



EMERGENCY PROCEDURES

For Police, Fire or Medical help, call

Clark College Security at 360-992-2133 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 992-2133.
- ▶ 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 992-2133.
- ▶ 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 992-2133.
- ▶ 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.

Sign up for Flash Alert

To receive immediate notices, register your cell phone number to receive text pages, and your email address to receive email messages. Go to www.flashalert.net. Select "Subscribe" and follow instructions.