



SAFETY & SECURITY

SAFETY FIRST.

FIRE EVACUATION PLAN

Please see the floor plan diagram on the back of your room door for the nearest evacuation route, fire alarm pull stations, location of fire extinguishers and more specific instructions.

If a fire alarm is activated:

1. You will hear an intermittent SIREN and see a FLASHING RED LIGHT in the hallway.
2. Evacuate immediately. USE STAIRS ONLY. DO NOT USE THE ELEVATOR.

If you see fire and/or smell smoke:

1. Activate the nearest fire alarm.
2. Evacuate anyone in the immediate area.
3. Call 911.
4. Confine the fire by closing doors and windows, but do NOT lock them.
5. Do NOT attempt to extinguish the fire unless it is safe to do so.
6. Evacuate. USE STAIRS ONLY. DO NOT USE THE ELEVATOR. If there is smoke or heat, stay low to the ground.





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EARTHQUAKE EMERGENCY PLAN

1. When the shaking starts, take cover immediately. "Duck and cover" under the desk or stand up against an inside wall.
2. Stay away from windows, mirrors, pictures or heavy furniture.
3. Stay under cover and inside the building until the shaking stops.
4. Do not panic or run for building exits.
5. Do not use the elevator.
6. Be aware that minor trembling or aftershocks may follow.
7. Vacate the building in a calm and orderly manner and listen to the Luskin Conference Center and hotel management for further direction. Move into an open area away from buildings, streetlights and utility wires.

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PERSONAL SAFETY

- Don't answer your hotel room door without verifying who it is. If a person you are not expecting claims to be an employee, call the front desk and ask if someone is supposed to have access to your room and for what purpose.
- Close the door securely whenever you are in your room and use all of the locking devices provided.
- Check to see that any sliding glass doors or windows and any connecting room doors are locked.
- When returning to the hotel late in the evening, use the main entrance. Be observant and look around before entering, and while in, parking lots.
- Don't invite strangers to your room.
- Don't needlessly display guest room keys in public or leave them on restaurant tables, in recreation facilities or other places where they can be easily stolen.
- Do not leave valuables in your vehicle.
- Place all valuables inside your in-room safe.
- If you see any suspicious activity, report it to the front desk immediately.





THE UCLA MEYER AND RENEE LUSKIN CONFERENCE CENTER
IS MANAGED AND OPERATED BY UCLA HOUSING & HOSPITALITY

UCLA Housing & Hospitality