



# Safety and Emergency Procedures

## Considerations for Exceptional Circumstances

### Emergency Phone Numbers

- US Embassy in emergency situations : 01 43 12 22 22
- US Consulate in Marseille in case of lost/stolen passport: 04 91 54 90 84

### Officially Designated Radio Stations

For emergency procedures and updates:

- France Inter 91.3 FM
- Radio Star 92.3 FM
- France Bleu Provence 103.6 FM
- RMC Info 104.3 FM
- Traffic FM 107.7 FM

### Witnessing Accident or Illness

- Notify a member of staff / faculty.
- Do not move the injured or ill person.
- Provide assistance according to your certified qualifications.
- If necessary, request an ambulance, call the SAMU (15) or pompiers (18).
- Give as many details as possible on the nature of the accident or illness (person's name, extent of injury, etc.)

### Fire

- If safe to do so, use fire extinguisher on the fire.
- If safe to do so, close windows & doors to room of location of fire.
- Report fire to a member of staff or, if alone, call the pompiers (18).
- Move 100m from the building or to the assembly site specified by the authorities.
- Close doors as you leave.
- Do not use elevators.
- Do not re-enter a building until authorized by the authorities.

### Suspicious Object

- Do not touch or disturb object.
- Notify a member of staff / faculty.
- Call the Police (17) if alone.
- Be prepared to evacuate.

### Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Unplug computers and other voltage-sensitive equipment.

### Hostile Intruder

*If exiting is an option:*

- Calmly exit the building
- Tell anyone you see to evacuate
- Notify a member of staff / faculty and/or call the Police (17). Provide as much information as possible about the incident.

*If exiting is not an option:*

- Barricade yourself in a room. Close windows, turn off lights and remain quiet.
- Take shelter behind furniture.
- Do not let anyone into a locked room until area is deemed clear by authorities.
- Do not block the person's access to the exit.
- If possible, call the Police (17). Provide as much information as possible about the incident.

### Hazardous Materials Release

- If an emergency or if anyone is in danger, call the Pompiers (18) and Police (17).
- Move away from the site of the hazard to a safe location. Stay UPWIND of material.

- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

### Earthquake, Severe Weather

- Drop and cover under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture, shelves, heavy equipment and outdoor walls.
- Do not use elevators.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Move 100m from the building or to the assembly site specified by the authorities.
- Do not leave the site without reporting your status to someone in charge.

### Evacuation Information

- Calmly evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevator.
- Take personal belongings (purses / wallets, keys, etc.)
- Secure any hazardous materials or equipment before leaving.
- Move 100m from the building or to the assembly site specified by the authorities.

