



EMERGENCY PROCEDURES

Sign up for e2Campus for emergency text and email alerts at evergreen.edu/emergencyresponse.

IN AN EMERGENCY CALL 9-1-1

CHECK FOR UPDATES:

On the homepage at evergreen.edu

On KAOS 89.3 FM

Call the college's main phone line for recorded message: (360) 867-6000

Call Police Services: (360) 867-6832

EVACUATE

Move quickly, remain calm.

Take personal items.

- ▶ Keys / phone / purse / coat, etc.

Secure hazardous materials.

Close door when you exit.

Use the nearest exit.

- ▶ DO NOT use the elevator.
- ▶ Evacuation route maps are posted on every floor.

Go to the evacuation site.

- ▶ Report casualties, trapped victims, injuries, hazardous conditions.
- ▶ Verify that disabled people have been evacuated.

Do not re-enter buildings until the fire alarm stops AND "All Clear" given by safety personnel.

Do not leave campus until roads and bridges are safe / keep roads clear for emergency response vehicles. Check in with officials before leaving campus.

BE PREPARED Be familiar with the designated evacuation routes for building(s) you enter. Evacuation route maps are posted on every floor. Evacuation sites are listed at evergreen.edu/emergencyresponse.



People with disabilities who feel they need extra assistance in an emergency are responsible for preparing an individual evacuation plan through Access Services and sharing it with staff, faculty, and the people around you.



FIRES

BUILDING FIRE

- Activate nearest fire alarm.
- Evacuate the building,
 - ▶ Close, but DO NOT lock doors!
- Call 9-1-1.
- If you're trapped:
 - ▶ Stay low (floor) to avoid smoke
 - ▶ Signal emergency personnel: hang clothing outside window shout at regular intervals.

WILDFIRE

- Call 9-1-1.
- Close windows. Do not evacuate unless safe to do so.
- If building is on fire, activate nearest fire alarm and follow evacuation procedures.



POWER OUTAGE

- Turn off / unplug all computers and voltage sensitive equipment.
- Check with authorities, listen to MIXX 96.1 (KXXO) or KAOS 89.3 FM radio.



EARTHQUAKES

IF YOU ARE IN A BUILDING:

- Drop! Cover! Hold On!
 - ▶ Shelter under a table or desk, not in a doorway, protect your head with your arms, close your eyes, turn away from windows, avoid falling objects.
- Remain calm, don't rush for the door.
- After the shaking stops, check for injuries and evacuate. Remember that aftershocks can occur at any time.

IF YOU ARE OUTDOORS

- Move to a clear area away from trees, bridges, poles, buildings, and wires.



SUSPICIOUS ACTIVITY

SUSPICIOUS PERSON

- Call 9-1-1. Provide as much information as possible about the person, direction of travel, etc.
 - ▶ Do not physically confront the person.
 - ▶ Do not let anyone into a locked building or office.
 - ▶ Do not block the person's exit.

SUSPICIOUS OBJECT

- Call 9-1-1. Do not touch or disturb object.
 - ▶ Notify your supervisor or manager.
 - ▶ Be prepared to evacuate.



ACTIVE SHOOTER

- RUN if safe, do not run in straight line.
- HIDE behind something that stops bullets. Wait for emergency personnel.
- FIGHT the shooter: rush with lots of people, throw things, use improvised weapons to take the shooter to the ground.



When police arrive, put your hands up to show you are not a threat.

IF SHOOTER IS OUTSIDE BUILDING:

- HIDE Turn off lights, lock doors, close curtains, get on the floor, remain silent, move to a central area if possible/safe.
- Follow directions of uniformed officers.

IF SHOOTER IS INSIDE BUILDING:

- RUN if safe. When it is safe, call 9-1-1 to give last known location of shooter.
 - ▶ Do not pull fire alarm.
- HIDE, lock or barricade doors, get on the floor, remain silent. Hide behind something that stops bullets.

IF SHOOTER COMES INTO CLASS/OFFICE:

- Call 9-1-1 if it is safe to do so.
- HIDE behind something that stops bullets.
- FIGHT the shooter, rush with lots of people, throw things, use improvised weapons to take the shooter to the ground.