

# CAL YMCA CONFERENCE EMERGENCY QUICK SHEET



## FIRE

In the event of fire during a conference session:

1. Instruct all participants in your area to evacuate. Locate the nearest emergency exit, marked with a green or red sign over the door

reading "EXIT."

2. If the fire is small and you can use an extinguisher, you may attempt to put the fire out. Use a sweeping motion, aiming the extinguisher at the base of the fire.
3. Evacuate with all persons in the area.
4. If the alarm is not sounding, locate and activate a pull station to sound the alarm. Alert others as you evacuate.
5. If smoke is thick, get low to the ground until the air is clear.
6. DO NOT USE ELEVATORS.
7. Report to the designated evacuation location, if safe. Go to secondary location if unsafe.
8. Call or text the emergency # **(916) 600-7344**

## EARTHQUAKE



1. Tell all persons to drop, cover, hold on. If there are tables, recommend everyone get under a table and hold their head. If there are no tables, drop and cover in place.
2. When the shaking stops, see if anyone is injured. If there is visible building damage or shaking was significant, evacuate. If there is significant building damage, activate a fire pull station if others are unaware of the risk.
3. DO NOT USE ELEVATORS.
4. Report to the designated evacuation location, if safe. Go to secondary location if unsafe.
5. Call the emergency # **(916) 600-7344** to report the emergency and that you activated the alarm.

## LOCKDOWN

1. If a lockdown is ordered by law enforcement or YMCA core staff, immediately close doors and close curtains, if applicable.
2. If the door does not lock, find heavy/large furniture or other items to barricade the door.
3. If you are in an open area, find a secure place to hide.
4. Instruct all participants to silence their phones.
5. Text the YMCA emergency # **(916) 600-7344** if the lockdown was not ordered by the YMCA core or volunteer staff.
6. Remain in lockdown until instructed it is safe by law enforcement, YMCA, or facility management.



## MEDICAL EMERGENCY



1. If a participant experiences a medical emergency during session, immediately notify the First Aid/Medical team by calling the emergency # **(916) 600-7344**.
2. If the person is not conscious, breathing, or is experiencing another critical emergency, have someone call 911. Begin rescue breathing if necessary and you are qualified.
2. Ensure that delegates or others are not crowding them.
3. Allow the person to sit or lie down, depending on their condition and preference. If the person is having a seizure, ensure they are gently lowered to the ground. If the person is injured due to a fall, do not move them.
4. Do not provide food or water to the person unless instructed by medical staff.

## ACTIVE SHOOTER

If you hear shots fired or are notified that there is an active shooter in the area, consider your options:

1. If you can run, RUN. Evacuate the area as quickly as possible. Use your senses, listen for gun fire and go in the direction as others who may know where the shooter is. Run to a place of safety, away from the gunman.
2. If you cannot safely get out of the building, HIDE. Follow the instructions for Lock-down.
3. As only a LAST RESORT, identify items in the room that you can use to overtake and disable the shooter.
4. Call 911 as soon as it is safe. Call the YMCA emergency # **(916) 600-7344** after calling 911 and whenever on lock-down.

