

Remain calm and be patient. Remain in your work area unless instructed otherwise. Heed the instructions of emergency officials or command personnel.

1. Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
2. If there are injuries, give first aid.
3. Do not attempt to move seriously injured people.
4. Call your prearranged family contact. (Note: Text messages may work when phone calls don't.)
5. Do not use the telephone again, except to dial 911 to report a life-threatening emergency.
6. Keep a radio on for information and updates. Websites can also be another source of information.
7. Report all injuries and hazards to your supervisor or an emergency official.
8. Site emergency personnel will dial 911 to report the disaster, if it is isolated to this location. If widespread, site personnel will assume control of the situation until emergency officials arrive.

**If evacuating:** If instructed to do so or if circumstances deem necessary, calmly exit the building by the nearest safe exit and report to the designated assembly area.

1. Assist handicapped persons and anyone with manageable injuries.
2. Do not attempt to move anyone who is severely injured.
3. DO NOT run, use elevators, or close doors behind you.
4. DO NOT smoke, light matches or activate any equipment or electrical switches.
5. STAY AWAY from any structures, debris or utility lines.
6. Designated personnel will take roll sheets with them and take roll in the assembly area.
7. Designated personnel will take the first aid kits and deliver them to the command group area.
8. Report attendance and injuries to command personnel.
9. Assemble with your division in the designated area and remain there until instructed otherwise.
10. Do not attempt to re-enter the building until it has been officially declared safe.
11. Keep radios on for information and updates. Websites can also be another source of information.

**If supervisor is not present:** Assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

**If “shelter in place” or “lock down”:** All entrances will be locked, no one will be permitted to exit or enter the building(s) until emergency officials give clearance. Keep a radio on for information and updates. Websites can also be another source of information.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272  
Assistant Superintendent, Administrative Services Office (714) 736-4262

**DISASTER**