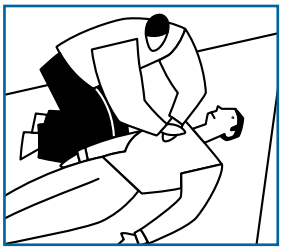
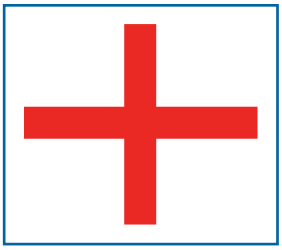
Citrus College

Emergency Response Procedures

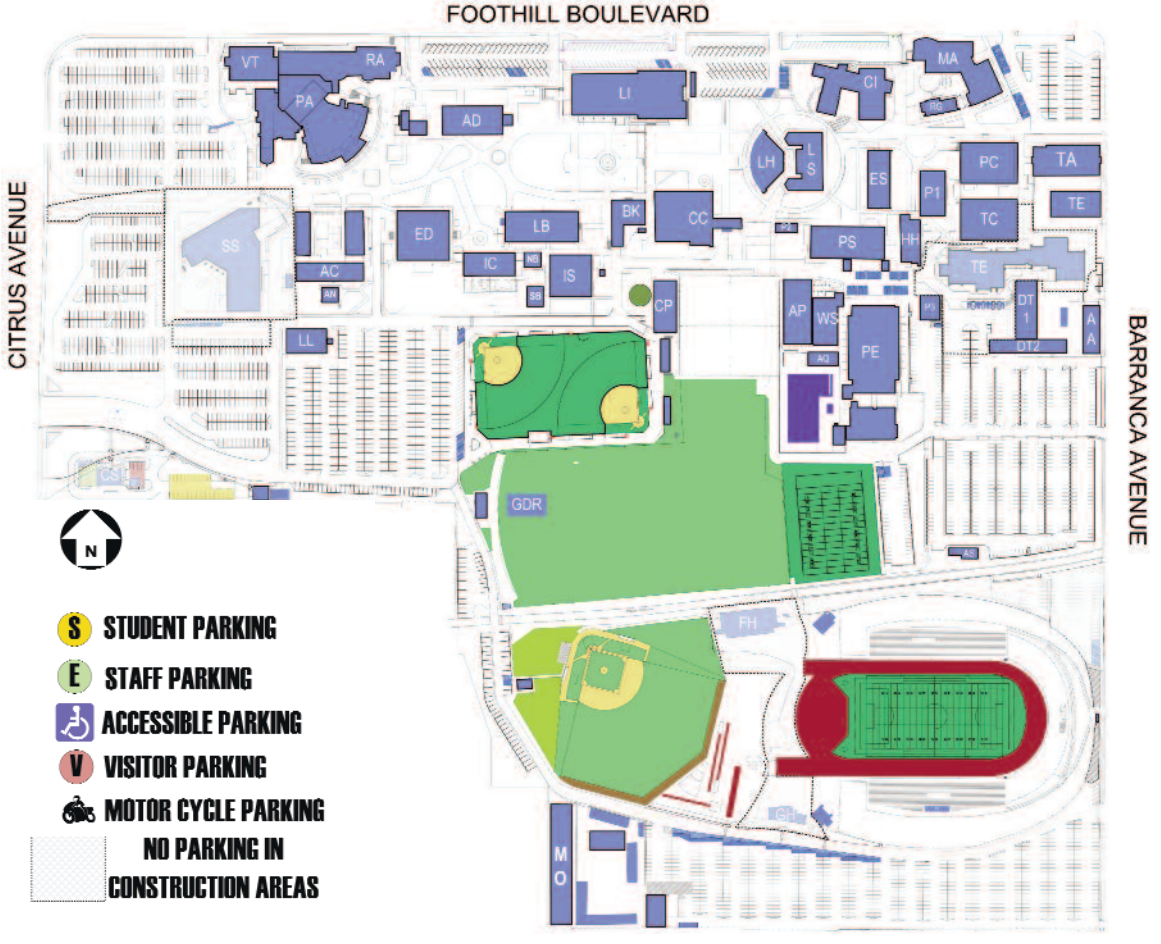
Emergency Numbers

Citrus College		Los Angeles County	
Campus Security	8611	Paramedics	9-911
Student Health Services	8671	Fire Department	9-911
Facilities	8690	Glendora Police	9-911
Citrus Operator	0	Sheriff	9-911

Emergency Numbers
Emergency Response Procedures
Utility Failure
Fire
Violent or Criminal Behavior/Mental Health Intervention
Bomb Threat
Hazardous Chemical or Material Spill
Earthquake
Building Evacuation/Assisting Disabled
Basic First Aid
Campus Disaster Response
Immediate Action Checklist

Campus Map – Safely Evacuate to Open Areas.

Move away from buildings, unsafe objects, down power lines, etc.



Buildings

AA.....Automotive Annex (formerly Tech F)
AC.....Art Center
AD .....Administration
AN .....Annex
AP.....Adapted Physical Education Center
AQ.....Aquatic Center
BK.....Owl Bookshop
CC .....Handy Campus Center
CI .....Center for Innovation
CP .....Central Plant
DT 1.....Diesel Technology
& DT 2.....(formerly Tech G)
ED ....Educational Development Center
ES.....Earth Science
GDR .....Golf Driving Range
HH .....Hayden Hall
IC.....Infant Center
IS.....Information Services (Dan Angel Data Processing Center)
LB.....Liberal Arts/Business
LH .....Lecture Hall
LI.....Hayden Library
LL .....Lifelong Learning Center
LS .....Life Science
MA .....Mathematics/Sciences
MO .....Maintenance/Operations
P1 .....Portable #1
P2 .....Portable #2
P3 .....Portable #3
PA .....Haugh Performing Arts Center
PC .....Professional Center
PE.....Physical Education .....(formerly Main Gym)
PS .....Vaniman Physical Science
RA .....Recording Technology
RP .....Reprographics (Printshop)
SB.....South Bungalow
NB .....North Bungalow
TA .....Technology A
TC .....Technology Center (formerly Tech C)
TE .....Technical Building E
VT .....Video Technology
WG .....Women's Gym

Emergency Response

Reporting An Emergency

Stay calm. Make sure you and those around you are safe. If, after making a quick assessment of the emergency, you find it is beyond your ability to resolve safely or has the potential to escalate in severity, **call Campus Security at 8611.**

Fire Alarm Signal

A fire alarm is located in every building on campus. When the alarm sounds, strobe lights are also activated. When a fire alarm is activated, **call Campus Security at 8611,** you MUST evacuate completely clear of the building. Walk calmly to the nearest exit and ask everyone to do the same. If able, please provide assistance to those who may require it.

Evacuate To Safe Areas

Please review the map at the top to determine the safest route from your building to the closest evacuation assembly area. Keep a minimum of **150 FEET** away from buildings. Keep service roads, stairways and fire hydrants clear for emergency personnel and vehicles.

Returning To Buildings

Do not re-enter the building until Campus Security and/or Emergency Responders have inspected the building and cleared it for resumption of normal activities. Strobe lights may continue to flash, even after responders have silenced the alarm. The All Clear is given only after the emergency is resolved, and the strobes have been turned off.

When calling Campus Security, be prepared to provide information listed on Immediate Action Checklist.

Emergency Response Procedures

Utility Failure

Reporting Utility Failures

During regular working hours, 6:00 a.m. to 3:30 p.m., Monday through Friday, notify **Facilities at 8690.** After 3:30 p.m., on holidays and on weekends, **call Campus Security at 8611.**

Life/Safety Peril

If an **emergency exists, you must contact Campus Security at 8611.** If there is potential for fire, activate the fire alarm and evacuate the building. Assist people with disabilities. In case of a power outage, do not use elevators.

Electrical Failure/Rolling Black Outs

Most power failures or rolling blackouts are not emergencies. Any number of manmade or natural causes can initiate an electrical failure. Therefore, an accurate appraisal of the situation is necessary. Evacuation is not usually necessary; however, as always, the prime consideration is the preservation of life. Assist students and staff to remain calm. **Do not leave anyone in the dark. Keep people informed of the situation status.** In cases where staff and students remain in buildings during extended blackouts, Campus Security should conduct periodic safety checks.

Elevator Failure

If you are trapped in an elevator, **use the emergency phone,** which is patched directly to Campus Security. In addition, you may turn on the emergency alarm, which will also signal for help.

Plumbing Failure/Flooding

Notify **Facilities at 8690.** Turn power equipment off; if possible, unplug all nearby appliances and electrical equipment. If necessary, vacate the area.

Minor Gas Leak

Notify Facilities at 8690. Give the location of the odor and any other relevant details.

Major Gas Leak

Notify **Campus Security at 8611.** Cease all activities and evacuate the building. Do not switch on (or off) lights or other electrical equipment. A single spark could ignite leaking gas, triggering an explosion.

Ventilation

For non-emergency hot or cold temperature complaints contact Facilities at 8690. If strong odors or smoke appear to be emanating from room HVAC vents, contact **Campus Security at 8611.** Evacuate room or building if necessary. Err on the side of caution.

Remember: To save on energy costs
Maximum Cooling set at 78°
Maximum Heating set at 68°

Utility Failure

Fire

All Fires Must Be Reported To Campus Security - 8611

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

Fire Extinguishers

Know the location of fire extinguishers in your area and how to use them. For fire extinguisher information and training, contact the EH&S Office at 8704.

Know the location of the nearest fire alarm breaker.

Minor Fires

If a fire appears controllable, access the nearest fire extinguisher. Initiate the **PASS** system:

- **P**ull the pin.
- **A**im at the base of the fire.
- **S**queeze the trigger while holding the extinguisher upright.
- **S**weep the extinguisher from side to side.

Other Fire Situations

Be smart. If a fire does not appear to be containable, evacuate the building.

Immediately activate the fire alarm system.

Call 9-911.

Call Campus Security at 8611.

When the fire alarm sounds everyone must leave the building. **Stay calm. Leave doors unlocked.**

Whenever possible, assist anyone with a disability or with injuries to exit the building. (See instructions for assisting people with disabilities in this chart.) **In the event of a fire, no one is to use the elevators including those with disabilities.**

Once outside, move at least **150 FEET** away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until cleared to do so by Campus Security or the Emergency Responder in charge.

If you are unable to assist the injured or people with disabilities out of the building, be able to tell Emergency Responders the location and condition of those remaining inside.

If you become trapped in a building during a fire and a window is available, place an article of clothing, (shirt, coat, etc.) outside the window as a marker for rescue crews. **Stay calm.**

If there is no window, stay low to the floor where the air will be less smokey and toxic. Make noise or shout at regular intervals to alert rescuers to your presence and location.

Mental Health Intervention

People respond to the stresses in their lives in various psychological and emotional ways - students are no different. Citrus College is an open access institution and deals with a very diverse population. As an educational institution, our goal is to provide learning opportunities to all students, including those with psychological difficulties. Most students with mental health problems will behave no differently in class or in office visits than any other students. However, there are times when a student's behavior is disruptive, distracting or threatening to faculty, staff or other students.

Distracting Or Disruptive Behavior

If a student is behaving in such an odd or inappropriate manner in class that it is distracting or disruptive to you or other students, first attempt to handle it directly as you would any other disciplinary situation.

If the behavior continues and you believe it is based on a mental health condition, **call the Dean of Counseling at 8538** or the **M.F.T. Counselor at 8671.** They can assist you by talking directly with the student and explaining the consequences of distracting or disrupting a class. Conversations in a therapeutic counseling setting are strictly confidential; with the exception of threats of danger to self or to others.

If this doesn't alleviate the situation, then proceed with the usual discipline process by contacting the **Student Affairs Office at 8602**. In the evening, **call the Evening Instruction Office at 8561.**

Threatening Situations

If a student's speech or behavior is threatening the safety of others, **call Campus Security at 8611** as soon as possible to report the incident. For evening classes, you may also **call the Evening Instruction Office at 8561.**

Imminent Danger

If you feel there is imminent danger from a weapon (gun, knife, club), call Glendora Police at 9-911 - and Campus Security at 8611.

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

Provide as much information regarding the suspect(s) description, location, weapons (if any), injuries, etc., as possible.

Avoid verbal exchanges or arguments when a disturbance is escalating.

Once Campus Security or an Emergency Responder intervenes, refrain from attempting to negotiate with the suspects(s) unless asked to do so by police or Campus Security.

Violent or Criminal Behavior

Everyone is responsible for making the campus a safe place. Be alert to suspicious people and situations. If you observe suspicious people or activities, do not attempt to intercede. Alert your supervisor who will contact Campus Security or

CALL CAMPUS SECURITY - 8611

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

A person without a proper reason for being on campus may be asked to leave. If they refuse or are uncooperative when asked to leave, Campus Security will summon police or sheriff's units.

If Campus Security or other Emergency Responders become involved, they will rely on witnesses for as much detailed information related to the incident as possible. When confronted with situations involving irrational or violent behavior on campus involving students, employees and strangers, documentation is essential. Your observations may make the difference in resolving the incident quickly and peacefully.

Be Observant But Do Not Take Any Unnecessary Chances

1. If you are the victim, an observer or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc;
2. If you witness an on-campus violation of the law;

You can be of the greatest assistance by reporting the activity to **Campus Security at 8611** and giving the following information:

a. The nature of the activity or incident
b. The location of the incident
c. A description of the person(s) and/or property involved.

Assist Campus Security when they arrive by supplying them with any additional information they may request. They may conduct a search, require an evacuation of all or part of the campus and call additional outside Emergency Responders.

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **do not handle the object. Call Campus Security at 8611.** Calmly clear the area as soon as possible.

Most bomb threats will be announced by phone. The established procedure for anyone receiving a telephoned bomb threat to follow is:

When a bomb threat call is received, the person receiving the call should attempt to hold the caller on the line as long as possible by **asking the caller detailed questions such as:**

a. When is the bomb going to explode?
b. Where is the bomb located?
c. What kind of a bomb is it?
d. What does it look like?
e. Why did you place the bomb?

If you are still on the phone with the caller, **alert your supervisor or co-worker non-verbally** as to the nature of the call. Have them notify Campus Security or the Administrator-on-Duty of the situation.

Provide as much information as possible, including:

a. The location affected
b. The name of the person calling, if known
c. The nature of the threatening call
d. The extension number receiving the call

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

Immediate action will be taken when the location of the bomb is given, and the time for detonation is given in minutes. The highest ranking **Crisis Action Team** member available will make the decision to evacuate if there is not reasonable time to consult with the Glendora Police Department.

Bomb Search Guide

Emergency Responders may ask staff and faculty to make a **cursory** inspection of their areas for suspicious objects. This is done because, in their respective work areas, the staff will know better than the police or Campus Security what items appear to be out of place or suspicious.

Cursory inspection means checking only what is visible or audible. **Do not turn lights on or off, or open or close drawers.** If a suspicious object is found, do not touch the object. Report immediately to Emergency Responders.

Hazardous Chemical or Material Spill

Most hazardous chemical or material spills that might occur at Citrus will be small and manageable. Regardless, report all spills to the supervisor or instructor in charge.

Small Spills

Most small spills are easily cleaned up:

1. Secure the spill area
2. Keep others away to minimize exposure or contamination
3. Read the product or chemical label for spill clean up and disposal.

For more information, call the **Chemical Substance Technician at 8760** or the **Physical Science Department at 8764**. They can determine further action.

Large Spills

Call Campus Security at 8611 and/or the **EH&S Office at 8704.** Provide the following information:

1. Location of the incident
2. Type of incident (spill, leak, explosion, etc.)
3. Specific brand or chemical name; type of hazard, if known
4. Injuries or exposures, if known
5. If the spill involves a dangerous or toxic chemical, provide Emergency Responders with the safest directions to approach the area.

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

If an emergency exists, activate the nearest building fire alarm system. When the fire alarm is sounded, everyone must exit the building. Walk to the nearest exit and request that others do the same. Secure the spill area. Keep others away to minimize exposure or contamination until Campus Security or Emergency Responders arrive on the scene.

Move everyone to an area at least **150 FEET** away from the spill; stay upwind. Remember, if you can smell the chemical you are too close. Keep streets, fire hydrants, doors and walkways clear for Emergency Responders.

If necessary, assist anyone with disabilities to leave the building. Elevators are prioritized and reserved for those with disabilities first; **in the event of a fire, no one is to use the elevators.** (Refer to the section on Assisting People With Disabilities for more information.)

Handling Chemical Exposures

Report all chemical exposures to the department's supervisor. Assist exposed staff and students to wash chemicals off body parts and out of eyes. Use the "buddy system" to ensure that the affected person **washes the affected area for a minimum of 15 minutes** or until knowledgeable medical help arrives. For specific information on the chemicals involved, **consult the chemical's label or its Material Data Safety Sheet [MSDS].**

Earthquake

Before The Quake

Plan ahead!! Quakes give no obvious warning before they occur. Locate potential safe areas: under a desk, inside doorways and in halls are structurally safe locations. Stay away from windows, unsecured bookshelves and file cabinets.

Know the location of fire extinguishers and first aid kits; know how to use them. For fire extinguisher training, contact the EH&S Office at 8704.

Plan your immediate action with co-workers in the event that shaking starts. Review the *Citrus College Emergency Plan* under the area's specific tab.

During The Quake

Drop !!! Move away from possible falling objects: books, small office equipment, knick-knacks, unsecured bookshelves and file cabinets.

Cover !!! Tables and desks provide protection from falling objects and glass. Hallways are structurally more secure than open office areas and will have less flying debris.

Hold !!! In a violent quake, things will be moving. Get on the floor; hold on to your desk or chair. Remain calm and ride out the shaker.

Outdoors, move away from buildings, utility poles, trees and other structures if you can.

After The Quake

Make sure you and those around you are safe. Assess your immediate conditions.

Be prepared for aftershocks. Evacuate structures **only** after a safe exit route has been explored. Watch out for broken glass, exposed electrical wiring and potential falling lighting and other ceiling fixtures.

Assist the injured and those with disabilities to safely exit the building. If they are unconscious or you are unable to assist, report their condition and location to Emergency Responders. Make every effort to account for the location and status of people in your immediate area, your building **Emergency Information Officer (EIO)** or members of the **Crisis Action Team (CAT).** (See CAT page for more information.) The phones may be out; use wireless communication systems, cellular phones – if necessary assign messengers/runners.

Listen for additional information. The **Emergency Broadcast System (EBS)** for Los Angeles County is the **AM** frequencies: KFI 640, KNX 1070.

Building Evacuation

Know The Location Of The Nearest Exits From Your Building

During An Earthquake

Drop and **Take Cover** under tables, in doorways or halls, and **Hold** on until the shaking stops. Before exiting a building after an earthquake, scout the safest exit; watch for broken glass, hanging electrical wires and other dangers. Exit the building only after the shaking has stopped.

Preplan your building evacuation route. Review campus map (located on first page).

If Fire Alarm Sounds

Exit the building. Assist any injured and/or people with disabilities to safely exit the building. If you are unable to assist any injured people or those with disabilities, be able to tell Emergency Responders the location and condition of those remaining inside.

Once outside, move at least **150 FEET** from the affected building(s).

Do not re-enter the building until cleared to do so by Emergency Responders.

Building Evacuation: Assisting People With Disabilities

Anyone who may require assistance during an emergency should be prepared to provide instructions to their helpers on the best method to be used. In every situation, a cooperative effort will be necessary to achieve a safe stairwell evacuation. **During an evacuation, elevators are reserved for the use of people with disabilities. However, in the event of a fire, no one is to use elevators under any conditions.**

Emergency Evacuation Assistance Areas (EEA Areas) are posted in every building at or near stairways on every floor above ground level. If an individual with a disability is unable to evacuate the building to the ground floor, take them to one of the posted **EEA areas.** Make them as comfortable as possible. Let them know you are going for assistance and will provide Emergency Responders with their location and details of their condition. After informing Emergency Responders of the situation, and if it is safe to do so, return to the **EEA Area** and stay with the individual until help arrives.

The following techniques will allow you to assist people with disabilities to evacuate buildings:

Pack Strap Carry Evacuation

For disabled person of slight stature

The helper kneels at the front of the wheelchair and places the person's arms up and over the helper's shoulders and across the chest. The helper then leans forward and takes the person's weight before rising slowly to full standing position.

Office Chair Evacuation

Person in motorized wheelchair or person who appears to be fragile

1. Transfer the disabled individual onto a sturdy office chair.

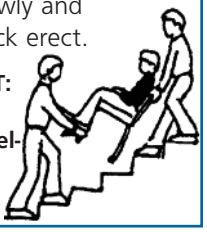
NOTE: See lifting technique described in "two-person carry – fore and aft."

2. One helper gently leans the chair backward.

3. The other helper faces the chair and holds on to the front legs of the chair.

4. The helpers control the descent by bending legs slowly and keeping back erect.

IMPORTANT: Never leave empty wheelchairs in stairwells!



In-Chair Evacuation

Person in non-motorized wheelchair

1. Unlock brake.

2. The chair is gently leaned backward and moved to the edge of the first step.

3. One helper steadies the chair by holding the rods to which the footrests are attached.

NOTE: Do not lift chair from bottom position.

4. The helper in the top position controls the descent of the chair by bending his/her legs slowly and taking most of the weight.

Two-Person Carry Fore and Aft

Person in motorized wheelchair, with limited walking ability and narrow stairwell

1. One helper reaches under arms and grasps the individual's right wrist with his/her left hand and left wrist with his/her right hand.

2A. If the disabled person is able to separate his/her legs, the other helper stand between his/her legs and lifts just above the knees.

2B. If the disabled person cannot separate his/her legs, the helper stands alongside and carries from that position.

3. Helpers control the descent by bending legs slowly and keeping the back erect.

Important: Never leave empty wheelchairs in stairwells!

Building Evacuation/Assisting Disabled

Basic First Aid

What to Do Until Help Arrives

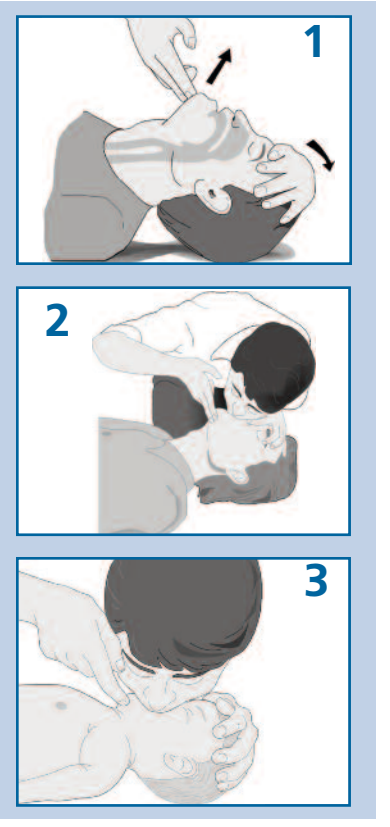
Triage: Assess State Of Victim

1. Check victim's state of consciousness: Touch the victim on the shoulder and ask, "Are you okay?" or "What is wrong?" If conscious, ask, "What is wrong?"
2. If unconscious, check victim's state of breathing. Give Rescue Breathing, if necessary.
3. Check for bleeding. Control serious blood loss by applying direct pressure to wound.

Rescue Breathing

1. Position victim's head:

a. Apply enough force with hand on forehead to tilt it back slightly.
b. Place fingertips under the bony part of the jaw.
c. Support and lift the jaw with your fingertips. Avoid closing the mouth.
d. Do not push the soft tissues of the throat, it may block the airway. If necessary, pull the lower lip down slightly with your thumb to keep the mouth open.



2. Look, listen and feel for breathing for 3 to 5 seconds. If the person is not breathing:

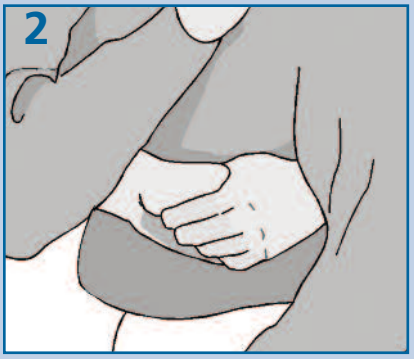
a. Pinch the nose closed.
b. Place your mouth tightly around victim's mouth and blow into his/her mouth.
c. Give two full breaths. Stop when victim's chest has expanded.
d. Turn head away and listen for exhalation.
e. Give 1 breath every 5 seconds.

3. For infants and small children:

a. Tilt head slightly.
b. Cover and seal mouth and nose with your mouth.
c. Blow shallow breaths.
d. Give 1 breath every 3 seconds

Control Bleeding

1. Apply direct pressure to wound and elevate, if possible.
2. If bleeding continues, apply pressure on the appendage's supply artery.
3. **Call Campus Security at 8611** or the **Student Health Center at 8671**.



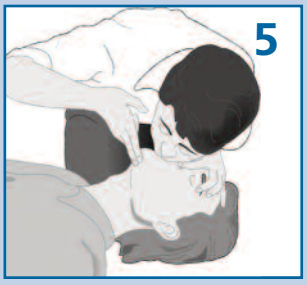
Choking In Adults And Children

Ask, "Are you choking?" If the victim cannot breath, cough or speak, give abdominal thrusts:

1. Place your fist (thumb side) against the victim's stomach in midline just above the navel and well below the rib cage. Grasp your fist with your other hand.

2. Press into stomach with a quick upward thrust. Repeat if necessary.

3. If the victim has become unconscious, **call 9-911 or 8611.** Continue first aid.



4. Lay victim down and sweep mouth clear of any obstructions.

5. Attempt rescue breathing (see top of page).

6. Give 6 to 10 abdominal thrusts.

Flip page for additional first aid procedures

Basic First Aid

Seizure

A seizure can be visually very disconcerting. However, during one there is little anyone can do to stop or moderate a seizure episode.

1. **During the seizure:**
   a. Let the seizure run its course.
   b. Use no force; do not try to restrain the victim.
   c. Loosen restrictive clothing.
   d. Help the victim to lie down; create an open space to prevent injury to victim.
   e. **Call Campus Security at 8611.**

2. **After the seizure:**
   a. Check to see if the victim is breathing; if not, give rescue breathing at once.
   b. Look for an emergency medical ID.
   c. Check to see if the victim has any burns around mouth; this may indicate poisoning.
   d. Stay with victim until medical help arrives.

Fainting

1. Have victim lie or sit down and rest.
2. Keep victim comfortable; neither hot nor cold.
3. If unconscious, roll the victim on his/her left side.
4. Look for an emergency medical ID.
5. Treat other injuries as necessary.

Heart Attack

1. **Call 9-911; Campus Security at 8611.**
2. Help victim to a comfortable position.
3. Give resuscitation or CPR as necessary.
4. Keep victim comfortable; neither hot nor cold.
5. Ask or look for an emergency medical ID.

Burns: Thermal And Chemical

1. Immerse burned area in cold water.
2. Flood chemical burn with cool water.
3. Cover burn with dry bandage.
4. Keep victim quiet and comfortable.

Fractures And Sprains

1. Do not move the victim unless there is immediate danger of further injury.
2. Keep injured area immobilized.
3. Watch for symptoms of shock; pale/cold clammy skin, rapid or weak pulse.
4. Keep the victim warm; give no fluids or stimulants.
5. If you suspect an injury to the legs, neck, back or head, DO NOT ELEVATE LEGS.
6. Do not attempt to straighten a fracture unless you are a trained medical attendant.

Continue To Assist The Victim Until Help Arrives

As much as possible, determine extent of injury or probable cause of illness.
Protect the victim from all disturbance, reassure the victim and do not move him/her unless absolutely necessary.
Look for an emergency medical ID. Question observers about the victim's circumstances.
Give any information you discover to Emergency Responders.

Campus Disaster Response

Emergency Preparedness/Disaster Plan

The primary goals of disaster preparedness planning are to save lives (or minimize loss of life), protect and restore property, and to resume normal campus operations and instructional programs as quickly as possible. To be better able to respond to the effects of a disaster, Citrus College has developed a highly flexible Emergency Operations Plan. A copy of the plan is available to review through your dean or director.

Crisis Action Team

When, and if, **the Emergency Operations Center (EOC)** is activated, and to what degree, is the responsibility of the **Crisis Action Team**. This group consists of senior and administrative managers who will gather and assess critical information regarding the emergency situation, including the well-being of staff, faculty and students; the condition of buildings and grounds; **and** available campus resources. Prior to any level of **EOC** activation, it is the **Crisis Action Team** that directs the District's emergency response effort.

Your First Responsibilities In A Disaster

As a faculty, staff member or student at Citrus College, your initial responsibilities during a major disaster event are:

1. Make sure that you and those around you are safe.
2. Quickly assess the safety and status of students, faculty and staff in your immediate area.
3. Make a quick visual damage assessment of your building and other property in your area.
4. Report this information to your **EIO** or to the **Crisis Action Team**.
5. Prepare to assist in response and recovery activities as "disaster service workers"at the direction of the **Crisis Action Team**.

Provide Information listed on IMMEDIATE Action Checklist (located on last page).

Disaster Service

Faculty and staff of all public agencies are designated as **Disaster Service Workers** by state law and are subject to services assigned to them by their supervisors. (Government Code, Chapter 8, Section 3100)

Crisis Action Team Members

Title	Extension
Superintendent/President	8821
Vice President of Finance and Administrative Services	8886
Vice President of Student Services	8534
Vice President of Instruction	8881
Director of Human Resources	8550
Campus Security Supervisor	8611
Director of Facilities and Support Services	8690
Director of Communications	8872

Emergency Information Officers (EIO)

Your building **EIO** functions as the primary line of communication between you and the district's emergency response management team. Emergency Information Officers are radio-equipped and report "people and building" conditions to the **Crisis Action Team**. In a major disaster, **EIOs** will depend on your ability to calmly and accurately report any relevant information you can provide regarding the well-being of your students, staff, faculty, or your building's condition.

Immediate Action Checklist

NOTIFICATION PROCEDURES

CALL 8611 FOR CAMPUS SECURITY
CALL 9-911 FOR ALL OUTSIDE RESPONDERS
L.A. County Fire
Glendora Police
Paramedics/Ambulance
Sheriff's Office

CAMPUS OPERATOR "0"

DO NOT HANG UP UNTIL EMERGENCY OPERATOR HAS DISCONNECTED FIRST!

ASSIGN SOMEONE TO MEET THE EMERGENCY RESPONDERS AND GUIDE THEM TO THE LOCATION OF THE EMERGENCY.

IF YOU MAKE AN EMERGENCY CALL FOR ASSISTANCE, REMAIN CALM AND GIVE THE FOLLOWING INFORMATION TO THE OPERATOR:

What Is the Location of the Emergency Situation? _____

Building? Name _____

Floor _____ Room Number_____

Parking Lot? _____ Athletic Field? _____

What Is the Phone # You Are Calling from? _____

Explain What Happened. Be Brief and Concise _____

_____

What Is Currently Being Done, if Anything_____

_____