

# Emergency Procedures

## Emergency Contacts

Emergencies: **911** then call Campus Security

Campus Security: **425-235-7871** (ext. **7871** from an RTC phone)

## Power Outage

1. Remain calm, notify security
2. Provide assistance to others of able
3. Turn off or unplug all electronics
4. Move carefully to a well-lit area
5. Evacuate the building

## Earthquake

1. Drop, cover and hold on. Use desks, tables or the inside wall for cover
2. After the shaking stops, check for injuries
3. Evacuate to the assembly area
4. Report to emergency personnel at the evacuation site

## Fire

1. Activate the nearest fire alarm pull station
2. Call security 425-235-7871 (ext. 7871)
3. Evacuate the building
4. If your clothing catches fire: STOP, DROP and ROLL
5. If there is smoke, stay low and cover your mouth and nose with clothing
6. If trapped, seal the door and call 425-235-7871 or signal from a window for help

## Violent Intruder

Run –

1. If safe, RUN
2. Leave your belongings behind
3. Do not run in a straight line

Barricade –

1. Turn off lights and lock the doors
2. Remain silent
3. Move to a safe area
4. Barricade your door or take cover behind large items (e.g., cabinets, desks)
5. Call 911 if you have important information
6. Do not activate alarm pull stations
7. Do not move wounded people
8. When police arrive, put up your hands
9. Follow police instructions

Arm –

1. Use improvised weapons (fire extinguishers)

If your life is in danger, FIGHT –

1. Control the intruder's weapon
2. Fight the intruder in a group
3. Throw things at the intruder
4. If possible, take the intruder to the ground

## Bomb/Threat of Violence

1. Call security 425-235-7871 (ext. 7871)
2. Call 911 if there is a specific time of threat approaching
3. Document what is said if threat is spoken/called in
4. Ask for specific location, type of device, when it will go off, why, group affiliation

## Suspicious Person or Object

Suspicious Person –

1. Do not let anyone into a locked building or room without authorization
2. Do not physically confront the person
3. Do not block the person's access to an exit
4. Call security 425-235-7871 (ext. 7871) and provide as much information as possible about the person, location, and behavior you believe is suspicious

Suspicious Object –

1. Do not touch or disturb the object
2. Call security 425-235-7871 (ext. 7871)
3. Notify your instructor or supervisor
4. Be prepared to evacuate
5. Check-in with your instructor or supervisor

## Hazardous Material

1. Call security 425-235-7871 (ext. 7871)
2. Leave the hazardous area
3. Follow emergency personnel instructions
4. Alert others to stay clear
5. Notify emergency personnel if you have been exposed

## Lockdown

1. Lock your door(s) to the space you are in if possible
2. Close window blinds or cover windows
3. Turn off the lights
4. Stay out of the line of sight, away from windows
5. Hide behind heavy furniture or move it in front of the door(s)
6. Silence electronics, do not use vibrate settings
7. Do not make phone calls unless you have specific information to assist first responders
8. Do not unlock or open your door(s) once secured unless you have verified with police that it is safe of the lockdown has been lifted through official RTC communication

## Shelter in Place

1. Stay indoors, do not leave the building
2. Close and lock doors and windows
3. Be prepared to seal air vents
4. Conduct a head count and retrieve the campus evacuation map
5. Take note of any special dietary or medication needs
6. Develop a plan to evacuate if instructed to do so
7. Remain in place until instructed otherwise
8. Monitor your devices for updates including mass notification, email, or instruction from RTC building marshals

## Evacuation Assembly Areas

1. Stay with your class or group and move to the designated building evacuation assembly area
2. If you are aware of someone missing from your class or group, notify your faculty member or a building marshal
3. Wait for instructions to reoccupy the building
4. Proceed to a reunification area if directed to do so