

## EARTHQUAKE

- Drop, Cover, Hold on 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.
- Evacuate the building.

## SUSPICIOUS 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 ext. 4499. Provide as much information as possible about the person and their direction of travel.

## SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call security at ext. 4499 or (206) 235-5860.
- Notify your supervisor and/or your instructor.
- Be prepared to evacuate.

## EVACUATION INFORMATION

- Evacuate the building using the nearest available exit.
- Do not use elevator.
- Take personal belongings (keys, purses, wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by security officers or other campus officials.
- Move as far away as possible from all buildings.
- Assist persons with disabilities or special needs.

## HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call ext. 4499.
- 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 have information about the release.

## FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

## INTRUDER ALERT

If an armed or threatening intruder comes on to college property it is very important that you report it immediately and take protective actions.

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 9-1-1 to alert the Shoreline Police Department. Give an accurate description of the person or person(s), noting type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Call Safety & Security at ext. 4499 and report the above information.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Remain as calm as possible.
- Keep room secure until police or Safety & Security arrive and give directions.