EMERGENCY PROCEDURES

In any emergency, take the action indicated, and then contact Facilities and Operations.

**From any campus phone, dial 911.**

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| FIRE Pull fire alarm - located at each major exit.  1. Clear all people out of immediate area; tell them to stay out.   1. Call 911 to provide information to dispatcher. 2. Call campus security at 1-509-423-3705 3. Call facilities, or Security/Safety Dept. at, ext. 6450, or 6659   *The college phones are electronically connected to an alarm monitoring service, and all fire alarms are immediately reported to the Wenatchee Fire Department.* |
| AMBULANCE 1. Do not move injured person.  2. Keep person comfortable and warm.  3. Call 911 ONLY if such assistance is obviously required.  4. Call campus security at 1-509-423-3705 or from a campus phone 6911  5. Call Facilities and or Safety/Security ext. 6450 or 6659  6. File accident report as soon as possible. |
| THREATS / OTHER DANGER 1. Summon assistance (Security 6911, Police 911).  2. Clear area if appropriate.  3. Call campus security at 1-509-423-3705  4. Call Facilities and or Safety/Security ext. 6450 or 6659  5. Fill out "Bomb Threat", "Telephone Call Threat", or other appropriate  form as soon as possible. |

**After Hours Phone Numbers**

Security 6911 or 509-423-3705

Paul Harrison Safety/Security 509-750-3222

Rich Peters Facilities 509-682-6465