

EMERGENCY PROCEDURES

Campus Emergency:



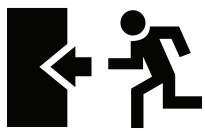
From any campus phone, call either

9-1-1 or x4300



From a mobile phone, call SMC dispatch

310-434-4300



Evacuation Information

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked.)
- Use stairways, NOT elevators.
- Take all personal belongings (keys, purses, wallets, including backpacks.)
- If applicable, follow department procedures and secure any hazardous materials or equipment before leaving.
- Follow directions given by instructor or building monitors.
- Assist persons with disabilities.
- Relocate to a safe area.



Active Shooter

- Run, Hide, or Fight!
- If outdoors, run away from gunshots and find a place of safety.
- If you are in a classroom or office, stay there and secure the doors.
- Turn off the lights and silence your phones.
- Form barricades, if possible, and hide.
- Stay put until police officers give further instructions.
- As a last resort, Fight!



Fire

- Activate the nearest fire alarm pull station and call **9-1-1** (from campus phones) if possible.
- Evacuate the building.
- Use stairways, NOT elevators.
- Do not reenter building until authorized to do so by emergency personnel.



Earthquake

- Drop, Cover, and Hold under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After the shaking stops, check yourself and others for injuries, and move toward the nearest exit or alternate exit.
- If safe to do so, evacuate the building.
- Instructors/ Managers should secure the area and make sure that students and/or staff have evacuated the area.
- Do not reenter building until authorized to do so by emergency personnel.



Power Outage

- Remain calm; provide assistance to others, if necessary.
- Move cautiously to a lighted area. Exits are indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.



Hazardous Materials Release

- If there is an emergency or if anyone is in danger, call **9-1-1**.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or if you have information about the release.



Suspicious Activity

PERSON:

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call College Police: **9-1-1 from campus phones** or **310-434-4300 from cell phone**. Provide as much information as possible about the person and his/her location.

UNATTENDED PACKAGE OR BACKPACK:

- Do not touch or disturb the object.
- Notify your instructor and/or College Police.
- Be prepared to evacuate.



SANTA MONICA COLLEGE 310-434-4300 (Dispatch)