



## Santa Ana College – Centennial Education Center Student Emergency Notifications Emergency 911

The following is a list of emergency preparedness guidelines that should be communicated to your class at or near the beginning of the semester. The intent of this list is to prepare the class to deal with emergency situations that could occur while class is in session.

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Point out the exits to the building. Inform the class that there is a copy of the EMERGENCY PROCEDURES GUIDE for their reference posted near the exit door of the classroom. (If your classroom does not have a copy of the EMERGENCY PROCEDURES guide please notify your division secretary)

Tell the class that in case of an emergency they should call 9-1-1 from their cell phone or any campus phone. This will call outside services such as Fire, Police, or Paramedics. If they need to call CEC District Safety from their cell phone, they should call 714-241-5738. Suggest to the class that they program the number in their cell phone.

### **Fire Alarm:**

1. If the fire alarm sounds, the class should evacuate as quickly as possible. Stay calm and leave in an orderly fashion.
2. Take personal belongings such as keys, purses, and wallets with you. You will not be allowed back into the building until it is deemed safe.
3. Meet outside at the designated area (near the exit door of the classroom).
4. Those who are capable should assist others in this room to safety.
5. Call 911 anytime you see smoke or fire. Do not rely on someone else to call.

### **Earthquake Response:**

1. In the event of an earth quake you should **DROP, COVER & HOLD**. Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops.
2. Once the shaking stops, we will evaluate the need to evacuate.
3. Take your belongings with you, as we may be dismissed from the assembly area and not be allowed back into the building.
4. Meet in the designated area as shown on the back.
5. Those who are capable should assist others in this room to safety.

### **Dangerous Person Inside the Classroom:**

1. Call 911 on your cell phone or campus security anytime you feel threatened.
2. If you feel threatened, you may leave the room at any time.
3. You do not need your instructor's permission to leave the room if you feel threatened. You can call 911 at any time.

### **Active Shooter**

**RUN** - In general, the more distance you can put between yourself and the shooter the better.

**HIDE** - If you cannot get out of the area but are somewhat distant from the shooting consider hiding out and **locking down** your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.

**FIGHT** - A last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss with others in the room what you will do if the shooter enters the room. *For more information please watch this video on You Tube* **RUN. HIDE. FIGHT. Surviving an Active Shooter Event – English.** <http://www.youtube.com/watch?v=5VcSwejU2D0>

### **Students with Disabilities:**

1. If you need assistance during an evacuation, please notify your instructor.
2. In an emergency evacuation, students with mobility disabilities will be directed to a location of safety to shelter in place, such as the top of a stairwell.
3. Safety personnel will be notified of your location, and you will be given top priority.
4. You will be safely removed from the building as soon as the elevators are secured by safety personnel.

### **Emergency Text Messages:**

AlertU is one of the mass communication methods that will be used during emergencies. It is a text messaging service that provides students and staff who subscribe up-to-date information for their safety and security. To get these messages, text "SAC" to 253788 (AlertU: please write this number on the board), and reply "y" when you get a confirmation text. Standard rates apply, and users may unsubscribe at any time.