Appendix M
EMERGENCY PROCEDURE
SAN FRANCISCO COMMUNITY COLLEGE
CAMPUS POLICE (415) 239-3200

BUILDING EVACUATION

• When the building alarm sounds or when asked to evacuate by a member of the Building Emergency Team, or Emergency Responder, walk quickly and calmly to the nearest safe exit.

• Use stairs, not elevator.

• Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, immediately notify Police/Fire personnel and the Building Coordinator of their location. If possible, have someone stay with the person.

• Evac-Track chairs are available to assist in the evacuation of disable persons

• Disabled persons requiring assistance should identify themselves to Emergency Personnel or others willing to assist.

EARTHQUAKE

• Drop, cover and hold until the shaking stops

• Avoid windows (face away from glass), tall furniture and overhead hazards

• If possible, take cover under a sturdy desk or table or seek refuge along an interior wall and cover your head.

• Do not immediately evacuate wait for the shaking to stop and check for hazards before exiting.

HAZARDOUS MATERIALS RELEASE

• Immediately notify Campus Police

• Evacuate affected area and seal it off if possible.

• If you have been exposed to the material immediately notify emergency personnel. Remain in the immediate area but away from the contamination. Avoid contact with other persons.

NOTE: Lab instructors or supervisors – Isolate contaminated persons, obtain names and notify emergency personnel.

BOMB THREATS

• Scan your work area for unfamiliar items.

• Do not touch suspicious items. Notify emergency personnel.

• Take personal belongings if instructed to evacuate.

• If you receive a telephone threat – try to keep the caller talking and ask:
  A) When is the bomb going to explode?
  B) Where is the bomb?
  C) What does the bomb looks like?
  D) Why did you place the bomb

NOTE: Anything that may aid in identification – such as background sounds, accents

FIRE

• At the first sign of fire evacuate the building and activate the fire alarm as you leave.

• Use stairs, not elevators

• Feel closed doors with the back of your hand; if hot. Do not open doors; find other escape route.

• If trapped in the building, hang an article of clothing, towel, sheet etc. from a window to signal emergency responders. Stay close to the floor. Shout at regular intervals to alert emergency personnel.

REPORTING EMERGENCIES

Dial Campus Police at (415) 239-3200 for all emergencies using campus telephones or cell phones. Look for campus emergency telephones located in buildings around campus. 911 can also be used to report an emergency.
Appendix N
San Francisco Community College District

Emergency Response Plan

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