

EMERGENCIES

**Only VITAL State Business Calls Are to Be Placed
During Emergency or Disaster Situations**

Fire



Law Enforcement



Medical



**From Centrex or
CentraNet, Call**

9+9-1-1

**From All
Others, Call**

9-1-1

**Do not hang up first. Verify that the information was received
and be ready to give additional information if requested.
Follow all instructions given to you.**

TDD emergency calls: Dial 9-1-1 and press the space bar until someone answers.

Notify Your Emergency Coordinator

**For *non-emergency* calls to the California Highway Patrol, consult this directory
for the closest office which will be available to serve you.**



**REPORT CRIMES AND PROPERTY LOSS
TO LOCAL CALIFORNIA HIGHWAY
PATROL OFFICE**

I. CRIMES OR CRIMES IN PROGRESS

- A. If you witness a crime in progress or discover a crime scene, note vital information and report it immediately.
- B. To assist responding unit(s), provide the following:
 - 1. Describe criminal activity.
 - 2. If suspects are seen, give—
 - a. race _____
 - b. sex _____
 - c. age _____
 - d. height _____
 - e. hair _____
 - f. eyes _____
 - g. clothing _____
 - h. weapons _____
 - i. vehicle _____
 - j. direction of travel _____
 - 3. Property Loss
 - a. Location (Street, City, ZIP) _____
 - b. Vehicles (Year, Make, VIN) _____
 - c. Property (Description, Serial or ID Nos.) _____
 - d. Total Value Lost \$ _____
 - 4. Report additional information until the police arrive.
- C. Important Reminders:
 - 1. *Do not disturb* the crime scene.
 - 2. Note other possible witnesses.
 - 3. Record information in writing rather than relying on your memory.



II. TELEPHONE BOMB THREATS

- A. Record, if possible, every word:
 - _____
 - _____
- B. Have other employees listen in.
- C. Ask:
 - 1. When is it going to explode?
 - _____
 - 2. Why are you doing this?
 - _____
 - 3. What kind is it?
 - _____
 - 4. Where is it located?
 - _____
 - 5. What does it look like?
 - _____
 - 6. What is your name and call-back number?
 - _____
- D. Record:
 - 1. Time called _____ Ended _____
 - 2. Voice M F Age _____
 - 3. Speech pattern _____
 - 4. Background _____
 - 5. Other: _____
- E. Notify Police
- F. Notify supervisor or emergency coordinator
 - _____
- G. Refer to Emergency Plan
 - 1. Search, as circumstances indicate.
 - 2. Evacuate, if necessary

“Each state agency that is protected by the Department of California Highway Patrol, those state agencies currently being protected by contract private security companies, or those state agencies currently under contract with a local governmental law enforcement agency for general law enforcement services, excluding all mutual aid agreements, shall, as soon as practical, report to the California Highway Patrol all crimes and criminally caused property damage on state-owned or state-leased property where state employees are discharging their duties.” [California Government Code Section 14613.7(a)].



III. FIRE

A. From Centrex or CentraNet phone,
call 9+9-1-1.

From other phones, call 9-1-1 and state:

1. I'm reporting a fire.

2. My address is:

_____ (also, give cross streets)

3. The fire is on the:

_____ (floor and/or room number)

4. My name is: _____

5. My telephone number is:

_____ Give any additional information. DO NOT hang up first; let dispatchers end conversation.

B. Other Actions:

1. Move away from fire and smoke. Containment is vital; close doors and windows, if time permits.
2. Alert others and coordinate actions.
3. Send someone to meet fire department.
4. Use fire extinguishers and evacuate according to Emergency Plan. DO NOT USE ELEVATORS.
5. Account for personnel at evacuation site.



IV. EARTHQUAKE

A. During:

1. **If in a building**, take shelter under tables, desks, doorways, and similar areas.
2. Do not leave building until safe; falling debris may injure or kill.
3. **If outside**, step into a doorway **or** move into an open area, away from falling objects.
4. **If driving**, pull to side of road and stop. Do not stop on bridge or under an overpass. Listen for radio instructions.

B. After:

1. DO NOT USE TELEPHONE EXCEPT FOR EMERGENCY ASSISTANCE.
2. Check persons nearby and assist where possible.
3. Expect aftershocks.
4. Form emergency teams, evacuate if necessary. DO NOT USE ELEVATORS.
5. Listen to radio for instructions.
6. Refer to Emergency Plan.

C. Items recommended to be available:

1. Flashlights and batteries.
2. Battery powered radios.
3. Fire extinguishers.
4. First Aid kits.