

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.



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.



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.



UNATTENDED PACKAGE / BACKPACK

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



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.