



KEY EMERGENCY PHONE NUMBERS, EVACUATION & LOCKDOWN PROCEDURES

1) KEY PHONE NUMBERS

- a. CALL 911
- b. ON CALL STAFF 1 – (310) 920-5357
- c. ON CALL STAFF 2 – (310) 310-1165
- d. ON CALL STAFF 3 – (310) 980-6239

2) EVACUATION PROCEDURES

- a. **In the event an alarm sounds, staff, faculty visitors and all students are required to evacuate the building immediately.**
- b. Everyone is required to leave the building at once using the nearest exit. Depart the room immediately.
- c. **Never use an elevator during a drill or actual fire.** If away from your classroom when the fire alarm sounds, do not return to your classroom.
- d. Do not return to the building until given the all-clear signal by security or AJU staff. Fire alarms are located on each hallway.
- e. **The evacuation area for classrooms is the main parking lot if possible, or the fire road. Evacuation area for office spaces is determined by the nearest exit, either the main parking lot, fire road or lower parking lot.**
- f. Follow the maps located around the property to find the nearest point of safety.

3) LOCKDOWN PROCEDURES

- a. **Direct all students, staff, and visitors into a classroom or office space.**
- b. **Lock doors, cover windows, or lower blinds.**
- c. **Block all doors with desk/shelf or anything that can create some barricade between the door and intruder.**
- d. **Move individuals away from windows, doors; Turn off lights and computer monitors. Keep everyone as quiet as possible.**
- e. **Silence all cell phones in the room (Not Vibrate).**
- f. **Remain in sheltered area until “All Clear” signal is given by law enforcement or administrators.**