

Santa Monica College Emergency Preparedness

To report an emergency call: (310) 434-4300 or dial 911



Emergency- Check List

- Call Campus Police (310-434-4300 or 911) from a College phone to report any emergencies.
- Study the emergency information located in the campus classrooms and on the Emergency Preparedness website. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.
- Faculty—Stay with your students and provide them with direction to the nearest shelter area or to the nearest exit. Keep a roster to account for your students. Notify College Police of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.
- Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.
- Remain calm and walk—do not run.
- During an evacuation, do NOT use the elevator. Take the stairs.
- Do NOT use fire alarms for individual emergencies. Use fire alarms in the event of a fire or the evacuation of a building.
- When evacuating, remember to turn off the lights and lock your office or classroom behind you.
- In the event of a lockdown- Shelter in place, stay clear of windows and wait for updates via phone, text and email.
- Keep up-to-date contact information on file with the Office of Human Resources.
- Attend Emergency Preparedness trainings offered by SMC.
- To be prepared at home: Get a Kit, Make a Plan, Be informed (<http://www.ready.gov/>)

For more information go to the SMC Emergency Preparedness Website:

<http://www.smc.edu/StudentServices/EmergencyPreparedness/Pages/Emergency-Preparedness.aspx>