



CLARK COLLEGE AT COLUMBIA TECH CENTER

EMERGENCY PROCEDURES

For Police, Fire or Medical help, call

Clark College Security at 360-992-6133 or dial 9-1-1

Visit: www.clark.edu/emergency

KEEPING
YOU SAFE

Evacuation

- ▶ Leave the building using the nearest exit (or an alternate if nearest exit is blocked).
- ▶ Take personal belongings if safe to do so (keys, purse, wallet)
- ▶ Do not use elevator.
- ▶ Follow directions given by Emergency Building Coordinators.
- ▶ Go to designated Assembly Area.
- ▶ Assist people with disabilities or special needs, as able.

Lockdown

- ▶ Carefully follow instructions and assist in closing and locking doors.
- ▶ If possible, gather people in the immediate area who may be in danger.
- ▶ Cover windows with available materials and find protective cover.
- ▶ Leave computers and cell phones on with ringers silenced.
- ▶ Stay quiet and out of sight, being mindful there could be an intruder intending to cause harm.
- ▶ Allow entry to others only if certain they are not a threat.
- ▶ If you hear gun shots, lie on the floor out of sight, behind protective cover.
- ▶ Stay in place until the "All Clear" message is received from College authorities.

Earthquake

- ▶ **Drop, Cover, Hold** under a table or desk or against an inside wall.
- ▶ After the shaking stops, check yourself and others for injuries and move toward the nearest exit.
- ▶ Evacuate the building.
- ▶ Do not leave the area/campus without reporting your status to your instructor or Emergency Building Coordinator.
- ▶ Go to your designated Assembly Area to await more information.

Suspicious Person

- ▶ Call Security at 992-6133.
- ▶ Be alert and prepare to give information about the person's clothing, height, weight, and their direction of travel.
- ▶ Do not physically confront the person or block their exit.
- ▶ Do not let anyone into a locked building/office.

Power Outage

- ▶ Provide assistance to others if necessary.
- ▶ Move cautiously to a lighted area. Exits may be indicated by lighted signs if emergency power is operating.
- ▶ Be aware of potential slip, trip and fall hazards.

Fire

- ▶ Activate the nearest fire alarm pull station.
- ▶ Evacuate the building promptly.
- ▶ Do not use elevator.
- ▶ Do not re-enter building until "All Clear" message is received.

Hazardous Material

- ▶ Call Security at 992-6133.
- ▶ Evacuate the area, moving to a safe upwind area, if possible.
- ▶ Follow instructions of emergency personnel.
- ▶ Alert others to stay clear of the area.

Medical Emergency

- ▶ Call Security at 992-6133.
- ▶ Attend to the person. Do not move them unless they are in immediate danger.
- ▶ If qualified, assist as able with First Aid, CPR or AED.

Key Phone Numbers

Security

360-992-6133

Facility Services

360-992-2336

Environmental Health & Safety

360-992-2965