

EMERGENCY PREPAREDNESS - WHAT YOU NEED TO KNOW

Plan Ahead

- Know the all emergency exits and assembly points for each of your classrooms.
 - The nearest exits for this classroom are: _____
 - The assembly point for this building is: _____
- Program the Public Safety 24-hour dispatch number into your mobile phone.
 - (714) 997-6763
- Download the Panther Guardian safety app to stay connected with Public Safety.
 - Set a safety timer for a virtual escort when walking alone.
 - Search for “Rave Guardian” on the App Store or Google Play.



Emergency Procedures

Emergency Communications

- Panther Alerts communicate emergency information via voice, text, and email. Review your contact information annually at web.chapman.edu/EmergencyContactInformation.

Evacuations

- Never assume the alarm is a false alarm. Everyone is required to evacuate when a fire alarm sounds.
- Take your personal belongings and immediately leave the building.
- Remain at the assembly point and never re-enter the building unless directed to by Public Safety.
- If you have access and functional needs you can contact Fire & Life Safety or Disability Services to assist with a plan before a disaster occurs.

Earthquakes

- **DROP, COVER, and HOLD ON** as soon as you feel shaking.
- Immediately seek shelter (under a desk or table, if possible), cover your head, and hold on to something sturdy.
- If possible position yourself along an interior wall, staying away from windows, shelves and heavy equipment.
- Assess your surroundings and be prepared for aftershocks. Do not run outside unless your building is believed to be in imminent danger of collapse.

Protect Yourself During Earthquakes!



Fire

- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm to alert others.
- Use a fire extinguisher only if you know how to use it and the fire is small.

Terrorist Action/Active Shooter

- **RUN:** Escape the building, if safe to do so, and call 9-1-1.
- **HIDE:** If you cannot get out of the building, hide in an out-of-view space where you are protected.
 - Lock/barricade the door
 - Turn off lights
 - Stay quiet, and silence your cell phone
 - Stay in place until law enforcement gives the “all clear”
- **FIGHT:** If the aggressor enters the room, coordinate an attack with others in the room and fight back.