



# EMERGENCY PROCEDURES



## EVACUATION INFORMATION

- \* Take personal belongings (keys, books, wallet, etc.).
- \* Do not use elevators, use nearest stairs.
- \* Follow directions given by designated evacuator.
- \* Evacuate the building using the nearest accessible exit.
- \* Go to designated evacuation point, and do not return to building until instructed to do so.
- \* Assist persons with disabilities.
- \* Every person **MUST** evacuate the building.



## MEDICAL EMERGENCY

- \* Dial 911 from campus phone, or 562-985-4101 from cell.
- \* Be ready to describe the nature and severity of medical problem; and provide estimated age/gender.
- \* Look for emergency medical ID.

## HAZARDOUS WASTE

- \* If contaminated, remove clothing and rinse with water for 15 minutes.
- \* If immediate hazard exists, call 911 from campus phone or 562-985-4101 from cell.
- \* For small spills, those not involving immediate danger, confine spill and call University Police at 562-985-4101.

## EARTHQUAKE

- \* **DROP – COVER – HOLD** (under a table or desk or against an interior wall until shaking stops. Do **NOT** stand in a doorway. Follow directions given by designated evacuator.)
- \* After shaking stops, check yourself and others for injuries.
- \* **EVACUATION IS NOT AUTOMATIC**, evacuate only if the fire alarm is sounding or if directed by emergency personnel.
- \* Do not use elevators.
- \* If you are outdoors, find a spot away from buildings, trees, street lights and power lines.
- \* Every person **MUST** evacuate the building.
- \* Be prepared for aftershocks!!

## SHELTER IN PLACE

- \* Stay in building, close and lock windows/doors.
- \* Move into an interior room away from windows.
- \* Do not use the elevators.
- \* Make a list of who is there and call University Police at 562-985-4101 to report.
- \* Remain in shelter until emergency personnel announce that it is safe.



## PHONE USE

- \* During an emergency avoid using any phone service except for life safety.

The Office of Emergency Preparedness,  
University Police

## FIRE



- \* Activate nearest fire alarm and call 911, non-campus phone - call 562-985-4101.
- \* Fire extinguisher instructions:
  - P- pull safety pin from handle.
  - A- aim nozzle at base of fire.
  - S- squeeze the trigger handle.
  - S- sweep from side to side (watch for re-flash).
- \* Evacuate building, do not return until authorized by emergency personnel.



## BOMB THREAT OR SUSPICIOUS OBJECT

- \* Report all threatening calls to 911 from campus phone or 562-985-4101 from cell.
- \* Be sure to ask a caller:
  - \* When is the bomb going to explode?
  - \* Where is the bomb?
  - \* What kind of bomb is it?
  - \* What does it look like?
  - \* Why did you place the bomb?
- \* Be attentive to caller for recall when questioned by the police.
- \* If suspicious object is found, do **NOT** handle - call 911.



## ACTIVE SHOOTER

- \* Dial 911 from campus phone or 562-985-4101 from cell-phone.
- \* Take cover and hide behind something that will hinder a bullet; play dead if needed.
- \* If possible, escape through window or door.