IN CASE OF EMERGENCY
Cerritos College Procedures for Emergencies

All members of the campus community are strongly encouraged to read and understand these procedures BEFORE an emergency occurs.

Be prepared: Please re-familiarize yourself with these procedures on a regular basis.

BEFORE THE EMERGENCY
✓ Be aware of your surroundings and stay prepared.
✓ Find your PRIMARY AND secondary exits.
✓ Identify this location’s evacuation area. (Location name above and map below.)
✓ Take note of the nearest fire alarm pull station, red emergency phone, office phone, and campus pay phone.
✓ Have personal contact information handy.
✓ Keep halls and exits clear.
✓ Correct or report hazardous conditions.
✓ Note Cerritos College Campus Police 911 Emergency direct line for mobile phone: 562-482-3874

Individuals with disabilities should use the "buddy system" to identify others available to provide assistance. All handout "buddies" should be identified at the beginning of each class, term, project, or job — ask your instructor or supervisor.

EMERGENCY EVACUATION
✓ Begin evacuation if you hear a fire alarm, smell smoke or see flames, smell unusual fumes such as natural gas or a dangerous chemical fume, or are directed by instructor or other authority.
✓ Proceed to the nearest safe sheltered and/or exit.
✓ Stay calm, move quickly, and do not run.
✓ Provide help to those who need assistance.
✓ Report to the location’s evacuation area. (Location name above and map below.)

DO NOT RE ENTER THE BUILDING until told to do so by your instructor or other authority.

Individuals who may not be able to use the stairs may request assistance from anyone available to provide it. Ask the "buddy system" (This refers to Before the Emergency may be most effective. If unable to get evacuation assistance, immediately, those not able to use the stairs should proceed to the nearest accessible stairway and walk to safety assistance.

POWER OUTAGE
✓ Stay calm and remain in place, if safe to do so. Turn off all light switches, except one.
✓ Pay attention to instructions from an instructor or other authority.

BOMB THREAT
If evacuation is required, take all personal items with you.

If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CONTACT CAMPUS POLICE.

If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age and gender of caller, speech patterns, caller’s emotional state and any background noise.

IN CASE OF FIRE
✓ Pull the nearest red or alarm pull station.
✓ Contact Campus Police by dialing 911 using any campus phone (including all pay phones), or by dialing METRO 482-3874 on a mobile phone (911-type emergencies, ONLY!)
✓ Be prepared to:
  - Describe the situation.
  - Give your location.
  - Do not hang up until the dispatcher tells you to do so.
✓ Only attempt to extinguish a fire if you find it safe to do so. Read and follow instructions on fire extinguishers.
✓ Alert others in your area to go to this location’s evacuation area. (Location name above and map below.
✓ As you evacuate the area completely, close but do not lock doors, after last person has existed.
✓ Use the nearest stairwell and/or exit: DO NOT USE THE ELEVATOR.
✓ Try to stay low to the floor if smoke is present.

SHELTER-IN-PLACE
In certain situations, i.e., the presence of unknown biological or radiological contaminants, gunfire, acts of terrorism, or other violence; extreme weather; and some earthquakes sometimes it may be necessary to remain inside-in-place, rather than evacuating.

How to shelter-in-place:
✓ Call Campus Police — See “Campus Emergency” below.
✓ Stay calm and remain quiet.
✓ Do not actively flee unless, obviously, there is a fire.
✓ Individuals in outdoor areas or hallways should seek shelter in the nearest safe classrooms, offices, or other area. It may be necessary to drop to the ground and determine whether to move or crawl to a safer location or to be stationed and appear in the open.
✓ Close and lock all doors and windows and close window blinds, shades, and curtains. If windows or glass doors are heard, get down on the floor and stay low — away from doors and windows.
✓ Shelter-in-place will be given an all-clear announcement by campus police.

EARTHQUAKE
BEFORE AN EARTHQUAKE
✓ Identify the nearest safe location for you to be diary, aware, and/or hold. Individuals in wheelchairs should not attempt to duck, cover, and hold. Follow the location in an office, dormitory, or another area.
✓ Look for items placed on shelves or elsewhere above you that are heavy and/or loose and might fall in the event of a shaking or a sharp jolt. Secure such items, or report them to instructor or other authority, and move to another area.
✓ Note Emergency Exits. Identify all emergency exits of doors, and other items that may shift and fall and block your exit in an earthquake.

IF AN EARTHQUAKE OCCURS
✓ QUICK: Immediately duck down close to the floor and seek cover.
✓ DO NOT run under a table, desk, or other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms.
✓ HOLD: If you are under something, hold onto it and be prepared to move with it.
✓ STAPE: Stay close of windows and glass to reduce the risk of being injured by flying broken glass.

NOTE: Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer than the doorway in your only option. Drop down to the floor and brace yourself so your back is to the doorjamb, where the door is hinges to the frame.

AFTER THE SHAKING STOPS
✓ Do not go outdoors, unless there is immediate danger from fire, the smell of natural gas, or signs of structural damage. You are in greater danger outside from falling glass, debris, and broken glass objects that may fall in an earthquake.
✓ Check for hazards, including broken glass and objects that may fall in an earthquake, consider such hazards in choosing your exit route.
✓ Provide help to those who need assistance.
✓ If trapped, read first aid. First aid.
✓ Cooperate with instructor or other authority. Assist in making the area safe for aftershocks by moving items that fall onto or rest on your initial earthquake, but may fall in an earthquake. Aftershocks may cause doors to narrow.
✓ Clear emergency exits of doors, if safe to do so.
✓ If a fire occurs, activate the nearest fire alarm pull station.
✓ If necessary from using the telephone, except to report the threatening emergencies.
✓ Hang up any telephone conversations that were interrupted during the earthquake.

MEDICAL EMERGENCY
✓ Survey the scene. Determine if it is safe for you to help. Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.
✓ Use the 3 C’s — Check, Call, Care: Check the victims’ consciousness, turn to someone else, or call Campus Police and Facebook to the attention of the victim to provide Care in the form of first aid or CPR, if needed to do so.

When calling 911 for Campus Police, be prepared to give:
- the number of victims, approximate age, and gender;
- your name, telephone number, and location;
- victim location(s)
- visible signs of wound or injury
- the return of the medical emergency;
- what help, if any, is being given; and,
- any other information requested by the dispatcher.

DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER TELLS YOU TO DO SO.

If possible, send someone to meet and direct Campus Police.
✓ Stay calm.

CAMPUS EMERGENCY — DIAL 911 FROM ANY CAMPUS PHONE
(For Cerritos College “911 emergencies” from mobile phones, call 562-402-3674)

Unfortunately, it is not possible to foresee every potential scenario. Individuals are advised to use their best judgment in applying these exercises and other procedures in the event of any emergency. Your safety and the safety of others depend on good decisions and walking and placing the services of emergency personnel (fire, medical) in any emergency.

Campus Evacuation Area Map

Denotes assembly area

Produced by the Office of Student Services. For questions, please contact Campus Police at ext.3202

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562-860-2451