

SAFETY PLAN

EMERGENCIES: 485-0911 ~ or 9-1-1
NON-EMERGENCY DISPATCH: 485-0099



ALAMO
COLLEGES

SAN ANTONIO COLLEGE

EVACUATION PROCEDURES

Move to the nearest exit away from danger. Use the stairs (do not use the elevator) and proceed to 1st floor exits.

Use the Evacuation Chairs near stairwells to assist individuals who cannot move downstairs. Find a safe location at the bottom of stairs and call for assistance.

Proceed to Assembly Areas. Consult green 'Evacuation Group Locations' map posted in your classroom or office area.

In the event of Shelter-in-Place:
Proceed to the safest inner hallway, closing all classroom and office doors to protect from broken glass.

Remain calm and await further instruction.

INJURY

Life Threatening
Emergencies: Dial
485-0911

Non-emergencies:
Dial 485-0099

FIRE

Activate fire alarm

Dial 485-0911

Use fire extinguisher only
for small fires.

Begin evacuation
procedures. Use Evacuation
Chairs by stairwells to
assist individuals who
cannot move downstairs.
Proceed to evacuation
Assembly Areas.

VIOLENCE / ACTIVE SHOOTER

Dial 485-0911

Exit building away from
threat. If exiting is
impossible, remain behind
closed doors in a locked or
barricaded room until
authorities authorize
release.

BOMB OR TERRORIST THREAT

Dial 485-0911
Report all suspicious
objects to ACPD. For threats
over the phone: obtain
as much information as
possible (bomb threat list).

ACPD and Admin will
determine evacuation needs.

If directed to do so, begin
evacuation procedures.
Use Evacuation Chairs by
stairwells to assist
individuals who cannot
move downstairs. Proceed
to evacuation Assembly
Areas.

TORNADO

Stay off phones and
computers and stay away
from windows.
When alerted by ACPD,
immediately close all doors
& proceed to 1st floor. Take
cover under table or desk
for protection from debris.

Use Evacuation Chairs to
assist individuals who
cannot move downstairs.

**EMERGENCY CALL
STATIONS WITH BLUE
LIGHTS ARE LOCATED
THROUGHOUT PARKING
LOTS AND WALKWAYS.**