

California State University, Fresno
(Add Department Name Here) Emergency Plan

The person responsible for our department's Emergency Plan is:
(name, room #, phone #).

In the event of an emergency you should proceed to the nearest exit in an orderly manner, and proceed to the appropriate evacuation assembly area for further instructions.

Evacuation assembly areas:

Building-only evacuation _____

Campus-wide evacuation _____

In case of fire, the following procedures should be followed:

- Leave the building quickly.
- Do not try to fight the fire yourself.
- If someone is trapped, use a fire extinguisher or hose to provide an escape path ONLY if you know how to use such equipment and can do so safely.
- Call 911 from a campus phone in an adjacent building (if you call from a cell phone, call 278-8400).
- Report to your designated assembly area and await instructions from your supervisor or emergency personnel.

In case of a bomb threat, etc:

- Leave the building quickly and proceed to the designated assembly area.
- Follow directions of your supervisor or emergency personnel.

In the event of a medical emergency:

- Call 911 on a CAMPUS phone (or 278-8400 from a cell phone).
- Render assistance to the victim if you know how; otherwise, call out for assistance from others who might be in the area.

The following people in the department are first aid and/or CPR trained:

