

Zone numbers subject to change due to ongoing construction - For an up to date map visit [www.elac.edu](http://www.elac.edu)

Map courtesy of Info Tech Dept

## Emergency Telephone Numbers

East Los Angeles College	Campus Telephones	Outside Telephones
Sheriff's Office	ext. 8800	(323) 265-8800
President	ext. 8662	(323) 265-8662
VP of Admin Services	ext. 8669	(323) 265-8669
VP of Acad Affairs	ext. 8723	(323) 265-8723
Plant Facilities	ext. 8756	(323) 265-8756

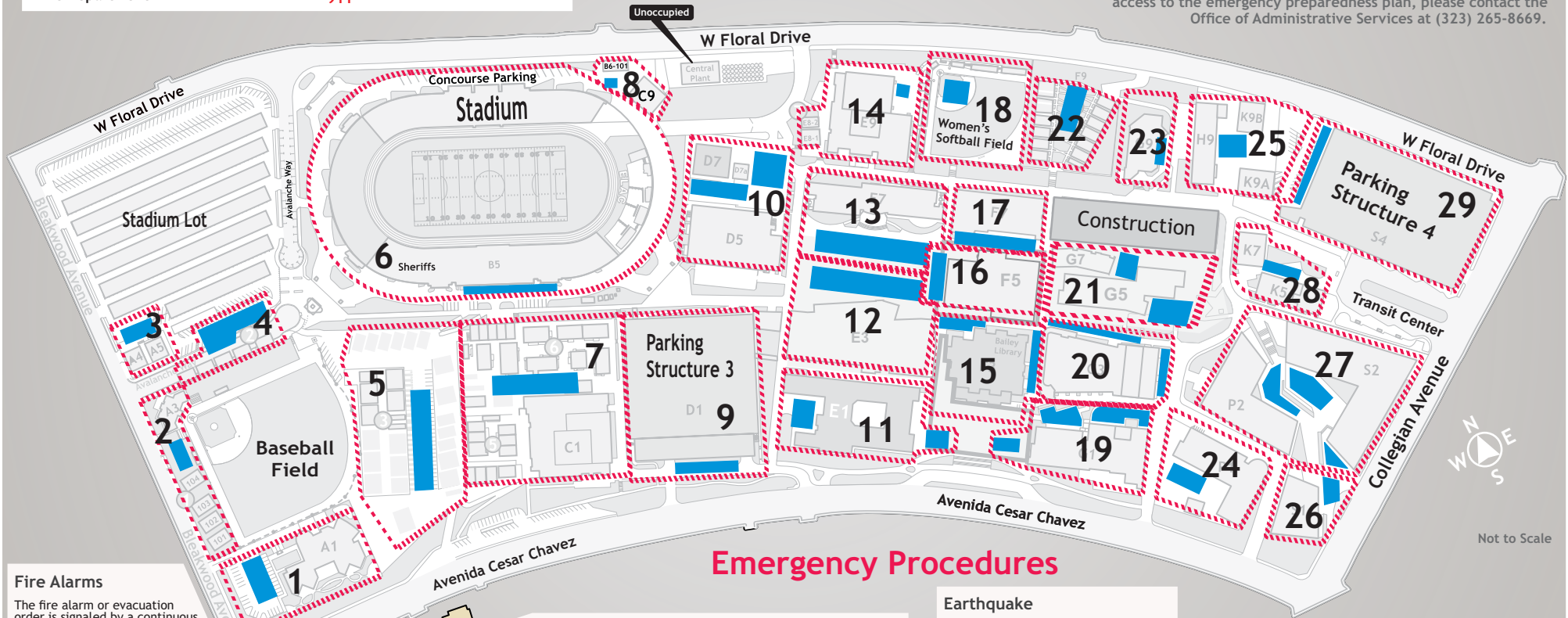
  

Monterey Park	Telephone Numbers
Police Department	911
Fire Department	911

# Emergency Evacuation Zones

Receive emergency alert text messages on your phone, to subscribe or for more information visit: <http://alertme.elac.edu>

\* This bulletin is an abbreviated summary of emergency procedures for possible campus emergencies. If you would like access to the emergency preparedness plan, please contact the Office of Administrative Services at (323) 265-8669.



### 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 Evacuation Assembly Point (EAP) as shown on the Emergency Evacuation Zones map.

Do not use the elevator.

Wait at the E.A.P. until receiving further instructions from a Safety Marshall or via ELAC emergency notification systems.

### Gas Leaks or the Threat of Explosion

Designated staff and/or the Sheriff's Office personnel will contact each building, office, classroom or laboratory via ELAC's emergency notification systems to advise specific areas 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 from either the assigned Safety Marshal or responding emergency personnel.

- The order to close the campus will originate from the highest ranking administrator / employee on campus at the time of the incident in consultation with the Office of the LACCD Chancellor.
- You will be advised that the area is clear of all potential hazards and that you can return to your work station or classroom via ELAC's emergency notification systems.

### 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 to the Emergency Assembly Point (EAP). Be aware of falling debris from buildings, downed power lines, broken gas lines, and any other overhead danger.

Do not use elevators.

Wait at the EAP for further instructions.

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

Revised: July 28, 2016

### 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, if possible, wait for law enforcement instruction via ELAC's emergency notification systems. Please register for RaveMobile text notifications at <http://alertme.elac.edu>.