SAN DIEGO CITY COLLEGE
Emergency Procedures

During an emergency, more information will be sent to you via the District's mass notification system. This includes text messages and/or emails.

- **Safety is everyone's responsibility!**
- **Keep your eyes open**
- **Be aware of your surroundings**
- **Report anything suspicious**
- **Help one another**
- **If you see something, say something**

For more information about safety at SDCCD, go to: http://police.sdccd.edu

Download our safety app, LIVESAFE, on any smart phone using your app store, then select San Diego City College to receive emergency information and notifications.

STAY CALM!

CAMPUS OR MEDICAL EMERGENCY:
From any campus phone, call 9-1-1 or x 6405

From a cell phone call SDCCD College Police dispatch 619-388-6405

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.

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.

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.

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 IF evacuation is NOT a safe option.
- 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!

HAZARDOUS MATERIALS

- 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.

SUSPICIOUS ACTIVITY

- 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 619-388-6405 from cell phone.
- Provide as much information as possible about the person and his/her location.

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.

DISRUPTIVE PERSON

- Avoid provoking or obstructing person.
- Attempt to avoid the area of disturbance.
- Call College Police 9-1-1 from campus phones or 619-388-6405 from cell phone.

UNATTENDED PACKAGE / BACKPACK

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

PLEASE DO NOT REMOVE THIS POSTING