BTC Emergency Procedures

Assess Event

The Emergency Procedures Handbook outlining procedures for specific emergencies is available in all offices and classrooms

Call 911?

No

Yes

1. Call **911**
2. Assist as appropriate

Continue

Weekday before 5pm?

No

Yes

Night / Weekend
Call (360) 305-1004
Continue

1. Notify Emergency/Safety Manager at 360-305-1006

2. Notify Administrative Services at 360-752-8588

Incident Report
Complete online Incident Report within 24 hours. www.btc.edu/IncidentReport