

EARTHQUAKE

- **Remain CALM. Do not panic, and do not attempt to go outside. Protect yourself.**
- **If indoors, stay there. Instruct students to take cover under a sturdy desk or table, or stand in doorway preventing door slamming with your foot. Stay away from glass, shelves and heavy equipment. Be aware of falling objects.**
- **If outdoors, move to an open area away from structures, power poles, lamp posts, or retaining walls that could fall during the quake. Avoid fallen electrical lines.**
- **After the initial shock, carefully inspect your area for damage and potentially dangerous situations and plan for AFTERSHOCKS.**
- **Notify Security of serious hazards. X4199**
- **Notify College Nurse of serious injuries. X4270**
- **Use telephones only for emergency communications.**
- **Follow procedures below for evacuation.**

FIRE

- **Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.**
- **When you discover a fire, close the door to the room where the fire is located, and immediately sound a fire alarm. Remain calm.**
- **Call 9-911 and give location of fire. Remain on line until told to hang up.**
- **Call Security X4199 and administration X 4111.**
- **Move those injured or endangered by fire to a safe area. If fire prevents removing victims, close door and mark with a large X to facilitate locating victims.**
- **Fight a small, confined fire with the correct fire extinguisher. Read the directions. Direct the charge of a fire extinguisher toward the base of the flame.**
- **If the fire is large, very smoky, rapidly-spreading, or uncontrollable, evacuate the building immediately, closing all doors and windows to confine the fire. Do not lock doors!**
- **Instruct students to go to an open area at least 100 feet from the building and reassemble for instructor's roll call to ensure that all persons are safely outside.**
- **Check elevators, restrooms, classrooms, and hallways to ensure that no disabled person is without assistance.**
- **Inform others who may not have heard or responded to alarm.**
- **If the alarm stops, continue to evacuate.**

EVACUATION PROCEDURES

- **Pick up personal belongings and proceed along primary evacuation routes, using stairway exits. Do not use elevators.**
- **Reassemble at least 100 feet from buildings.**
- **For students in wheel chairs, leave wheelchairs behind, seek assistance to carry disabled persons.**
- **Evacuation Chairs are located near stairwells on all floors that do not exit directly to outside.**
- **Walk, DO NOT RUN. Keep noise to a minimum. Do not push or crowd.**
- **When class is reassembled in a safe location outside, take roll.**
- **Emergency evacuation teams should search buildings to be sure all rooms are empty.**
- **Wait for further instructions; do not re-enter building until instructed to do so by a College official.**

EARTHQUAKE / FIRE / EVACUATION