

FIRES

- If you see smoke or fire, or if you smell smoke, and/or odors are present, activate the nearest alarm and evacuate immediately.
- Call 9-1-1 or the College Police at extension 4000 from a campus phone or direct dial 818-409-5911.
- Stay low to the ground when moving through areas with smoke.
- Close doors behind you when evacuating or leaving a room or building.
- DO NOT use elevators. Use the stairs.
- Use caution when touching any door handles. Use the back of your hand first to feel the door handle or the door for heat. If hot, keep it closed. If not, open slowly, be prepared to close quickly.
- Proceed to your building's designated evacuation area. Keep access clear for arriving emergency vehicles/personnel.
- If you are trapped in a room, remain calm, and close the door of the room you are in. Call 9-1-1. If possible, place cloth or material under the door to prevent smoke from entering the room.
- If possible, move to a window when safe to do so to get the attention of people outside.