



## **FIRE-FIRE ALARM**

1. Before a fire situation arises:
  - a. Know the location of the extinguisher in your area, as well as how to use it.
  - b. Become familiar with the emergency exit plan for your department. Emergency evacuation map is posted in each floor next to elevator
2. Upon discovering a fire:
  - a. Close the door to the room where the fire is located. Immediately sound the building fire alarm.
  - b. Call the College Sheriff's Office at ext: **3611 (from your mobile phone dial 213-763-3611)** and Safety Officer Ext: **3632**. Give your name, department, and location of fire. Do not hang up until the dispatcher tells you to do so.
3. If the fire is small, you may wish to fight it with a fire extinguisher or building fire house.
4. If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
5. Walk; do not run, to the nearest exit.
6. When fire alarms sound, do not use elevators. Elevators may become inoperative and trap individuals. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.
7. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by emergency personnel and/or the safe to return fire alarm sound.
8. **Notify emergency personnel on the scene**

## **IF YOU SUSPECT SOMEONE MAY BE TRAPPED INSIDE THE BUILDING**

## **FIRE-FIRE ALARM**