



Department of Public Safety  
California State University, Los Angeles

## **Attention: Students & Staff with Disabilities...**

*The Department of Public Safety facilitates three emergency evacuation drills a year in order to help the Cal State L.A. community adequately prepare for a large scale emergency. When an alarm sounds in a building you should consider it a real emergency unless you have been apprised that it is an evacuation drill.*

### **During an evacuation drill:**

- Proceed to the nearest stairway landing;
- Advise someone of your location;
- Wait there for instructions from the building floor monitor; and
- Follow-up with the Building Coordinator or Evacuation Coordinator to insure they knew of your whereabouts during the drill.

Important Note: In order to avoid injury to yourself and others you will not be physically evacuated during the drill.

### **When a large scale real emergency occurs:**

- Proceed to the nearest stairway landing;
- Shout for help;
- Advise someone of your location;
- Wait there until help arrives;
- Advise those willing to help you of your particular needs such as if your motorized wheelchair provides a life support function;
- Help others, help you; and
- Know the designated assembly area for the building you are in and check in with the Building or Evacuation Coordinator so they will know that you are accounted for.

***For other emergencies remember to dial 9-1-1***

***If you have any questions regarding Campus Safety or Emergency Preparedness, do not hesitate to contact your Department of Public Safety or visit our website at:***

**<http://www.calstatela.edu/univ/police/emergprepard.htm>**