

During power outage:

1. Use public or cell phones to communicate.
2. Each teacher should keep a flashlight. The office may have some additional flashlights.

For suspected or actual utility break or water/gas leak:

1. Evacuate the immediate area.
2. Do not touch or try to step over fallen wires.
3. Have qualified personnel check circuit breakers, pilot lights and other potential sources of the problem.
4. Do not return to the area until instructed to do so.

*Utility shutoff information is posted at each site.
Immediately report any building emergency or problem to your site supervisor.*

If you are the victim of a crime or you encounter a crime in progress:

1. DO NOT confront the suspect(s).
2. Take mental notes of what the suspect is wearing, weapons you see, what the suspect says.
3. Do not attempt to protect personal belongings.
4. If possible, retreat from the scene.
5. Dial (9) or (989) 911; leave the telephone off the hook if you cannot talk.

If you suspect or witness a crime, vandalism or property damage:

1. Do not confront the perpetrator(s).
2. Do not disturb the scene.

Immediately report crime, vandalism or property damage to your site supervisor.

List emergency contact numbers here:

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

UTILITY FAILURE or LEAK, BUILDING EMERGENCY, CRIME