



# ***EMERGENCY PROCEDURES*** **FOR STUDENTS**

**Follow instructions of authorities and use good judgment in the absence of instruction. If evacuating, do not re-enter the building unless authorized by emergency personnel. If seeking shelter, find an interior wall/room and do not leave until it is deemed safe by authorized emergency personnel.**

## **VIOLENCE/ACTIVE SHOOTER**

- Call 911.
- Evacuate if a safe route is available.
- If it is unsafe to leave, lock yourself in your room or classroom.
- Lock windows/close blinds-remain quiet.
- Take cover from danger.
- Do not let anyone into a locked room until area is deemed safe by emergency personnel.

## **SUSPICIOUS OBJECT/PERSON**

- Do not touch or disturb object.
- Do not confront, stop or apprehend the person.
- Note the person's description and suspicious activity.
- Call 911.
- Provide details of the object or person to emergency personnel.
- Evacuate if instructed by responding emergency personnel or you feel it is unsafe to remain indoors.

## **EXPLOSION**

- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on wall or pipe to alert rescuers.
- Call 911 when safe to do so.

## **FIRE**

- Activate nearest fire alarm.
- Leave the building using the nearest exits.
- Do not use the elevator.
- If smoke is present, stay low to the floor.
- Call 911 when safe to do so.

## **HAZARDOUS MATERIALS**

- Move away from the site of the hazard to a safe location.
- Call 911.
- Alert others to stay clear of area.
- Notify emergency personnel if you have been exposed or have information about the release.

## **BOMB THREAT**

- Immediately notify campus staff/faculty.
- Evacuate the building.
- Call 911.
- Do not re-enter building until authorized by emergency personnel.

## **EARTHQUAKE**

- If you are inside, stay there. Get under a desk or hard surface.
- If there is nothing to hide under, crouch near an interior wall and cover head.
- Only evacuate if additional hazards threaten your safety.
- If outside, stay outside and move away from buildings, street lights, and utility wires.
- Call 911 to report injuries, fire, gas leaks, debris and etc.

## **MEDICAL EMERGENCY**

- If illness or injury is serious, do not move the person.
- Call 911.
- If appropriate and available, get someone trained in CPR to help.
- Send someone to meet emergency personnel outside and direct them to the person's location.

## **POWER OUTAGE**

- Move cautiously to a lighted area.
- Await further instruction from college officials.

## **SEVERE WEATHER**

- Stay indoors.
- Monitor local TV and radio stations.
- Await further instruction from college officials.

**\*\*\*When reporting an incident, your location is: 8338 NE Alderwood Rd. Ste. 100 Portland, OR 97220\*\*\***



# ***EMERGENCY PROCEDURES*** **FOR STAFF & FACULTY**

**Follow instructions of authorities and use good judgment in the absence of instruction. If evacuating, do not re-enter the building unless authorized by emergency personnel. If seeking shelter, find an interior wall/room and do not leave until it is deemed safe by authorized emergency personnel.**

## **VIOLENCE/ACTIVE SHOOTER**

- Call 911.
- Evacuate students if a safe route is available.
- If it is unsafe to leave, lock yourself and your students in classroom.
- Lock windows/close blinds-remain quiet.
- Take cover from danger.
- Do not let anyone into a locked room until area is deemed safe by emergency personnel.
- Take attendance when it is deemed safe to leave.

## **EXPLOSION**

- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on wall or pipe to alert rescuers.
- Call 911 when safe to do so.
- Take attendance after evacuating.

## **HAZARDOUS MATERIALS**

- Move away from the site of the hazard to a safe location.
- Call 911.
- Alert others to stay clear of area.
- Notify emergency personnel if you have been exposed or have information about the release.
- Take attendance if evacuating or remaining indoors.

## **EARTHQUAKE**

- If you are inside, stay there. Get under a desk or hard surface.
- If there is nothing to hide under, crouch near an interior wall and cover head.
- Only evacuate if additional hazards threaten your safety.
- If outside, stay outside and move away from buildings, street lights, and utility wires.
- Call 911 to report injuries, fire, gas leaks, debris and etc.
- Take attendance, account for students.

## **POWER OUTAGE**

- Move students cautiously into to a lighted area.
- Await further instruction from college officials.
- Take attendance of students in lighted area and again when it is safe to return to your classroom.

## **SUSPICIOUS OBJECT/PERSON**

- Do not touch or disturb object.
- Do not confront, stop or apprehend the person.
- Note the person's description and suspicious activity.
- Call 911.
- Provide details of the object or person to emergency personnel.
- Evacuate if instructed by responding emergency personnel or you feel it is unsafe to remain indoors.
- Take attendance when it is deemed safe.

## **FIRE**

- Activate nearest fire alarm.
- Evacuate the building using the nearest exits.
- Do not use the elevator.
- If smoke is present, stay low to the floor.
- Call 911 when safe to do so.
- Take attendance after evacuating

## **BOMB THREAT**

- Immediately notify campus staff/faculty.
- Evacuate the building.
- Call 911.
- Do not re-enter building until authorized by emergency personnel.
- Take attendance upon evacuation.

## **MEDICAL EMERGENCY**

- If illness or injury is serious, do not move the person.
- Call 911.
- If appropriate and available, get someone trained in CPR to help.
- Send someone to meet emergency personnel outside and direct them to the person's location.

## **SEVERE WEATHER**

- Stay indoors.
- Monitor local TV and radio stations.
- Await further instruction from college officials.
- Cancel outside activities.

**\*\*\*When reporting an incident, your location is: 8338 NE Alderwood Rd. Ste. 100 Portland, OR 97220\*\*\***



# SAFETY PLAN:

## *ACTIVE SHOOTER/VIOLENT INCIDENT*

### **LOCKOUT**

Activated when there is an unsafe situation outside the school building.

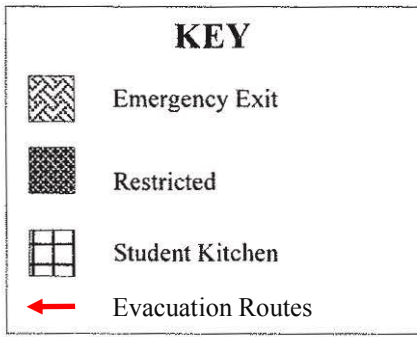
- Front desk personnel are assigned to secure the exterior doors to the building and ask for assistance if they need help.
- Students:
  - Return and remain in building away from the threat.
  - Continue with regular class unless instructed otherwise.
- Faculty:
  - Bring students inside the building.
  - Ensure exterior doors are locked.
  - Take attendance and continue with class unless otherwise instructed.
- Staff:
  - Ensure exterior doors are locked.
  - Call 911.
  - Notify students and faculty if situation changes.

### **LOCKDOWN**

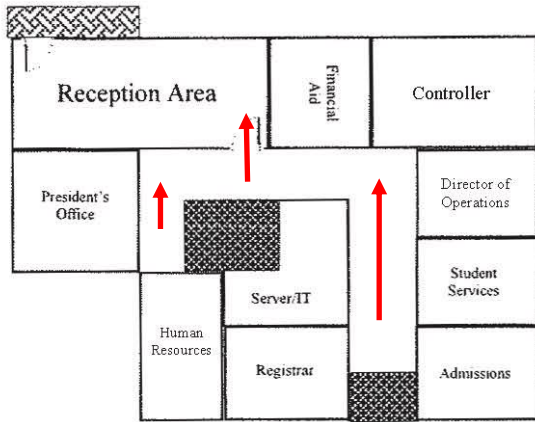
Activated when there is a threat inside the school building.

- Students, Staff & Faculty:
  - Immediately move away from the threat.
  - Get to a safe area—such as in a classroom or away from the building.
  - Lock door, cover windows and turn out the lights.
  - Stay out of sight, away from doors and windows and remain quiet.
  - Call 911 if possible without jeopardizing your safety.
  - Do not open the door to anyone except authorized emergency personnel.
  - Take attendance when the premise is safe and you have received an “all clear” from authorized emergency personnel.

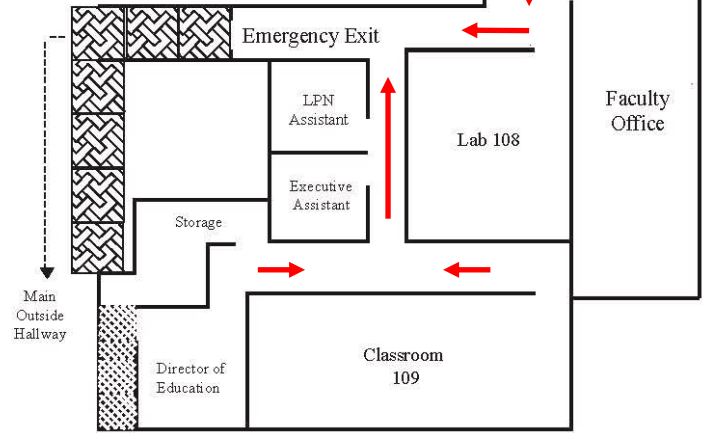
# SUMNER CASCADE FLOOR PLAN



## FIRST FLOOR MAIN



## FIRST FLOOR NEW



## SECOND FLOOR

