

# EMERGENCY PROCEDURES



## EVACUATION

1. Evacuate the building using exit stairs.
2. Do not use elevators.
3. Take important personal belongings.
4. Follow directions by safety personnel.
5. Assist persons with special need or in wheelchairs. If necessary, stage persons by stairs furthest from harm.
6. Go to an evacuation assembly area and check in.
7. If necessary, emergency personnel may direct you to a secondary assembly area.



## POWER OUTAGE

1. Remain calm.
2. Provide assistance to others.
3. Turn off or unplug all electronics.
4. Move cautiously to a well-lit area.
5. Evacuate the building.



## EARTHQUAKES

1. Drop, cover, and hold. Use desks, tables or the inside wall for cover.
2. After the shaking stops, check for injuries.
3. Evacuate to the assembly area.
4. Report to emergency personnel at the evacuation site.



## FIRE

1. Activate the nearest fire alarm pull station.
2. Call ext. 7800.
3. Evacuate the building.
4. If your clothing catches fire: STOP, DROP, and ROLL.
5. If there is smoke, stay low and cover your mouth and nose with clothing.
6. If trapped, seal the door and call ext.



## VIOLENT INTRUDER

### Run —

1. If safe, RUN.
2. Leave your belongings behind.
3. Do not run in a straight line.

### Hide —

1. Turn off lights and lock the doors.
2. Remain silent, including cellphones.
3. Get on the floor and move to a safe area.
4. Hide behind large items (e.g., cabinets, desks)
5. Call ext. 7800.
6. Do not activate fire alarm pull stations.
7. Do not move wounded people.
8. When police arrive, put up your hands.
9. Follow police instructions.

### If your life is in danger, FIGHT —

1. Control the intruder's weapon.
2. Fight the intruder as a group.
3. Throw things at the intruder.
4. Use improvised weapons.
5. If possible, take the intruder to the ground.

*What will you do before, during, and after an emergency? Plan now to survive tomorrow.*



## SUSPICIOUS PERSON

### Suspicious Person

1. Do not let anyone into a locked building or room without authorization.
2. Do not physically confront the person.
3. Do not block the person's access to an exit.
4. Call ext. 7800. Provide as much information as possible about the person, description, and their location.

### Suspicious Object

1. Do not touch or disturb object.
2. Call ext. 7800.
3. Notify your instructor or supervisor.
4. Be prepared to evacuate.
5. Check-in with your instructor or supervisor.



## HAZARDOUS MATERIAL

1. Call ext. 7800.
2. Leave the hazardous area.
3. Follow emergency personnel instructions.
4. Alert others to stay clear.
5. Notify emergency personnel if you have been exposed.



## CONTACTS

**Campus Security, Building 4, 101**

**Office 360-475-7800**

**Duty Cell 360-536-6035**

**Web-page** [olympic.edu/services/campus-safety](http://olympic.edu/services/campus-safety)

**Director of Campus Safety & Security**

**Brandon Giger**  
360-475-7802



## STUDENT INFO

### MAXIENT Reporting

Report campus hazards, behavioral concerns, and classroom disruptions.



### COUNSELING

**Advising and Counseling Center Services**  
Counseling offered to students and employees. M and Th (9-6pm) Walk-ins  
[AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu), ext. 7530

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