

IN AN EMERGENCY

**FOR LIFE-THREATENING OR MEDICAL EMERGENCIES,
CALL 9-1-1 (AVAILABLE 24/7)**

FOR NON-LIFE-THREATENING EMERGENCIES, CALL:

- Campus Safety/Security (available 24/7): 310-665-6965
- Operations/Environmental Health and Safety: 310-846-2609
- Facilities Management: 310-665-6872

Campus and personal emergency preparedness information is available at otis.edu/emergency-information.

EMERGENCY NOTIFICATION

- In all cases of emergencies, the LiveSafe app serves as the primary channel for notification at Otis College. Download the LiveSafe app and sign up to receive phone notifications of all emergencies. The app can be downloaded for both iOS and Android devices at otis.edu/livesafe-app.
- Otis College utilizes Omnilert, an emergency mass notification system. In an event of emergency, the Otis Community will receive instant updates on emergency situations and developments via email.
- Official emergency information will be provided as soon as the situation allows. Otis College will communicate with students, faculty, and staff via our emergency website (otis.edu/emergency-information), the LiveSafe app, Omnilert email, and various other communication channels.
- More information can be found at otis.edu/campus-safety.

BEST PRACTICES

EVACUATE

- Use the nearest available exit.
- Do not use elevators!
- Only take personal belongings, if possible.
- Ensure any hazardous materials or equipment are secured before leaving.
- Assist individuals with disabilities.
- Follow directions from emergency response personnel.
- Meet at the designated assembly point unless otherwise instructed by emergency response personnel.

SHELTER IN PLACE

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure it is closed.
- If applicable and time permits, lock doors and silence cell phones.
- If you are in a room with a window, make sure the window is closed.
- Call Campus Safety/Security at 310-665-6965.
- Remain where you are until further instructed from emergency response personnel.

EARTHQUAKE

- DROP, COVER, HOLD ON under a table/desk or against an inside wall, not in a doorway—until shaking stops.
- Check yourself and others for injuries.
- **Evacuate the building. Do not use elevators!**
- If outdoors, move away from buildings, trees, and exposed wires.
- Meet at the designated assembly point unless otherwise instructed by emergency response personnel.
- Be prepared for aftershocks.

FIRE/EXPLOSION

- Activate the nearest fire alarm and call 9-1-1.
- For small fires utilize fire extinguishers.
- Call Campus Safety/Security at 310-665-6965.
- **Evacuate the building. Do not use elevators!**
- Stop, drop, and roll if any item on your person catches fire during evacuation.
- Keep low if encountering smoke to avoid smoke inhalation.
- Meet at the designated assembly point unless otherwise instructed by emergency response personnel.
- Stay at the assembly point and do not re-enter the building until authorized by the emergency response personnel.

HAZARDOUS MATERIALS

- In an emergency, or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Close doors and windows.
- **Evacuate the building.**
- Call Campus Safety/Security at 310-665-6965.
- Alert others to stay clear of the area.
- Limit access to authorized personnel.
- Notify emergency personnel if you have been exposed or have information about the release and follow the instruction of emergency personnel.
- Use clothing or other clean and dry material to shield your mouth, nose, and eyes if possible.
- If items on your person have become contaminated, remove them and rinse off with water.

ELEVATOR MALFUNCTION

- Remain calm and assist others.
- Activate the elevator alarm.
- Contact the elevator company using the phone and/or call button inside the elevator.
- Call Campus Safety/Security at 310-665-6965 or Facilities Management at 310-665-6872.
- Stay in elevator until help arrives to help you evacuate.

POWER/UTILITY OUTAGE

- Remain calm and assist others.
- Move cautiously and use the flashlight from your mobile phone or other devices if available.
- Turn off and unplug computers, electrical equipment, and turn off light switches.
- Proceed to a lit area.
- Evacuate building if instructed by emergency response personnel.

ACTIVE SHOOTER/ VIOLENT INTRUDER

- Be aware of your surroundings and any unusual activity. Take note of any emergency notifications coming through the LiveSafe app, an Omnilert email, or on loudspeakers on campus.
- If you are trapped in a classroom or office, remain put and lock the door or barricade the door with furniture.
- Remain quiet (silence cell phones).
- If safe to do so, call 9-1-1. If you cannot speak, leave the line open to allow the dispatcher to listen.
- **If there is an accessible escape path, attempt to evacuate the location as quickly as possible.** Leave personal items behind, keep your hands visible and empty, and follow the instructions of law enforcement.
- As a last resort, if your life is in imminent danger, attempt to disarm or incapacitate the suspect by aggressive action, improvising weapons, and yelling.