

# EMERGENCY PROCEDURES

## IMPORTANT NUMBERS

**911** for POLICE, FIRE & ALL life threatening emergencies



### FIRE

- Pull nearest fire alarm.
- Use stairwells to leave the building.
- Do not re-enter building(s) until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary.



### EARTHQUAKE

- **STOP.** Running is the most common cause of injury during an earthquake.
- **DROP.** Make sure your head is not the tallest thing in the room.
- **COVER.** Get under a desk or table to protect yourself from falling objects.
- **HOLD.** Whatever you are under, hold on tightly until the shaking stops.
- After the shaking has stopped evacuate to a safe location, away from buildings.
- Report your status to school officials.
- Avoid using cell phone lines except for emergency calls. Use text message for other contacts.



### ACTIVE SHOOTER

- **RUN.** Leave the building as quickly and quietly, if safe to do so.
- **HIDE.** If you can't leave, go to an area that can be locked or secured. Stay low, hidden and spread out.
- **Call 911.**
- If you encounter police, show your hands, follow their commands and don't make sudden movements.



### HAZARDOUS MATERIALS

- Notify affected personnel immediately and evacuate the contaminated area.
- Move to a safe distance of at least 100 yards.
- Advise others to stay clear of contaminated area.
- Wait for further instructions from emergency personnel.
- **Call 911.**



### POWER OUTAGE

- Remain calm and offer assistance to others.
- Take the nearest marked exit.
- Do not panic or push others while exiting.
- Call Facilities at (323) 641-7009 to report power outages.



### SUSPICIOUS OBJECT

- Do not disturb, touch or use electrical devices near object.
- Move at least 100 yards from object.
- **Call 911.**



### MEDICAL EMERGENCY

- Avoid leaving injured person except to summon help.
- Do not move the injured person.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Protect yourself before and after rendering assistance.
- **Call 911.**



### SUSPICIOUS PERSON

- Do not let a stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any person from leaving the area.
- Move to a safe location and **call 911.**



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