# Building Emergency Action Plan

## Communication

Emergency communication will occur through the following methods:

- **Campus Safety Alerts** – Register for FREE text message campus safety alerts at [www.greenriver.edu/safety](http://www.greenriver.edu/safety);
- **Emergency Paging System** – Information will be provided through a paging system connected to campus digital telephone speakers;
- **Campus E-mail** – Available to all employees and students;
- **Schoolreport.org** – Receive FREE emergency campus information at [www.schoolreport.org](http://www.schoolreport.org);
- **Messenger at Rally Points** – During building evacuations, messengers will be sent to campus rally points;
- **Green River College Website** – greenriver.edu;
- **Building Captain** – All buildings have an assigned BUILDING CAPTAIN whose responsibility is to facilitate building evacuation and communication during an emergency.

## Evacuation

Evacuations will be used for building fire, bomb threat, some power outages, following an earthquake, or any incident that may compromise a building or occupants of the building.

In the event that everyone must leave the building, the **FIRE ALARM** will sound or you will be instructed to do so by a college official or through the **EMERGENCY PAGING SYSTEM**.

- Follow directions from a **BUILDING CAPTAIN** or college official to the nearest Rally Point.
- Stay at the Rally Point, unless told otherwise.
- Account for all students and employees.
- Wait for further instructions or an all-clear signal.

## Lockdown

In the event of gunshots, physical disturbance, an intruder, or a weapon on campus, a building or portion of a building may go into lockdown. This may occur when you are instructed to do so by a college official, or you may initiate a lockdown due to circumstances listed above.

- Direct all students, staff or visitors into a secure area.
- Close and lock all doors and windows, if possible.
- Barricade entry point, if possible.
- Cover windows.
- Stay out of sight.
- No one is to leave the room.
- Wait for instructions or all-clear signal.
- Silence all electronic devices.

## Shelter In Place

This procedure is used during a severe weather event or following an eruption, hazardous materials release, or nuclear/biological attack.

- Direct all persons, including those outside a building, into a secure area.
- Close and lock all doors and windows, if possible.
- Turn off all pilot lights and intake fans, if possible.
- Tape around doors and windows and/or place wet towels along the bottom of the door.
- No one is to leave the room.
- Do not open doors or windows until instructed to do so.
- If told to evacuate, follow procedures.

## Call for Help or Suspicious Behavior

- For ALL emergencies phone 9-1-1 immediately.
- Call Campus Safety at (253) 288-3350 or ext. 3350 if using a campus phone.
- Report suspicious behavior immediately to Campus Safety.
- Send a Red Flag at [greenriver.edu/safety](http://greenriver.edu/safety).

## Drop, Cover, Hold

Use this procedure during an earthquake, a building collapse or explosion.

- Take cover under a nearby desk or table, and turn away from windows.
- Cover your eyes by leaning your face against your arm.
- Hold on to the table or desk legs, if possible.
- Wait for instructions or an “all clear” signal.