Sierra College Emergency Procedures

In the event of a fire:
1) If a fire and/or smoke are present, pull the nearest fire alarm
2) Anytime you hear a fire alarm in the building – immediately start evacuation procedures
3) Instruct students to gather personal belongings
4) Gather attendance records
5) Using the evacuation routes available, proceed with class to the established assembly point in the opposite direction of smoke or fire
6) Wait with class/others at the assembly point until given further instructions by appropriate emergency personnel
7) DO NO RE-ENTER THE BUILDING until instructed to do so

In the event of a command to evacuate:
1) Gather personal belongings
2) Gather attendance records
3) Proceed to established assembly point
4) Report to the emergency staff assigned at the assembly point before leaving
5) Wait at assembly point until receiving further instructions from emergency personnel

In event of a command to “Lock Down”:
1) Close all doors and lock, if possible
2) Close all blinds and drapes
3) Turn off any unnecessary equipment
4) Turn off cell phones
5) Stay away from all windows
6) Remain as quiet as possible
7) Do not allow anyone to leave until notified by emergency personnel

In event of a command to create “Shelter in Place”:
1) Follow all steps identified for lockdown
2) Ensure that all ventilation is either closed or shut down

PLEASE REPORT ANY SPECIAL CIRCUMSTANCES OR LIMITATIONS THAT MAY INTERFERE WITH YOUR ABILITY TO EVACUATE IN AN EMERGENCY.