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

Call For Help: (213) 740-4321