IN AN EMERGENCY

CALL 911
CALL SECURITY DESK (310) 665-6965
FOLLOW DIRECTIONS from emergency response personnel

EARTHQUAKE | EVACUATE |
---|---|
Duck, Cover, Hold under a table/desk or against an inside wall—not a doorway
Check yourself and others for injuries
Evacuate the building. Do not use elevators!
Assemble at the designated meeting place
Be prepared for aftershocks

FIRE / EXPLOSION | EVACUATE |
---|---|
Activate the nearest fire alarm
Call 911
Call Campus Security (310) 665-6965
Evacuate the building. Do not use elevators!
Assemble at the designated meeting place

HAZARDOUS MATERIALS RELEASE | EVACUATE |
---|---|
Call 911
Call Campus Security (310) 665-6965
Evacuate and secure the area
Limit access to authorized personnel

POWER/UTILITY OUTAGE | SHELTER IN PLACE |
---|---|
Remain calm and assist others
Move cautiously and retrieve a flashlight
Turn off computers and other voltage-sensitive equipment
Proceed to a lighted area

SUSPICIOUS PERSON/OBJECT | SHELTER IN PLACE |
---|---|
Do not confront the person or touch the object
Call 911
Call Campus Security (310) 665-6965
Be prepared to evacuate the area

ELEVATOR MALFUNCTION | SHELTER IN PLACE |
---|---|
Remain calm and assist others
Activate the elevator alarm
Use the elevator phone to contact the elevator company
Call Campus Security (310) 665-6965
Call Facilities Management (310) 665-6872

PROCEDURES

EVACUATION

Use the nearest available exit
Do not use elevators!
Take personal belongings
Assist others
Follow directions from emergency response personnel
Assemble at the designated meeting place

SHELTER IN PLACE

Stay in the building
Close and lock windows and doors
Move away from windows
Do not use elevators!
Call Campus Security (310) 665-6965
Follow directions from emergency response personnel

OTIS Otis College of Art and Design