

H Safety & Security Guide

In the event of a life-threatening incident, call 911 first, and then campus security, if possible, and inform them of your location in the building. A label with Security phone number and Room number is located on the light switch in each room.

LOCKDOWN



Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the building.

Move away from sight
Remain Silent
Lights Out
Lock Interior Doors

EVACUATE



To Announced Location

Evacuate is called to move students and staff from one location to another.

Bring your phone
Leave your stuff behind
Follow instructions
Proceed to location

SHELTER



Using the Announced Method and Type

Shelter is called when the need for personal protection is necessary.

Types: Tornado, Bomb, Hazmat
Follow instructions
Proceed to designated storm shelter
Seal doors and windows if required

Inclement Weather



During inclement weather, updates will be distributed via RAVE alerts, the college website, and the campus speaker system.

To determine if classes are cancelled or the college is closed, check the college website home page or RAVE alert messages.

Updates will also be posted on HCC Facebook and Twitter sites.

Tornado



Immediately proceed to a designated storm shelter.

Stay away from windows and exterior doors.

Remain in the storm shelter until an **all-clear announcement** is given.

AED



There are several Automated External Defibrillators (AED) located throughout campus.

We encourage you to familiarize yourself with the location of the AED closest to you.

Call Security at 785-741-2206 if you cannot access an AED. When possible, call 911 to report the health emergency.

Fire/Smoke/Explosion



Immediately Evacuate the Building.

Notify others by activating the fire alarm.

Do not return to the building until cleared by campus safety.

Address: 602 W Main St. Highland, KS 66035
Emergency Numbers:
Police/Fire/EMS: 911
Security: 785-741-2206



SIGN UP FOR ALERTS:
Receive text messages about emergency situations on the HCC Campus by visiting www.getrave.com/highlandcc