

EMERGENCY PROCEDURES



El Camino College

www.elcamino.edu

IMPORTANT NUMBERS

For fire and all life-threatening emergencies, dial **9-1-1** or use a campus “Code Blue” emergency phone located throughout the El Camino main campus grounds. Text to **9-1-1** is also available if you are unable to make a phone call.

NON-EMERGENCY LINES

El Camino College PD: **(310) 660-3100**

Hawthorne PD: **(310) 675-4444**

Inglewood PD: **(310) 412-8771**

You are in Building _____ Room _____



FIRE

- Pull nearest fire alarm.
- Use stairwells to leave the building.
- **DO NOT** re-enter the building(s) until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary.



MEDICAL EMERGENCIES

- Call 911 (or 988 for mental health emergencies).
- Avoid leaving and moving injured people.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Protect yourself before and after rendering assistance.



EARTHQUAKE

- **STOP.** Running is the most common cause of injury during an earthquake.
- **DROP.** Immediately duck low to the floor and seek cover.
- **COVER.** Get under a desk or table to protect yourself from falling objects.
- **HOLD.** Whatever you are under, hold on tightly until the shaking stops.
- After the shaking has stopped, evacuate to a safe location away from buildings, stay clear of hazards such as broken glass or debris, and communicate with your floor leader.
- Avoid using cell phone lines except for emergency calls. Use text message for other contacts.
- **ADA Compliance:** People with disabilities who cannot drop, should still cover and hold on. People who use wheelchairs should lock their wheels and not try to transfer during shaking.



SUSPICIOUS OBJECT /BOMB THREAT

- **DO NOT** disturb, touch or use electrical devices near object.
- **MOVE AWAY** at least 100 yards from object.
- Call 911.
- Keep others away from the object until police arrive.



POWER OUTAGE

- Remain calm and offer assistance to others.
- Take the nearest marked exit.
- **DO NOT** panic or push others while exiting.
- Stay alert for campus-wide notices.
- If you are trapped in an elevator, use the emergency call system or call Campus PD and wait until help arrives. **DO NOT** try to pry the doors open.



ACTIVE SHOOTER

- **RUN.** If safe to do so, leave the building as quickly as possible and quietly.
- **HIDE.** If you cannot leave, go to an area that can be locked or secured. Stay low, hidden and spread out.
- **TAKE ACTION.** If you have to confront the attacker, act aggressively and make a lot of noise.
- Shelter in place until given the all-clear announcement by building captains or emergency officials.



SUSPICIOUS PERSON

- **DO NOT** let a stranger into locked or secured areas for any reason.
- **DO NOT** confront or attempt to stop any person from leaving the area.
- Move to a safe location and call 911 or ECC PD.



AED (Automated External Defibrillator)

- There are presently 38 AED units at El Camino College including the Business Training Center in Hawthorne and the Fire Academy in Inglewood.
- In the event of a sudden cardiac arrest or heart attack, dial 9-1-1 or press the Emergency Call 911 button on your Cisco IP Phone and locate the closest AED.
- Open the front cover of the AED and follow the voice prompts on the device.



STAY INFORMED! Stay up-to date on emergency situations happening at El Camino College by subscribing to **Rave**, our emergency alert system, to receive real-time SMS messages with critical campus updates: www.elcamino.edu/rave

ADA Compliance: If you have any disabilities that may need assistance in an emergency, look for your Building Captain or Floor Leader. If you see anyone with a disability who may need help always ask if they need assistance. Produced by the El Camino College District – Administrative Services – Workplace Safety & Risk Management

