



# Santa Monica College EMERGENCY PREPAREDNESS CHECKLIST STUDENTS



Being prepared and informed about what you should do in case of an emergency can make a significant difference. Santa Monica College strongly encourages you to become familiar with Emergency Preparedness Procedures of the college. If you are not certain of what action to take or have further questions, please contact the Santa Monica College (SMC) Emergency Line at (310) 434-4300. Additional information can be found on the SMC – Emergency Preparedness Website at <http://www.smc.edu/StudentServices/EmergencyPreparedness>

## BASIC Emergency Procedures:

- Enter the SMC Police Department's phone number into your cell phone **(310) 434-4300**.
- College Notification System: SMC uses the BlackBoard Connect notification system. The system sends out information via email, text, and phone.
- Study the Emergency Procedures on this hand-out.
- Make a conscious effort to identify all exits in classrooms, locate fire extinguishers, and update emergency contact information at the college.
- If you are feeling distressed and need to speak with someone, contact Psychological Services at (310) 434-4503.
- If you'd like to become more involved with the Colleges–Community Emergency Response Team (C-CERT) contact Sergeant Jere Romano (310) 434-3908.

## ACTIVE SHOOTER

### **First and Foremost – Take Immediate Protective Actions:**

- Try not to do anything to provoke an active shooter!
- Quickly clear students, staff, and faculty from the area. Try to warn others to seek cover.
- Lockdown: Close and lock all doors to offices and classrooms, turn off the lights, close blinds and hide.
- If your door cannot be locked from the inside, stack desk, tables, and chairs to form a barricade.
- Have everyone get down on the floor, or up against a solid interior wall, and shelter in place.
- To prevent confusion have one person call the police and provide the following information: A description of the suspect(s), sex, race, clothing, type of weapon, location last seen, direction of travel, and identity – if known.
- If you are in the open and unable to find a room to lock down, run away from the sound of the gunfire and out of sight.
- Turn off cell phones or lower ring tone. Place cell phone to vibrate if possible.
- Devices that emit sound will attract attention to your location.
- If you observed any victims, give a description of the location and number of victims.
- Attempts to rescue people should only be attempted if they can be accomplished without further endangering the persons inside the secured area.
- Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.
- If there is no possibility of escape or hiding and only as a last resort should you make an attempt to negotiate with or overpower the assailant(s).

## EARTHQUAKE

### **A) Before**

- Backpacks: Always carry items that you may need should a major disaster occur (such as: medication, contact phone numbers, toiletries, and money).
- Identify nearest exits in all classrooms and buildings.

### **B) During**

- If INDOORS, stay indoors. Move away from windows that may break and furniture or large objects that could fall over. "Drop, Cover, and Hold" under a table, desk, or against an inside wall – **not a doorway** – until the shaking stops.

- If you're in a CROWDED ROOM OR PUBLIC PLACE, do not rush for exits.
- If OUTDOORS, stay outdoors. Move to an open area away from trees, buildings, utility poles and lines, or signs.
- If in a VEHICLE, pull to the side of the road as quickly as possible but keep away from overhead hazards such as trees, buildings, freeway overpasses, utility poles and lines, signs, and bridges. Stay in the vehicle until the shaking stops.
- If you're in a THEATER, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

### **C) After**

- Only after the shaking stops, evacuate cautiously, taking your keys, wallet, purse, coat, and any emergency supplies.
- On your way out, look for signs of building damage or for persons who are injured or trapped. Watch for falling objects as you leave the building.
- Go to your victim's evacuation assembly area. Tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.

## **FIRE**

### **If you discover a fire:**

- Remain calm.
- Sound the alarm, no matter how small the fire.
- Get out as quickly and safely as possible. Close doors in each room after leaving to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, move away from the building and go to your evacuation assembly area.
- Report any injured or trapped persons to emergency responders.

### **If you are unable to leave the building, you should create an area of refuge:**

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

## **EVACUATION**

### **When a building evacuation alarm is sounded or when told to evacuate by emergency personnel:**

- Remain calm.
- Quickly gather personal belongings such as keys, wallet, etc. if possible.
- Secure any hazardous materials or equipment before leaving if possible.
- Walk quickly to the nearest marked exit.
- Alert others to the emergency and ask if they need help evacuating.
- DO NOT USE ELEVATORS unless instructed to do so by emergency personnel.
- Once outside, move away from the building and proceed directly to the predetermined evacuation assembly area.
- DO NOT return to an evacuated building until advised to do so by emergency personnel.

### **Mobility Impairment**

- It may be necessary to help clear the exit route of debris (if possible).
- If people with mobility impairments cannot exit, they should move to a safer area such as an enclosed stairwell.
- Notify emergency personnel immediately about any people remaining in the building and their locations.

**For more information visit the Emergency Preparedness Website at  
<http://www.smc.edu/StudentServices/EmergencyPreparedness>**