**EMERGENCY PHONE NUMBERS**

<table>
<thead>
<tr>
<th>S B C C SECURITY</th>
<th>FIRE-POLICE-AMBULANCE</th>
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</thead>
<tbody>
<tr>
<td>By campus phone dial 2400</td>
<td>By campus phone dial 9 THEN 911</td>
</tr>
<tr>
<td>By cell phone dial 730-4200</td>
<td>By cell phone dial 911</td>
</tr>
</tbody>
</table>

**BUILDING EVACUATION PROCEDURES**

*Make arrangements if you feel you will need assistance.*

At the start of the semester make arrangements for assistance with a classmate or co-worker and make note of three emergency exits. If necessary, have your instructor assign someone to assist you.

*In the event of an emergency do not use the elevators.*

*If the fire alarm sounds, all building occupants are to follow the procedures listed below:*

1. Evacuate the building. **No exceptions.**

2. Notify Security. Security will call 911 in the event of a fire

3. Faculty will evacuate their classrooms and Directors, Supervisors, Deans and Safety Marshals will evacuate their areas. Once outside, everyone is to stay 30 yards away from the building.

4. Faculty, Directors, Supervisors, Deans and Safety Marshals will notify Security when all rooms have been evacuated.

5. Security will walk through the building to ensure evacuation is complete.

6. If a disabled person is on an upper floor during an evacuation and there is no sign of fire or immediate danger, a Security officer will escort them to the nearest exterior stairwell and will stay with them. In the event of a fire, Security/911 personnel will carry the person down the stairwell to safety.

7. Once it is safe to enter the building, Security will notify Faculty, Directors and Supervisors of the "All Clear” sign. No one is to re-enter the building until the “All Clear” sign has been given.

*The fire alarm will most likely be shut off PRIOR to the building being cleared. Remain outside of the building until you are instructed that it is safe to return.*

REV: 7/13/2005