



CERRITOS COLLEGE CAMPUS POLICE



Instructions to Faculty, Staff and Students in How to Assist those with Disabilities: Emergency Evacuation Procedures

The **Cerritos College Police and Facilities Departments** facilitate our annual emergency evacuation drill in order to help the Cerritos College community prepare for a large scale emergency. When an alarm sounds and/or strobe lights flash in a building, consider it a real emergency unless you have been apprised that it is an evacuation drill.

Procedures for Students and Staff who Require Assistance Evacuating the Building in an Emergency

During an evacuation *drill*:

- Advise person to proceed to the nearest stairway landing;
- Advise person to stay at the landing next to the Emergency Evacuation Chair (EvacuChair, mounted on upper floor walls or parked in basement of SS Building);
- Follow up with the Building Marshall and report the person's exact location;
- IMMEDIATELY go to the Emergency Evacuation Assembly Area (EEAA) to let the Area Team Leader know of the needed evacuation; and,
- The Area Team Leader will then dispatch this evacuation information to the Emergency Operations Center (EOC) personnel, who will then proceed with the drill procedures for such evacuations.

PLEASE NOTE: In order to avoid the possibility of injury, people with a mobility disability will not be physically moved for a drill.

When a *real emergency* occurs necessitating evacuation from an upper floor or basement:

- You advise evacuee to proceed to the nearest stairway landing;
- You advise evacuee to stay at the landing next to the Emergency Evacuation Chairs (EvacuChair, mounted on upper floor walls or parked in basement);
- You advise evacuee to shout for help, if needed and if able;
- You advise the evacuee to wait for a qualified safety evacuation member to arrive and provide assistance evacuating safely;
- You follow-up with the Building Marshal and report the evacuee's exact location;
- You IMMEDIATELY go to the Emergency Evacuation Assembly Area (EEAA) to let The Area Team Leader know of the exact location where the evacuee is; and,
- The Area Team Leader will then dispatch this evacuation information to the Emergency Operations Center (EOC) personnel, who will then provide the evacuation.

If you have any questions regarding Campus Safety or Emergency Preparedness, do not hesitate to call the Cerritos College Campus Police direct business line at (562) 924-3618 or visit our website at:

<http://www.cerritos.edu/police/>

Emergency Telephone Numbers:

Campus Police direct emergency line: (562) 402-3674 (Use when calling from a cell phone)

Campus Police emergency extension: 911 (Use when calling from a campus phone)

Campus Police non-emergency extension: 2325