



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 206.934.4933 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 Public Safety. 206.934.4933.



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.



LOCKDOWN

Cease all activities immediately.

Lock or barricade doors.

Turn cell phones on vibrate or silent.

Move at least 100 yards from doorway.

Do not call security or 911 unless you have information that will help end the lockdown.

Stay low and hidden.

Let security and/or 911 know your location when it is safe to do so.



AED* LOCATIONS

*Automated External Defibrillator

1st Floor behind cashiers (by 111G)

1st Floor Security

4th Floor Dental Hygiene (407)

Or call Public Safety 206.934.4933



IMPORTANT PHONE NUMBERS

Police & Fire 911

Public Safety 206.934.4933

SVI Information 206.934.4950



SeattleCollegesAlerts

RECEIVE EMERGENCY ALERTS

Seattle Vocational will notify the campus of an emergency situation through the SeattleCollegesAlerts system.

To sign up to receive emergency alerts via text on smartphone or by e-mail, visit: www.seattlecolleges.edu/alerts