



Youth Enrichment Program Instructor Emergency Instructions



Welcome to Heartland Community College! We value the safety and security of everyone on the College campus. Therefore, we are glad to provide you with the following guidelines in the unlikely event of an emergency.

1. Immediately upon arriving to your room make a mental note of the building evacuation routes. Provide participants with the evacuation routes from your room. Let them know where you will gather outside the building so you can account for everyone should an evacuation be ordered.
2. We encourage you to take time to review the **Immediate Action Guide** in your room. This guide provides you with the first steps in several potential emergencies or incidents that may occur on the campus. Note the location of the emergency phone numbers on the wall in your classroom.
3. All classrooms are equipped with a telephone with several speed dial options. Please take a brief look at the phone to familiar yourself with the location and operation of the phone.
4. In the event of a medical, fire, or police emergency, call **"911"** from the phone inside your classroom; this will also trigger notification to our Safety and Security Services team. You may also contact Safety and Security Services directly using the speed dial option on the classroom phone. If the emergency is life threatening call **"911"** immediately.
5. The campus is equipped with a public address system which may alert you to an emergency or give you specific instructions based on the nature of the emergency. There are also several display areas (monolith boards and message boards outside of some classrooms) which may provide you additional information in the event of an emergency.
6. You may also sign-up for the **emergency text notification** to get text messages sent to your cellular phone. To opt-in for this messaging simply text "hccalerts" to "292929". You will receive a confirmation message soon after opting in.
7. If you hear the building fire alarm sounding, immediately evacuate the building following the evacuation routes you identified when you entered the room. Go to the gathering location you selected and account for everyone in your group. If anyone is missing, notify Safety and Security Services at 268-8300.
8. If student misconduct includes a threat to self or others, call **"911"** as soon as possible; this will also trigger notification to our Safety and Security Services team. Keep in mind that safety is the number one concern. Therefore, address any immediate threats as needed before contacting Security or 911. If there does not appear to be an immediate threat of violence, refer to the Student Misconduct Guidelines for details on how to address the student conduct concern.
9. For other concerns or needs, contact Community Education at 268-8160 (between the hours of 8am-6:00pm, Monday-Thursday, 8am-4:30pm on Friday) and we will be glad to assist you.

EMERGENCY PHONE NUMBERS

	From Campus Phone	From Other Phone
Campus Security	8300	268-8300
Continuing Education	8160	268-8160