

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.

For non-emergencies, call the following numbers:

Rocklin Campus

Sierra College Security Services – ext. 7120 or (916) 660-7120

Nevada County Campus

Sierra College NCC Security Services – ext. 7120 or (916) 660-7120

Grass Valley Police Department (530) 477-4600

Roseville Gateway Campus

Roseville Police Department (916) 774-5000

Tahoe Truckee Campus

Sierra College Security Services – ext. 7120 or (916) 660-7120

Truckee Police Department (530) 550-2328

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 EVACULATE IN AN EMERGENCY.