affairs Office will coordinate the release of information regarding the hazardous material and its effects with the Office of Safety and Risk Management, Student Health Center, and/or Long Beach Health Department.

The Office of Safety and Risk Management shall be responsible for any mandatory hazardous materials release notifications to Local, State, or Federal agencies.

## **Shelter in Place**

At times during either a disaster or emergency response it may be safer for people to remain inside until the incident has been mitigated. Due, in part, to their construction and air management systems buildings may provide better protection against exposure particularly in the initial stages of an outdoors hazardous material release.

When sheltering in place, remain inside close all windows and doors, wedging cloth or other suitable material under door jam to reduce ventilation. In the event the University orders a shelter in place operation emergency responders will coordinate with Facilities Management to shut off of heating, cooling, and ventilation systems to the affected areas.

In the event a shelter in place order is given members of the campus community are asked to remain inside until the "all clear" order is given by emergency responders.

## **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.