EMERGENCY PROCEDURES

EMERGENCY CALL
- Cell Phone
  (818) 677-2111
- Campus Phone
  911

FIRE
- Activate nearest fire alarm
- Call 911/campus phone or 818-677-2111/cell phone
- Evacuate building - do not return until instructed to do so by emergency personnel

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)

ACTIVE SHOOTER
- Take cover and hide behind something that will hinder a bullet; play dead if needed.
- If possible, escape through window or door.

EARTHQUAKE
- Drop, Cover, Hold...
  ...under a table or desk or against an interior wall until shaking stops (DO NOT STAND IN DOORWAY)
- 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.

BOMB THREAT
- Report all threatening calls to 911/campus phone or 818-677-2111/cell phone
- Be sure to ask 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?
- Listen carefully and remember details to tell police.
- If immediate hazard exists, call 911/campus phone or 818-677-2111/cell phone
- If contaminated, remove clothing and rinse with water for 15 minutes
- For small spills/those not involving immediate danger, confine spill and call EH&S at 818-677-2401

MEDICAL EMERGENCY
- Call 911/campus phone or 818-677-2111/cell phone
- Be ready to provide your location and describe the nature and severity of medical problem and provide gender and estimated age of victim
- Look for emergency medical ID on victim

SHELTER IN PLACE
- Stay in building, close, lock, windows & doors.
  - Do not use the elevators.
  - Make a list of who is there and call 911/campus phone or 818-677-2111/cell phone
  - Remain in shelter until emergency personnel announce “all clear!”

HAZARDOUS SPILLS
- If immediate hazard exists, call 911/campus phone or 818-677-2111/cell phone
- If contaminated, remove clothing and rinse with water for 15 minutes
- For small spills/those not involving immediate danger, confine spill and call EH&S at 818-677-2401

EVACUATION INFORMATION
- Take personal belongings (keys, books, wallet, etc.)
- Do not use elevators, use nearest stairs
- Follow directions given by designated evacuator
- Assist persons with disabilities
- Every person MUST evacuate the building
- Go to designated evacuation point; do not return to building until instructed to do so by emergency personnel