



## FAMILIAN CAMPUS EMERGENCY PROCEDURE REVIEW DOCUMENT

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**To:** Campus Community  
**From:** Sam Levitt, Vice President for Facilities and Auxiliary Services

### 1) EMERGENCY POLICY

- a. **IN THE EVENT OF AN EMERGENCY SITUATION REQUIRING IMMEDIATE SUPPORT AND ACTIONS, PLEASE CALL 911** from the nearest phone and then follow the procedures indicated below:
  - i. **FIRE:** If the emergency is a fire, use the nearest pull station (small red box) and evacuate the building, proceeding as indicated below:
    1. If the alarm/lights are activated, evacuate the building and wait for instructions or 911 emergency personnel to arrive.
    2. If the alarm/lights do not activate, dial (310) 920-5357 to relay the emergency to the on-call staff on site, evacuate the building and wait for instructions or 911 emergency personnel to arrive.
  - ii. **OTHER EMERGENCY:** If the emergency is not a fire and requires emergency assistance inside a classroom or office, after dialing 911, proceed as indicated below:
    1. If possible, open classroom or office door
    2. If possible, send someone to the reception desk to alert the staff that there is an issue, emergency personnel have been contacted, and that support is needed.
    3. If sending someone to the reception desk is not possible, dial **(310) 920-5357** to relay the emergency to the on-call staff on site to address.
    4. If, for some reason, there is no answer, dial 0 from an AJU landline or **(310)476- 9777** to relay the emergency to the AJU operator.

5. If you are not successful in reaching the AJU operator, please dial **(310) 310-1165** to relay the emergency to a back-up on-call staff person
  6. Wait for instruction or 911 emergency personnel to arrive.
- b. **IN THE EVENT OF A SECURITY CONCERN REQUIRING ASSISTANCE, BUT NOT PRESENTING AN IMMEDIATE THREAT**, please proceed as indicated below:
- i. Dial **(310) 920-5357** to relay the issue to the on-call staff onsite.
  - ii. If, for some reason, there is no answer, dial 0 from an AJU landline or **(310) 476-9777** to relay the issue to the operator.
  - iii. If they do not answer, dial **(310) 310-1165** to relay the emergency to secondary on-call staff to address.
  - iv. Wait for support and instructions from a member of the security team (Professional Security Consultants) or on-call staff. Wait for instructions and support to arrive.

## 2) FIRE EVACUATION PROCEDURES

- a. Faculty should **locate the fire exits** on their floors and should be on the alert to prevent fires.
- b. Faculty should be familiar with the fire evacuation routes that are posted in each classroom or office.
- c. **In the event a fire alarm sounds, faculty and all students are required to evacuate the building when the fire alarm issounded.**
- d. Everyone is required to leave the building at once using the nearest stairway exit. Depart the room immediately.
- e. **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.
- f. Do not return to the building until given the all-clear signal by security or AJU staff. Fire alarms are located on each hallway.
- g. **The evacuation area is the main parking lot if possible.** Follow the maps in your classroom and located around the property to find the nearest point of safety.

### 3) EARTHQUAKE PROCEDURES

#### a. DURING AN EARTHQUAKE:

- i. You may experience momentary panic when your plane of reference begins to move. It should pass in a few moments. If the shaking is severe—enough to cause damage—you may find it difficult to walk.
- ii. **Do not rush outdoors**, since most injuries occur from falling glass, fixtures, plaster, bricks, debris, and electrical lines as people are leaving buildings. Stay put until building has stabilized and further instructions are provided.
- iii. **Sit or stand against an inside wall or doorway or take cover under a desk, table, or bench** (in case a wall, ceiling, or furnishings should fall). Stay away from all glass surfaces (windows, mirrors, etc.)
- iv. **Do not restrain falling objects** unless they endanger your life.
- v. **If you are outdoors, remain there.** Move into the open. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in the open areas away from all structures.

#### b. AFTER AN EARTHQUAKE:

- i. Aftershocks may occur at any moment with nearly the same force as the original quake. BE PREPARED.
- ii. Move cautiously and observe your surroundings for hazards.
- iii. Check for injuries and provide first aid and CPR where necessary if certified.
- iv. Seek help by phone, if necessary, for emergency aid. **Do not tie up phone lines with unnecessary calls to home, relatives, or friends.**
- v. **Do not touch downed power lines or objects in contact with lines.**

- vi. If your building has obviously suffered damage, wait until the initial shaking is over and then evacuate the building using proper evacuation procedures (see Fire Evacuation Procedures). Go immediately to designated emergency areas. Wait until authorities announce that it is safe to enter the building.
  
- vii. Above all—remain calm! Think before you act and resist the urge to panic!

#### **4) 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.

#### **5) OVERALL PROTOCOLS**

- a. **In the event of an emergency situation requiring campus wide attention as defined in the Emergency Notification Procedure, the Vice President of Finance, Administration & Technology or the Vice President of Facilities & Auxiliary Services will activate the alert notification protocol and commence the Emergency Notification and campus-wide security and safety process.**