



Emergency Procedures

Call For Help: (213) 740-4321

Earthquake

- ◇ Drop, cover and hold under a table or desk or near an interior wall until the shaking stops
- ◇ After the earthquake, check yourself and others for injuries
- ◇ If building appears damaged or there is any other hazard, leave the building using stairs
- ◇ Gather in outdoor assembly area at least 100 feet away and stand by for instructions
- ◇ Prepare for aftershocks

Evacuation

- ◇ Always leave the building if the alarm sounds continuously, or if directed by Public Safety or emergency teams
- ◇ Use nearest safe stairway (never elevator); if nearest stairway is blocked, use alternate
- ◇ Take personal belongings (keys, purse, wallet)
- ◇ Follow directions of Public Safety or emergency teams
- ◇ Gather in outdoor assembly area at least 100 feet away and stand by for instructions

Fire

- ◇ Activate nearest fire alarm pull station
- ◇ Immediately leave the building using stairs
- ◇ Call (213) 740-4321 to report fire
- ◇ Gather in outdoor assembly area at least 100 feet away and stand by for instructions
- ◇ Always leave the building when the fire alarm sounds continuously

Power Outage

- ◇ Report outage to Facilities at (213) 740-6833
- ◇ Move cautiously to a lighted area if necessary
- ◇ Turn off computers and other equipment

Suspicious Object

- ◇ Do not touch or disturb the object
- ◇ Report the object to Public Safety at (213) 740-4321