



# Faculty & Staff Emergency Guide

**Call 9-1-1 for Fire/Paramedic or Police**  
**Call 3-3-3 from a campus phone or 714-564-6330 (24hrs) for Campus Safety**

## EARTHQUAKES

Stay calm. Do not panic or run outside.

### Drop, Cover, and Hold

Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

After the shaking stops, check yourself and others for injuries, and evaluate the need to evacuate. If asked to evacuate go to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.

Do not re-enter buildings until authorized to do so by emergency personnel.

Expect aftershocks.

## FIRE

Alert others, activate the nearest fire alarm and **GET OUT**.

### Call 9-1-1

Move everyone away from the area of fire. Close, but do not lock doors as you move in order to slow down spread of fire.

DO NOT use elevators for evacuation.

Crawl or stay near the floor while evacuating a smoke-filled building.

DO NOT OPEN ANY DOOR THAT FEELS HOT.

Assist the evacuation of any injured or disabled persons. Do not reenter the building until authorized to do so by emergency personnel.

Report ALL fires to Campus Safety, even if you were able to extinguish the fire before any damage occurred.

## MEDICAL

### Call for Help!

If someone is unconscious, having difficulty breathing or you suspect they may be having a heart attack/stroke, or they have another medical emergency **CALL 9-1-1 immediately.**

You should also **call Campus Safety at 3-3-3** from a campus phone so they are aware of the situation and can meet arriving first responders.

For other on-campus medical-aid related issues **call Campus Safety at 3-3-3 from a campus phone.**

Report the nature of the medical problem, the location of the victim and your name. The dispatcher will call paramedics or Campus Safety officers to respond where applicable.

Safety officers are trained in CPR and basic first aid.

## SUSPICIOUS ACTIVITY

*If you SEE something, SAY something!*

### SUSPICIOUS PERSON:

*Do not physically confront the person. Do not block the person's access to an exit.*

*Call Campus Safety and provide as much information as possible about the person and his/her location.*

*Do not let anyone into a locked building/office.*

### UNATTENDED PACKAGE OR BAG:

*Do not touch or disturb the object. Notify Campus Safety.*

## ACTIVE SHOOTER

*Run, Hide, or Fight!*

If outdoors, **RUN** away from gunshots and find a place of safety.

If you are in a classroom or office, assess the closeness of the shots. **Run away from the shots if safe.**

If not safe to run, **HIDE**. Remain in location and secure all doors. Throw furniture in front of door(s) to form a barricade if possible. Turn off the lights and **silence your phones**. Stay quiet and stay put until police officers give further instructions.

As a last resort, **Fight!**

You may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival.

## CHEMICAL SPILL

If this is an emergency or if anyone is in danger

### CALL 9-1-1.

If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.

Follow the instructions of emergency personnel.

Notify emergency personnel if you have been exposed or if you have information about the release.

Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper personal protective equipment (PPE) such as gloves and goggles.