

During an Earthquake or Fire

If you are inside:

Try to take cover under a table or other sturdy furniture. Kneel, sit or stay close to the floor. Try to hold onto furniture legs for balance. Be prepared to move with your cover.

Doorways may not be the safest location for protection. Violent motion could cause doors to slam against your body, crush your fingers or inflict other serious injuries. More importantly, while standing in a doorway, you could become a target for flying objects. In many cases it could be the flying objects that harm you, not the collapsing of buildings.

Move away from large windows, bookcases and unsecured heavy objects, try to avoid airborne objects.

Stay inside, if you are inside. Do not try and run outside. Many injuries occur while people run through the building to the outside. It is possible to be hit by flying objects, falling plaster or other debris.

Fire Emergency actions

Call Marymount security ext. 7300 - Tell us what building is on fire. Close doors to contain fire/smoke!

Fighting the fire-only attempt to do so if you have been properly trained. Evacuate building. Stand by for further instructions from the Fire Department.

If Trapped Inside Your Office/Room

Wedge a cloth along the bottom of the door to keep out smoke.

Close as many doors as possible between you and the fire. Remember a fire needs oxygen to burn so try to limit the airflow to the fire.

Use a telephone/cell phone and notify the Fire Department or Marymount security of your problem.

If the window can be opened (and the fire is not in the room) open the window slightly. If smoke enters the room, close the window immediately. Never break a window, as it will be impossible to close later if necessary.

If smoke enters the room, **STAY LOW**- air is cooler and cleaner closer to the floor.

Important Numbers and Addresses

Ocean view Campus

30800 Palos Verdes Drive East, RPV
Campus Safety (310) 303-7300
Security Office Oceanside 231

Waterfront Campus

222 West 6th Street, San Pedro
PBID (310) 303-4471

Marymount California Villas

1600 Palos Verdes Drive North, San Pedro
Campus Safety / Safe Rides (310) 241-5488

Harbor PD Non-Emergency phone number

(310) 726-7700

LACSD Non-Emergency phone number

(310) 539-1661

Emergency Alert System

Mass notification of emergency situations on property.

Text: **MCUstudent / MCUparent**

to

79516

You will receive a confirmation, reply "Yes"

Marymount California University

Campus Safety & Security



Emergency Procedures

Ocean view & Waterfront

MARYMOUNT CALIFORNIA
UNIVERSITY

Communication is key!

Lieutenant Naja James
Interim Ops. Manager of Campus Safety
NJames@Marymountcalifornia.edu

Sergeant Matthew Proctor
Evening Shift Supervisor
Mproctor@marymountcalifornia.edu

For Parking Information:
Park@Marymountcalifornia.edu

To initiate a Incident report:

<http://www.marymountpv.edu/accident-statement>

To report Sexual Assault or Harassment:

Contact Title IX Coordinator: Karen Thordarson

Waterfront Academic Coordinator:
CMarques@marymountcalifornia.edu

PBID

The Waterfront Campus is patrolled by a private security organization funded by the San Pedro Community.

Public Safety Ambassadors patrol all PBID areas daily beginning at 11:00 AM. These patrols are made both on foot and by a motorized vehicle called a T-3. PBID Public Safety Ambassadors also provide escorts for visitors, guests, employees and others to their vehicles or residences within the PBID during hours of service.

For assistance, please call 310.303.4471

OVC EVACUATION LOCATIONS PER BUILDING

- Upper Cecilia Hall – Evacuates to Faculty/Staff Parking lot
- Lower Cecilia Hall/Library – Evacuates to Lower Cecilia Parking Lot
- Upper/Lower Oceanside – Evacuates to Oceanside parking lot
- Administration – Evacuates to Commons parking lot
- Chapel Building including the Cafe & Naddy – Evacuates to Chapel Circle.
- TDW (Faculty) Building – Evacuates to the front upper parking lot
- Student Center – Evacuates to the parking lot behind the student center
- Arts Building/Kings College/Bookstore – Evacuates to the front upper parking lot
- Maintenance/Athletics – Evacuates to the front upper lot
- Commons/Peace Center/Aud101 – Evacuate to the commons parking lot
- Student Wellness Center – Evacuates to the upper parking lot

New Designated Smoking Areas!

Marymount California University Ocean view
Campus is smoke free campus, except in designated smoking areas.



Designated smoking area is in the Arts parking lot

You must smoke 25 feet from any entrance at the Waterfront Campus.

E-cigs or Vaporizers are included in this policy

Emergency Procedures–OVC/Waterfront Campus

If this is policy, suggested: Emergency Procedures – first response procedure

1st Responder = You

Call Control Point

Campus Safety Shoretel Phone-Dial "7300"
Direct Dial (310) 303-7300
Work Cell (310) 261-6150
Contact and Inform Operator (PBX)

2nd Responder=Control Point

Call 911 if necessary
Send somebody to front entrance to direct emergency services to incident
Call Campus Safety to inform them of the situation
Call Counseling Services if psychological in nature. Shoretel phone Dial "7243"
Call Director of Security who will contact campus staff. Shoretel Phone Dial "7628"

3rd Responder=Control Point

Administer First Aid
Emergency- Continue administering first aid until help arrives
Maintain contact with control point to relay information

Basic reminders in an emergency: Stay Calm, if it is a Fire or Bomb Threat, evacuate building by following the evacuation procedures that are posted in each classroom. **Don't forget your role Book.**

IF POSSIBLE DO NOT LEAVE PERSON ALONE. PUT SPACE BETWEEN VICTIMS/CRISIS AND BYSTANDERS

In addition to the Emergency alert System always tune to KNX 1070 or KNBC for further news and updates.