

# Sierra College Emergency Procedures

## Emergency Telephone Numbers (Fire, Medical, Police Emergencies)

**In an emergency in which life, limb, and/or property are threatened call 911 immediately.**

**Security Dispatch for all campuses: (916) 660-7120 (extension 7120 on campus)**

### **For non-emergencies, call the following numbers:**

- Rocklin Campus: Campus Security – (916) 660-7120
- Roseville Center: Roseville PD – (916) 774-5000
- Nevada County Campus: Grass Valley PD – (530) 477-4600
- Tahoe-Truckee Campus: Truckee PD – (530) 550-2323

### **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 NOT 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 EVACULATE IN AN EMERGENCY.**