

# **S** | ***EMERGENCY PROCEDURES*** **FOR STUDENTS**

**Follow instructions of authorities and use good judgment in the absence of instruction. If evacuating, do not re-enter the building unless authorized by emergency personnel. If seeking shelter, find an interior wall/room and do not leave until it is deemed safe by authorized emergency personnel.**

## **VIOLENCE/ACTIVE SHOOTER**

Call 911.  
Evacuate if a safe route is available.  
If it is unsafe to leave, lock yourself in your room or classroom.  
Lock windows/close blinds-remain quiet.  
Take cover from danger.  
Do not let anyone into a locked room until area is deemed safe by emergency personnel.

## **SUSPICIOUS OBJECT/PERSON**

Do not touch or disturb object.  
Do not confront, stop or apprehend the person.  
Note the person's description and suspicious activity.  
Call 911.  
Provide details of the object or person to emergency personnel.  
Evacuate if instructed by responding emergency personnel or you feel it is unsafe to remain indoors.

## **EXPLOSION**

Evacuate; if smoke is present, stay low to the floor.  
Watch out for falling debris; take cover and protect head.  
If you become trapped, tap on wall or pipe to alert rescuers.  
Call 911 when safe to do so.

## **FIRE**

Activate nearest fire alarm.  
Leave the building using the nearest exits.  
Do not use the elevator.  
If smoke is present, stay low to the floor.  
Call 911 when safe to do so.

## **HAZARDOUS MATERIALS**

Move away from the site of the hazard to a safe location.  
Call 911.  
Alert others to stay clear of area.  
Notify emergency personnel if you have been exposed or have information about the release.

## **BOMB THREAT**

Immediately notify campus staff/faculty.  
Evacuate the building.  
Call 911.  
Do not re-enter building until authorized by emergency personnel.

## **EARTHQUAKE**

If you are inside, stay there. Get under a desk or hard surface.  
If there is nothing to hide under, crouch near an interior wall and cover head.  
Only evacuate if additional hazards threaten your safety.  
If outside, stay outside and move away from buildings, street lights, and utility wires.  
Call 911 to report injuries, fire, gas leaks, debris and etc.

## **POWER OUTAGE**

Move cautiously to a lighted area.  
Await further instruction from college officials.

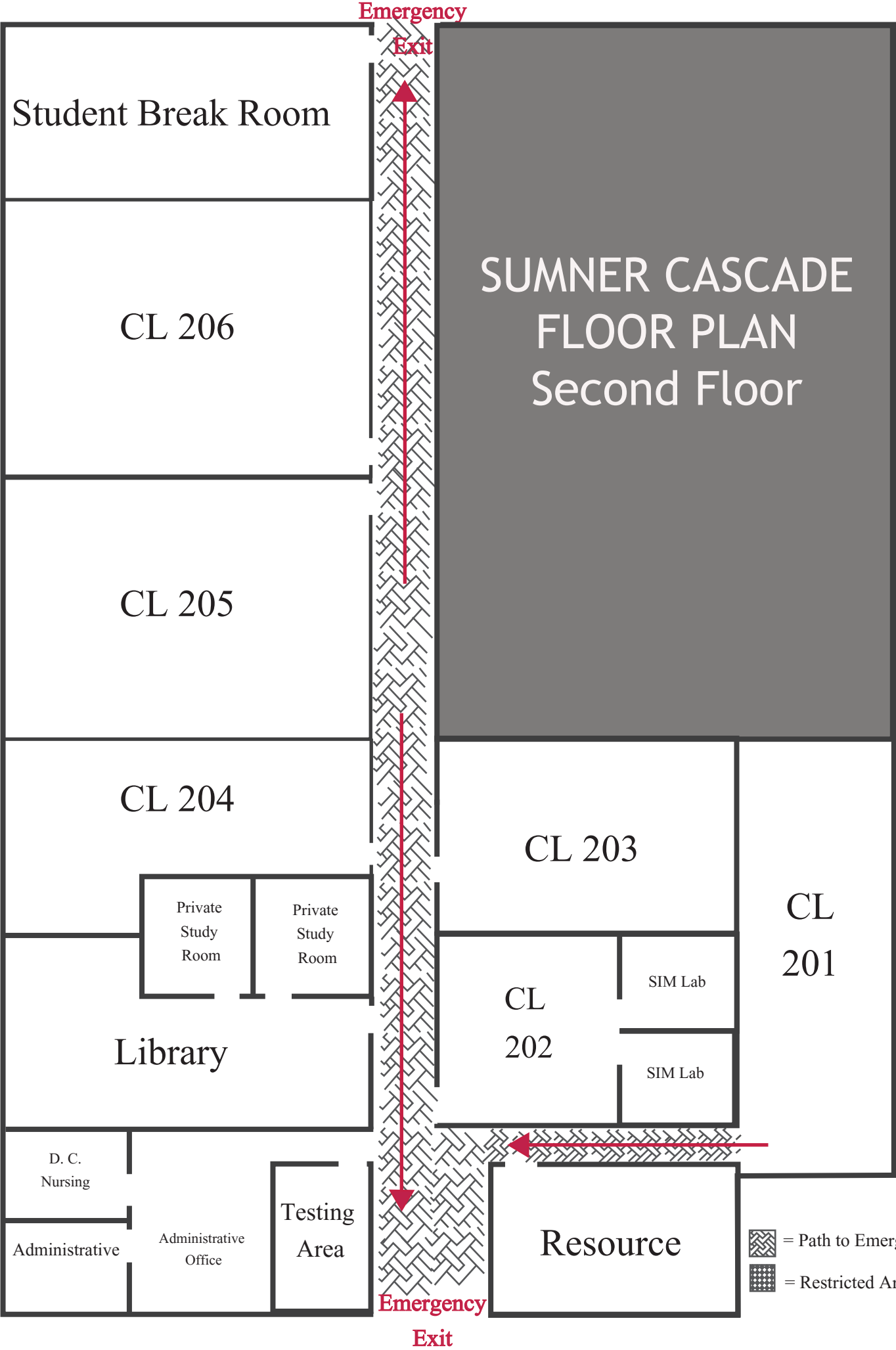
## **MEDICAL EMERGENCY**

If illness or injury is serious, do not move the person.  
Call 911.  
If appropriate and available, get someone trained in CPR to help.  
Send someone to meet emergency personnel outside and direct them to the person's location.

## **SEVERE WEATHER**

Stay indoors.  
Monitor local TV and radio stations.  
Await further instruction from college officials.

**\*\*\*When reporting an incident, your location is: 8338 NE Alderwood Road, Ste. 100, Portland, OR 97220\*\*\***



# SUMNER CASCADE FLOOR PLAN First Floor

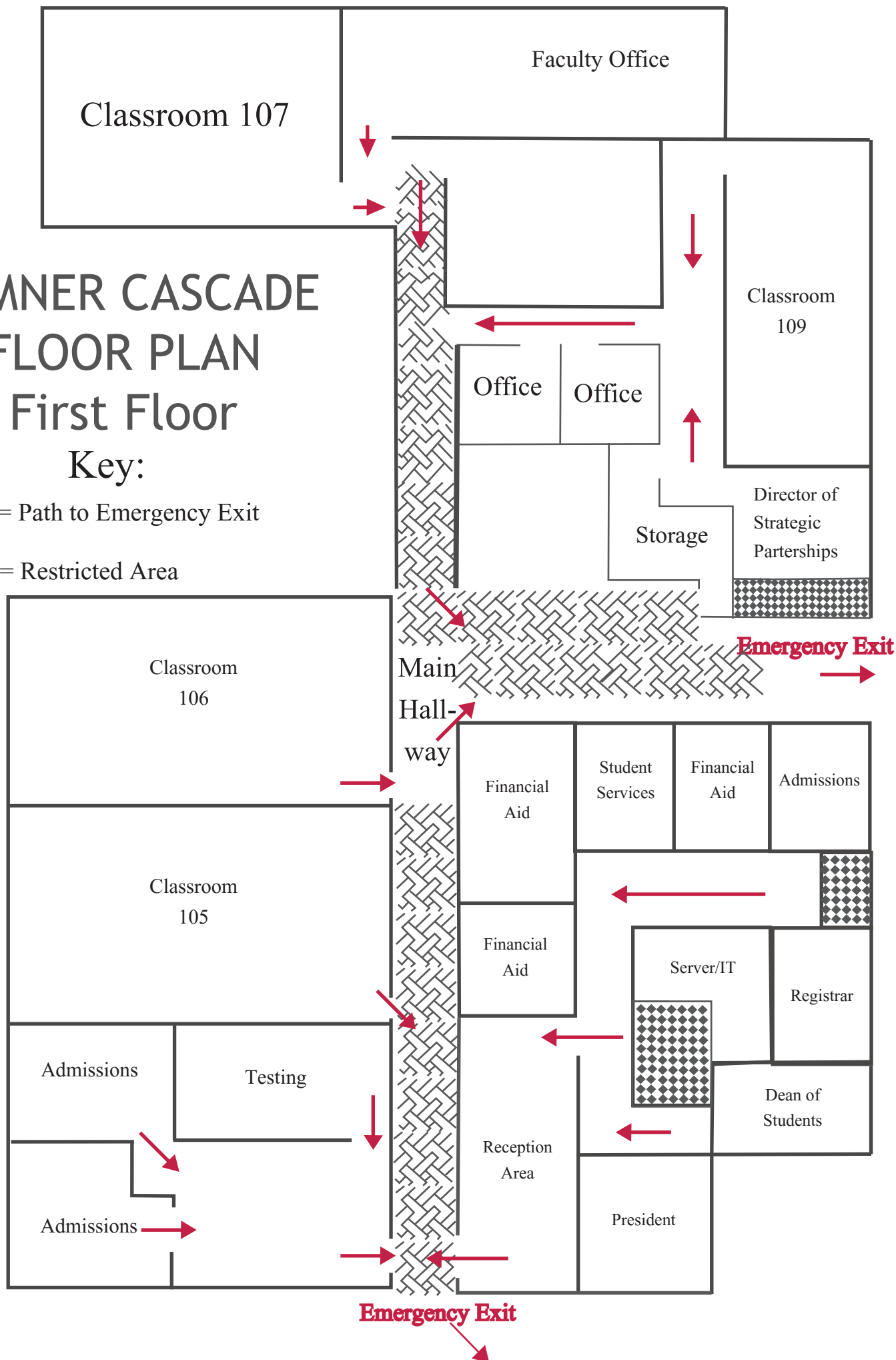
Key:



= Path to Emergency Exit



= Restricted Area



# SUMNER COLLEGE ANNEX FLOOR PLAN

Key:



= Path to Emergency Exit



= Restricted Area

