

September 13, 2018

Emergency Services Information

Dear Campus Community,

SBCC is dedicated in making this campus a safe learning and teaching environment. Unfortunately terrible events do take place throughout the nation and it is necessary to be prepared. Please review the information regarding training and procedures, and share with your class or department accordingly.

SBCC ALERTU NOTIFICATION:



[SBCC AlertU](#) is an emergency alert notification system that allows the college to contact you during an emergency by sending text messages to your cell phone. **To sign up, text "Join SBCC" to 58339.** Emergency Services conducts a test of the AlertU messaging once per year. *A test will be conducted for AlertU text messaging on Wednesday, September 19, 2018 at approximately 11:30am.*

REGARDING EMERGENCIES ON CAMPUS:

Visit our website for more on [SBCC Emergency Services Procedures](#)

Who to Call?

Wonder who to call regarding emergencies on campus? Medical emergencies are the most common emergency, followed by alarming or disruptive behavior. Dangerous behavior requiring law enforcement response is rare but they do occur. **For major emergencies, call 911 first and then campus security 805.730.4200 (or ext 2400).** For detailed information review the attachment, "*Emergencies On Campus*".

SBCC Campus Evacuation Sites

Evacuation Sites (A-F) signs are located throughout the campus and on the [SBCC Campus Map](#) and [Evacuation Plan](#). These predetermined locations designate where to go to when evacuating a building during emergencies such as gas leaks, fires or earthquakes. Look for a Safety Marshal (orange vest) to report to or gather near, and/or await instructions from Security about re-entry.

Earthquakes

When evacuating, it is important to do so in a calm and orderly manner and take with you all of your personal belongings. In the event of an earthquake you will reduce your chance of injury if

you **Drop, Cover, Hold On!** Click for more [Earthquake information](#). The Great California Shakeout Earthquake Drill will occur October 18, 2018. More information to come.

Armed Intruder on Campus (Active Shooter)



If the emergency



is regarding a shooter on campus, it may not be safe to evacuate the building where you could be placing yourself in the direct path of the shooter. Please see attached document, "*Shots Fired On Campus*" regarding the college's protocol during this type of emergency. Remember to **Run, Hide, Fight!** Also, watch the [RUN, HIDE, FIGHT Video](#) now with your class or office.

Electronic Lock Down of Campus

The college has the ability to lock down the campus in the event of an emergency. This automatic electronic locking of a door is only effective if the DOOR IS SHUT.

Please attempt to keep your classroom doors shut for this reason. Teachers, staff and students also have the ability to lock down their individual classroom or office door by pressing the button located on the interior side of the lock (see picture to the right). If you notice an incident occurring, close your door and press the lock button without waiting for the initiation of a campus



lockdown. Make sure your door is shut and locked and call 911 with specifics of your location.

Emergency Resources / Campus Map

These items are located on the [SBCC campus map](#):

- Automated External Defibrillators (AEDs) are located in various locations on campus and all buildings. They are identified with a red heart and white lightning through the middle, installed on the wall in a large white box. Please note you **DO NOT NEED A KEY** to open the AED box and use it, and it will walk you through the steps.
- Emergency phones located throughout campus - yellow box with Blue light on top.

Regular phones are located in each classroom on campus. Security can also be contacted by calling (805) 730-4200 on a cell phone, or [extension 4200 or 2400](#) from a campus phone.

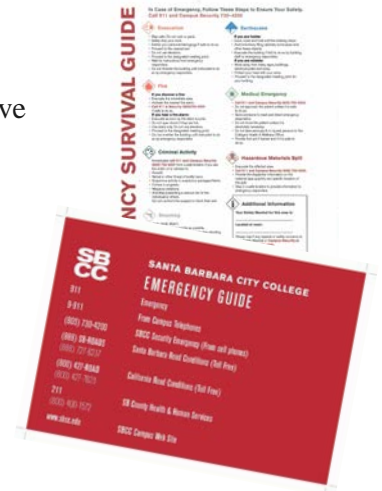
Campus phones also allow the college to broadcast an AlertU message via *Blazecast* over its



speaker to alert classrooms of an emergency. For larger classrooms additional speakers have been added.

Be Prepared in your Classroom or Office

- Visit our website [SBCC Emergency Services](#) for comprehensive information.
- Look at your surroundings! Make sure the [Emergency Survival Guide](#) Poster and a [Emergency Guide](#) (Red Flip chart) are posted in your classroom or office space. Contact us to obtain copies.
- Take the initiative in your area!
 - Security can arrange to meet with your class or department at anytime to review emergency procedures or other information, or to set up practice drills. Email EmergencyServices@sbcc.edu.
 - Have your students sign up for AlertU every semester
 - Review RUN, HIDE, FIGHT and DROP, COVER, HOLD ON responses with your students or department.
 - Take the time to watch [Emergency Services Videos](#)
- Get trained! [CPR/AED](#) or other community emergency preparedness trainings such as [CERT](#).
- Remember SBCC Employees are [Disaster Service Workers](#).



A safe environment for students, faculty, staff and visitors is our highest priority.

Thank you,

SBCC Emergency Services

emergencyservice@sbcc.edu