



EMERGENCY PROCEDURES



FIRE

- ▶ **PULL NEAREST FIRE ALARM!**
- ▶ Alert other people as you evacuate.
- ▶ Use stairwells to leave the building. Do NOT use elevators!
- ▶ Do not re-enter building(s) until directed by emergency personnel.



MEDICAL EMERGENCY

- ▶ **CALL 911 IMMEDIATELY!**
- ▶ Avoid leaving injured person(s) except to summon help.
- ▶ Do not move the injured person(s).
- ▶ Render first aid or CPR if you are trained and feel comfortable doing so.
- ▶ Protect yourself before and after rendering assistance.



POWER OUTAGE

- ▶ Remain calm and offer assistance to others.
- ▶ If safe to do so, turn off electrical devices.
- ▶ Take the nearest marked exit.
- ▶ Do not panic or push others while exiting.
- ▶ Call 206.934.3823 to report power outages.



EVACUATION

- ▶ Evacuate building using nearest marked exit in a safe, orderly fashion.
- ▶ Do NOT use elevators.
- ▶ If safe to do so, take all personal items.
- ▶ If there is time, secure all equipment and materials before evacuating.
- ▶ Assist persons with disabilities and/or special needs.
- ▶ Follow all instructions given by emergency personnel.

EARTHQUAKE

- ▶ **STOP** Running is the most common cause of injury during an earthquake.
- ▶ **DROP** Make sure your head is not the tallest thing in the room.
- ▶ **COVER** Get under a desk or table to protect yourself from falling objects.
- ▶ **HOLD** Whatever you are under, hold on tightly until the shaking stops.
- ▶ When tremors stop, evacuate to a safe location, away from buildings.
- ▶ Check yourself and others for injuries and call 911 if medical help is needed.
- ▶ Report your status to school officials.
- ▶ Listen to radio or television for further information.
- ▶ Avoid using cell phone lines except for emergency calls.
- ▶ Use text messages for other contacts.

HAZARDOUS MATERIALS RELEASE

- ▶ **CALL 911!**
- ▶ Notify affected personnel immediately and evacuate the contaminated area.
- ▶ Move to a safe distance of at least 100 yards.
- ▶ Advise others to stay clear of contaminated area.
- ▶ If needed, render first aid or CPR only after consulting with 911 dispatchers.
- ▶ Wait for further instructions from emergency personnel.



SUSPICIOUS PERSON

- ▶ Do not let a stranger into locked or secured areas for any reason.
- ▶ Do not confront or attempt to stop any person from leaving the area.
- ▶ Move to a safe location and call 911 or WTC Public Safety. 206.852.0773.



SUSPICIOUS OBJECT

- ▶ Do not disturb, touch or use electrical devices near object.
- ▶ Move at least 100 yards from object.
- ▶ Call 911.



ACTIVE SHOOTER

- ▶ Leave the area or building quickly and quietly, if safe to do so.
- ▶ If you can't leave, go to an area that can be locked or secured.
- ▶ Stay low, hidden and spread out.
- ▶ **WHEN SAFE TO DO SO, CALL 911.**
- ▶ If you encounter police, show your hands, follow their commands and don't make sudden movements.



AED* LOCATIONS

*Automated External Defibrillator

- **CORE** Classroom
- **217A** Tool Crib
- **125B** Finishing
- **102** Admin Lobby

AEDs are for use during cardiac events. In case of a cardiac event, call 911 and then WTC Public Safety at 206.852.0773. Render CPR if you are trained to do so.



IMPORTANT PHONE NUMBERS

- **Police & Fire** 911
- **WTC Public Safety** 206.852.0773
- **Seattle Central Info Hotline** 206.934.5464
- **Repair/Clean Hotline** 206.934.3823
- **Front Desk** 206.934.5460
- **Admin Desk** 206.934.2977



SeattleCollegesAlerts

RECEIVE EMERGENCY ALERTS

Seattle Central will notify the campus of an emergency situation through the SeattleCollegesAlerts system. To sign up to receive emergency alerts to your smartphone (via text) or email address, visit: www.seattlecolleges.edu/alerts