

EMERGENCY PROCEDURES

IMPORTANT NUMBERS

911 for Police, Fire and all life threatening emergencies

Highline Public Safety (206) 592-3218 You are in Building _____ Room _____



FIRE

- Pull nearest fire alarm.
- Use stairwells to leave the building.
- Do not re-enter building(s) until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary.



EARTHQUAKE

- **STOP.** Running is the most common cause of injury during an earthquake.
- **DROP.** Make sure your head is not the tallest thing in the room.
- **COVER.** Get under a desk or table to protect yourself from falling objects.
- **HOLD.** Whatever you are under, hold on tightly until the shaking stops.
- After the shaking has stopped evacuate to a safe location, away from buildings.
- Report your status to school officials.
- Avoid using cell phone lines except for emergency calls. Use text message for other contacts.



ACTIVE SHOOTER

- **RUN.** Leave the building as quickly and quietly, if safe to do so.
- **HIDE.** If you can't leave, go to an area that can be locked or secured. Stay low, hidden and spread out.
- Call 911.
- If you encounter police, show your hands, follow their commands and don't make sudden movements.



HAZARDOUS MATERIALS

- Notify affected personnel immediately and evacuate the contaminated area.
- Move to a safe distance of at least 100 yards.
- Advise others to stay clear of contaminated area.
- Wait for further instructions from emergency personnel.
- Call 911.



POWER OUTAGE

- Remain calm and offer assistance to others.
- Take the nearest marked exit.
- Do not panic or push others while exiting.
- Call Facilities at (206) 592-3260 to report power outages.



MEDICAL EMERGENCY

- Avoid leaving injured person except to summon help.
- Do not move the injured person.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Protect yourself before and after rendering assistance.
- Call 911.



SUSPICIOUS OBJECT

- Do not disturb, touch or use electrical devices near object.
- Move at least 100 yards from object.
- Call 911.



AED LOCATIONS

Automated External Defibrillator

Buildings 6, 8, 15, 19, 21, 25, 26, 28, 29, 30, 99 and the MaST Center in Redondo Beach or call Public Safety.



SUSPICIOUS PERSON

- Do not let a stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any person from leaving the area.
- Move to a safe location and call 911 or Public Safety. (206) 592-3218



HC ALERTS

HC ALERTS

Receive emergency alerts. Sign up to receive campus emergency alerts straight to your smartphone (via text). Visit: hctextalerts.highline.edu.

IMPORTANT PHONE NUMBER: Public Safety (206) 592-3218