

Mount Saint Mary's University

Campus Safety and Emergency Management



Campus Safety Overview

- Operates 24/7, 365 days a year at MSMU
 - Ensures safety, security, and emergency preparedness
 - Provides patrols, policy enforcement, and emergency response
 - Coordinates with LAPD, LAFD, and local agencies
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Key Responsibilities

- Security patrols and parking enforcement
 - Incident response and emergency management
 - Lockout assistance and vehicle jump starts
 - Safety escorts and Lost & Found services
 - Conducts drills and evacuation procedures
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Interacting with Campus Safety

- Report suspicious activity, policy violations, or safety concerns
 - Contact for guest policy issues, wellness checks, or evacuations
 - Officers posted at Chalon and Doheny entrances 24/7
 - Parking permits required for campus entry
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

How to File a Report

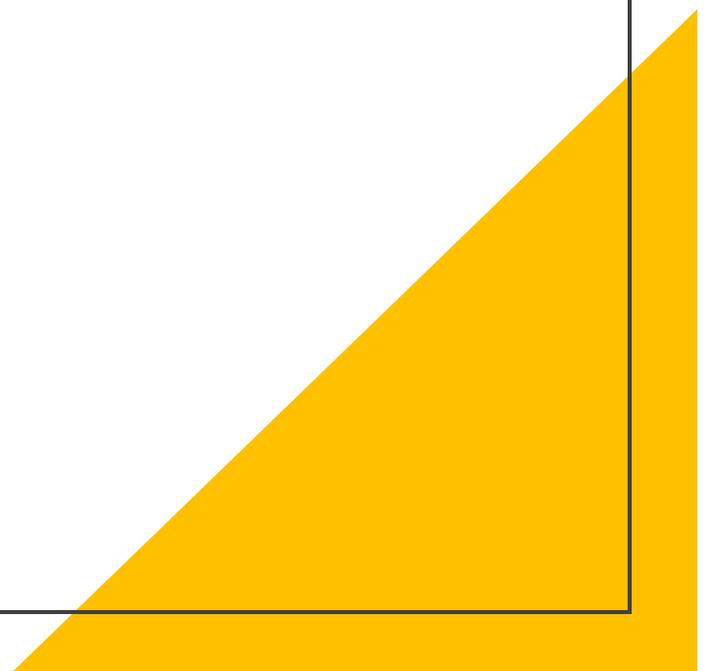
- In person at Campus Safety kiosks
- By phone: Chalon 310-954-4321 |
Doheny 213-477-2502
- Online via MSMU Campus Safety website
- Use Blue Light phones for emergencies
or escorts
- Voluntary confidential reporting
available online

Preparedness & Drills

- Participate in all campus emergency drills
- Follow Campus Safety instructions during incidents
- Save important emergency contact numbers
- Stay informed via MountALERT and official updates

Wildfire Response Plan Education Program

2025



Executive Summary

- Mount Saint Mary's University-Los Angeles (MSMU) is committed to the safety of all members of our community. The Chalon Wildfire Response Plan outlines our response protocols, which were reviewed with the Los Angeles Fire Department (LAFD) to facilitate a coordinated response for responding to a fire emergency.
- We are committed to providing consistent leadership before, during, and after an emergency. In collaboration and coordination with LAFD, MSMU will provide:
 - Campus Safety staff on campus 24/7 to manage campus response.
 - Trained Residence Life and Housing Services staff on campus 24/7 when residence halls are occupied.
 - Emergency preparedness and response training and education, including specific training for our residential population.
 - Clear communication during an emergency through [MountALERT](#).
 - Additional mental well-being support for students, faculty, and staff.

Executive Summary cont.

- LAFD has indicated that our building construction (concrete, stucco, tile roofs), coupled with the large defensible spaces on the Chalon campus, makes sheltering on campus their preferred approach to brush fires. With this, MSMU has established three emergency response levels:
- **READY - COMMUNITY ALERT**. Monitor MountALERT for important information. Anyone with special needs or limited mobility should make preparations in the event of shelter-on-campus.
- **SET - PREPARE FOR ACTION**. Prepare to be directed to shelter-on-campus and monitor MountALERT for updates and direction.
- **GO – SHELTER-ON-CAMPUS**. There is an imminent threat, and you should immediately shelter-on-campus. Specific instructions from MountALERT or University officials may include continuing to shelter in your present location or moving to another safe space on campus.

What you can expect

- **If you should do if you smell smoke or see fire in the mountains, please take these steps:**
- Contact Campus Safety at ext. 4321 from any campus phone or 310-954-4321.
- Remain in your room/location and activate emergency response- **SET – PREPARE FOR ACTION.**
- Residents – Contact the Community Advisor (CA) on-duty and Professional Onsite Staff
- Wait for further instructions, which may include sheltering in your room or in an alternative campus location.
- Do **NOT** pull fire alarms **unless** any of the following apply:
 - If Fire is in or right near the building, in which case, pull the alarm and immediately evacuate the building to the designated evacuation zone. Call Campus Safety to inform of fire at ext. 4321 from any campus phone or 310-954-4321.
 - You are directed to do so by a campus official.

What you can expect cont.

- When safe to do so, call 9-1-1 to alert first responders of the fire.
- **Note: Fire alarms will not go off unless there is smoke in close proximity.**
- Residence Life and Housing Services staff, along with Campus Safety, will work together to maintain a calm environment and respond to student and other MSMU community members' needs as they arise.

Shelter- on- Campus

MSMU, at the recommendation of the LAFD, utilizes a shelter-on-campus model for wildland/brush fire emergencies. Shelter-on-Campus is the act of seeking safety within a designated group shelter location on campus. **Shelter-on-campus does not apply to a structure fire emergency when evacuating to a safe location away from a building is the more appropriate and safe response.**

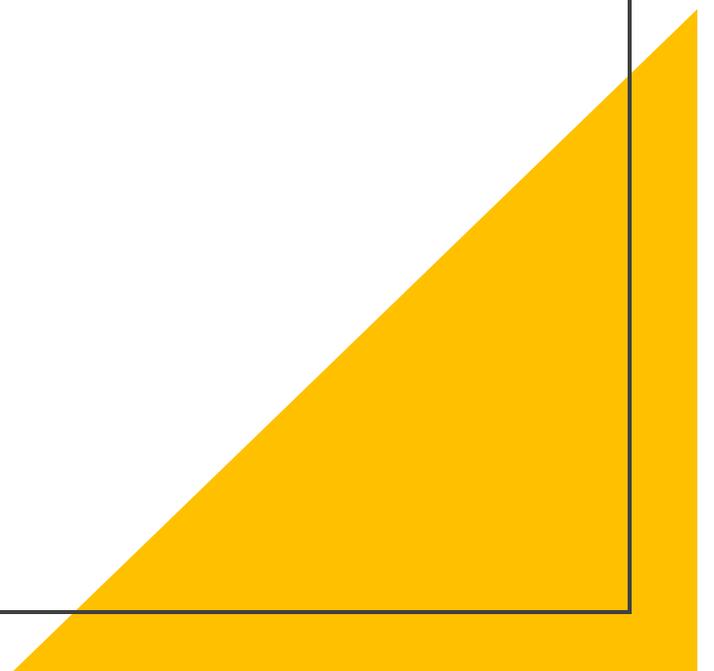
Basic Shelter- on- Campus Guidance

Sheltering on campus generally means staying in a location during an emergency until it is safe to leave. For wildfires, follow these steps if directed to shelter outside your Residential Hall:

- Take basic personal belongings (purse, wallet, cell phone and charger, Mount ID card, medication).
- Follow building evacuation procedures (closest door, use stairs, avoid elevators).
- Follow directions from Campus Safety, Residence Life staff, police, or fire personnel.

How will you know to Shelter-on-Campus

A shelter-on-campus notification may come from MSMU Campus Safety, LAFD, LAPD, or other MSMU officials via MountALERT or in person.



Chalon Campus

Shelter-on-Campus Locations

- Bldg 1 - Mary Chapel
- Bldg 2 - Rossiter Hall
- Bldg 7 - Coe Library
- Bldg 8 - Carondelet Hall
- Bldg 9 - Cafe Patio
- Bldg 9 - Brady Hall
- Bldg 9 - Student Lounge
- Bldg 12 - Yates, Aldworth & Burns Houses



How to Shelter-on-Campus for a Wildfire

- "Shelter-on-Campus" in groups – Move to central locations
- Move to designated central locations, such as:
 - Café seating area
 - Student Lounge
 - Coe Library
 - Mary Chapel
 - Residence Halls
 - Wellness Pavilion (once open)

LAFD or LAPD Public Evacuation Orders

- In the event of large-scale fires, LAFD may issue an evacuation warning or evacuation order for an area to the general public on sites such as NotifyLA. It is important to note that LAFD does **NOT** want MSMU to follow those general alerts as there will be specific guidance to MSMU in accordance with our shelter-on-campus protocols. Please always follow the directions given via MountALERT, on-site Security and Residence Life staff, or LAFD or LAPD officials on site.

LAFD or LAPD Public Evacuation Orders

- **Evacuation Warning** - If LAFD or LAPD issues a voluntary evacuation of the area around MSMU, the University will proceed to a **SET - PREPARE FOR ACTION** plan. This means we will prepare for **GO - SHELTER-ON-CAMPUS**.
- **Evacuation Order** - If LAFD or LAPD calls for a mandatory evacuation of the area around MSMU, a determination will be made in coordination with LAFD if **GO - SHELTER-ON-CAMPUS** protocol should be initiated.



For On-Campus Residents

Fire drills for on-campus residence halls will be conducted during the fall and spring semesters. These drills will address wildfire and structure fire procedures, which are different.



On-Campus Residents cont...

Fire extinguishers are available throughout each residence hall. They should **ONLY** be used on small, easily controlled fires. In addition, the correct extinguisher must be used for the type or class of fire encountered. MSMU residence halls utilize one basic type of fire extinguisher, A-B-C. These A-B-C models are dry chemical multi-purpose units that can be used on any of the classes of fire that could possibly be encountered in a residence hall.

Important Numbers

- Emergency Police/Fire
9-1-1
- Campus Safety (available 24/7 every day)
310.954.4084
- Residence Life and Housing Services
Chalon: 310.954.4325 | Doheny: 213.477.2661
- For additional information on this policy, please
visit [Wildfire Response Plan](#)

