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