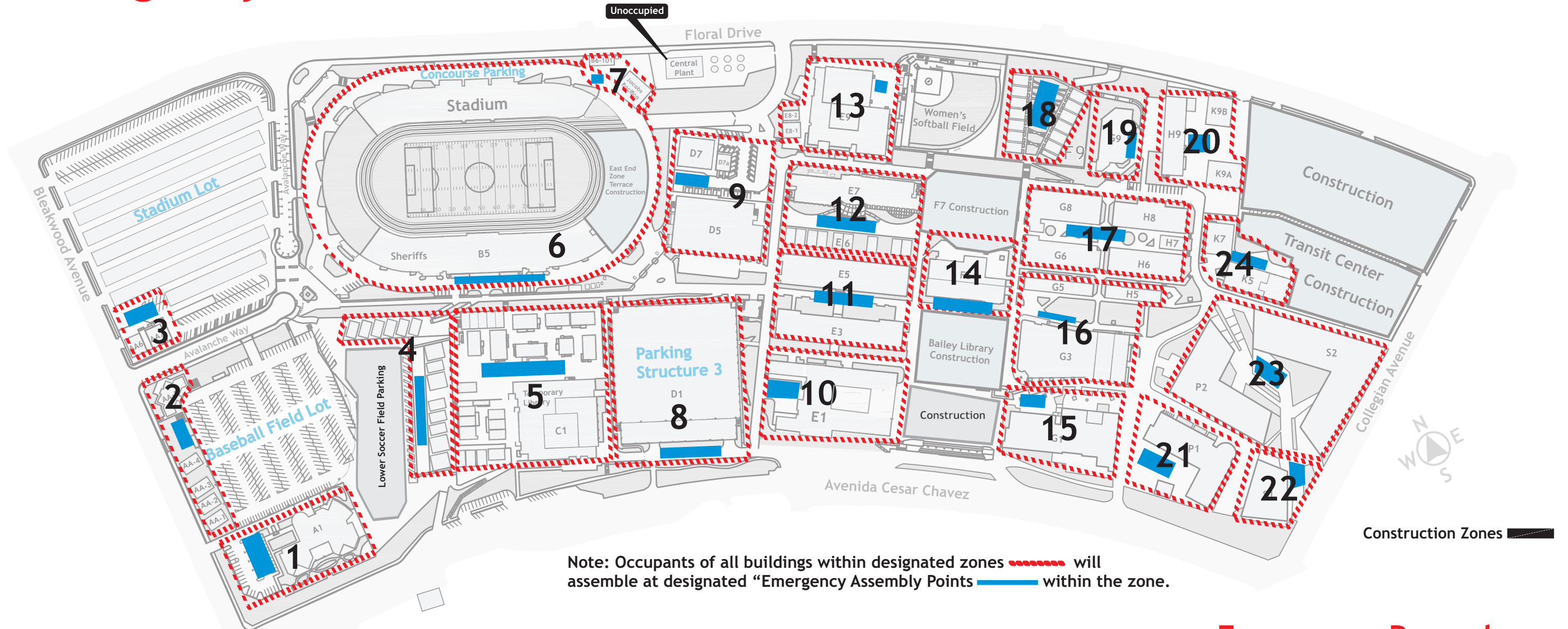


# Emergency Evacuation Zones

# East Los Angeles College Campus



Note: Occupants of all buildings within designated zones will assemble at designated "Emergency Assembly Points" within the zone.

\* This bulletin is an abbreviated summary of emergency procedures for possible campus emergencies. If you would like access to emergency preparedness plan, please contact the Office of Administrative Services at (323) 265

### Gas Leaks or the Threat of Explosion

- Designated staff and/or the sheriff's office personnel will contact each building, office, classroom or laboratory personally to advise you of the need to evacuate to a safe location.
- No bells, cell phones, radios or bull horns will be used to announce the need to evacuate due to the possibility of detonation or explosion.
- The individual advising you to evacuate will direct you to a safe evacuation area.
- Once at the evacuation area, wait for further instructions.
  - The order to close the campus will originate from the highest ranking administrator/employee on campus at the time of incident in consultation with the Office of the L.A.C.C.D. Chancellor.
  - You will be advised that the area is clear of all gas and that you can return to your work station or classroom either verbally or by a continuous sounding siren.

### Fire Alarms

- The fire alarm or evacuation order is signaled by a continuous bell.
- When the alarm is activated, gather up all your personal belongings, turn off any source of gas and leave the building. The last person to exit the room should close the door behind them. Proceed to the nearest "Emergency Assembly Point" as shown on the Emergency Evacuation Zone campus map.
- Do not use the elevator.
- Wait at the E.A.P. until receiving further instructions or the "all clear" is signaled by a continuous sounding siren.

### Earthquake

- At the first indication of a major earthquake, drop to the floor and cover your head.
- When it is determined safe to do so, exit the building. Once outside, stay in a location that is safe from falling debris from buildings, clear of falling power lines, broken gas lines, and any other overhead danger.
- Do not use elevators.
- Wait at the location for further instructions.

### Campus Violence

- Once you become aware of a campus violence situation, call the Sheriff's Office at (323) 265-8800 or call 911.
- Try to ascertain if it is safer to evacuate the building or barricade yourself in the room.
- Attempt to remain calm and wait for law enforcement assistance.

**\* IN ALL EMERGENCY SITUATIONS, ASSIST OR PROVIDE FOR THOSE INDIVIDUALS WITH DISABILITIES THAT MAY REQUIRE HELP TO EVACUATE OR OTHER ASSISTANCE.**

## Emergency Procedures

Emergency Telephone Numbers		
East Los Angeles College		
	Campus Telephones	Outside Telephones
Sheriff's Station	ext. 8800	(323) 265-8800
President	ext.8662	(323) 265-8662
Vice President Administrative Services	ext.8669	(323) 265-8669
Vice President Academic Affairs	ext.8723	(323) 265-8723
Plant Facilities	ext.8756	(323) 265-8756
Monterey park		
Police Department	9 - 911	911
Fire Department	9 - 911	911

Not to Scale

Revised: November 18th, 2010