



Safety Briefing

At Clover Park Technical College we take safety seriously. At the beginning of meetings or events, a safety briefing should be conducted to acquaint all attendees with their current location and ensure everyone knows how to respond in case of an emergency. You may tailor this script to your audience. If you have any questions, contact Lisa Beach at 253-589-5603 or 253-709-3591.

You are currently located in Building _____ Room _____

If you have a cell phone, call 911 for fire or police and 589-5682 for campus security. *If there is a land-line, point out the phone location and advise dialing 9-911 for fire or police and 5682 for campus security.*

In the event of an emergency, please exit out _____ and _____ doors. Once outside, proceed to _____, the gathering location for this building.

In case of an earthquake, get under a table or other stable object, cover your head and hold until you receive an all clear. At that point, proceed outside to the gathering location for this building mentioned above.

In case of a small fire, extinguishers are located _____. A first aid kit is located _____.

In the event of an active threat situation, escape if you feel it is safe to do so. If not, stay in place (securing doors, closing windows and blinds, turning off lights and computers, and barricading if possible) until an all-clear is received from law enforcement, fire/rescue or campus security.