

## GENERAL EVACUATION PROCEDURES FOR STUDENTS AND INSTRUCTORS

### If you hear the evacuation alarm or are instructed to leave the building:

- Remain calm.
- Evacuate the building to the nearest Emergency Assembly Area. Take keys, coat, purse, and any other critical personal items with you as you will not be allowed to reenter the building. **NO EXCEPTIONS.**
- Follow any instructions from your Instructor or Campus Police Personnel.
- Use stairways only. Do not use elevators.
- Notify Campus Police at ext. 3100 from a campus Landline phone or by dialing 310.660.3100 from a cell phone.
- Close doors as rooms are vacated.
- Assist those who need help but do not put your self at risk attempting to rescue trapped or injured victims. **ASK** those with mobility or other access issue how you can assist them. Notify emergency responders of individuals requiring special assistance.
- Note location of trapped and injured victims and notify Instructor or other emergency responders.
- Building Captain(s) and Floor Leader(s) will walk through the building to ensure evacuation is complete.
- Remain in Emergency Assembly Area until further instructions are given. If role is taken, please sign in. The roster is used for reunification activities.

**THESE INSTRUCTIONS SHOULD BE POSTED IN STUDENT ACCESS AREAS**

- Do not reenter the building unless officially authorized to do so after the “All Clear” is given by the Instructor, Incident Commander or authorized Campus Police personnel.