**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.

**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.

**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.

**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 anyone 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.

**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

**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

**IMPORTANT PHONE NUMBERS**
- Police & Fire 911
- Public Safety 206.934.4933
- SVI Information 206.934.4950