

EMERGENCY PROCEDURES

A quick-reference guide to South Seattle College's
Emergency and Disaster Plan



INTRODUCTION



**ACCIDENT/
MEDICAL
EMERGENCY**



**ARMED INTRUDER/
WEAPON THREAT**



**BLOOD BORNE
PATHOGENS**



**BOMB THREAT/
SUSPICIOUS
PACKAGE**



**BUILDING
EVACUATION**



**CRIME IN
PROGRESS**



**DISASTER
EVENT**



**DISRUPTIONS/
DEMONSTRATIONS**



**EMERGENCY
PHONE
NUMBERS**



EARTHQUAKE



FIRE



**HAZARDOUS
MATERIALS**



**SHELTER IN
PLACE/
LOCKDOWN**



**WORKPLACE
VIOLENCE**

INTRODUCTION

The information provided in this emergency guide will assist you in responding to emergencies at South Seattle College. It is recommended that you familiarize yourself with the provided information in the event that an emergency occurs, so you are already prepared on how to respond.

Employees are strongly encouraged to familiarize themselves with **information vital to their specific area(s)**, such as the locations of first aid kits, fire alarm pull-stations, fire extinguishers, and nearest exits.

Employees should maintain a basic disaster supply kit in their office or work area. A list of kit items recommended by the American Red Cross is available at:

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/survival-kit-supplies.html>

In addition, South Seattle College provides emergency communications to staff and students through Seattle Colleges Alerts. The Seattle Colleges Alerts system is used to send messages out in the event of an emergency that causes the campus to close unexpectedly or if there is an incident that may pose a safety concern for the campus community. Current employees and students receive email alerts to their college registered email address by default.

Any employee or student that would also like to receive text and/or voice messaging alerts must opt-in to receive these communications through SeattleCollegesAlerts. Steps to update your profile to receive these communications can be found [here](#).

South Seattle College Security is available during operating hours to respond to emergencies.

If you have any questions, or need assistance, contact the Department of Safety and Security at **206-235-0911**.



ACCIDENT/MEDICAL EMERGENCY

| First Aid, Automated Defibrillator (AED), Reporting Injuries | | |
|---|--|--|
| For Basic First Aid | For Outside Medical Assistance | For Automated Defibrillator (AED) |
| <ul style="list-style-type: none">• Call Security 206-235-0911 or ext. 0911.• Stay with the injured until Security arrives.• Individuals may provide first aid up to the level of their training.• Security gives basic first aid and/or seeks additional treatment. | <ul style="list-style-type: none">• Do not move the injured unless in a life-threatening situation.• Call 911.• Tell the dispatcher you are reporting a medical emergency and give your name, location, and phone number.• Do not hang up until instructed.• Call Campus Security and notify them to expect emergency vehicles.• Stay with the injured and keep them calm until help arrives. | An Automated Defibrillator (AED) is used when a heart has stopped. Our AEDs have audio instructions and will not “shock” a person unless it will help them. |
| | | AED Locations: CEC 102 Chan Education Center JMB 106 Staff Lounge JMB 130 Copy room LIB Library Media Desk MPB 14 Fitness Center OLY 2nd Floor Hallway RSB 160 Security Office TEC 140 Office UNI 2nd Floor Hallway Or call Security 206-235-0911 |
| Reporting On-Campus EMPLOYEE Accidents / Injuries | | Reporting On-Campus STUDENT Accidents / Injuries |
| <ul style="list-style-type: none">• Notify your supervisor as soon as possible.• Complete an Accident Injury Report within two working days and send to your supervisor and the Campus Security Director. | | <ul style="list-style-type: none">• Notify the VP of Student Services.• Complete an Accident Injury Report within two form as soon as possible and forward to the Campus Security Director. |



ARMED INTRUDER / WEAPON THREAT

| | | |
|--|---|---|
| Overview | <p>Every situation is different. Trust your judgement. Your own safety is your top priority!</p> | |
| Guidelines | <ul style="list-style-type: none"> • Stay calm / keep thinking. • Put distance between yourself and the intruder. • Call 911: report what you can about the intruder and his/her location. • NOTE: <u>AS A LAST RESORT</u>, you may need to physically confront an armed intruder. | |
| Imminent Violence | | Dealing with Threatening People |
| <ul style="list-style-type: none"> • If you hear gunshots or see an armed person, run away. Those near a shooter are in the most danger. • If you cannot flee, isolate yourself. Close, lock and barricade doors, close blinds, silence cell phones, stay quiet and away from windows. • Call 911 if you can. Follow law enforcement instructions. DO NOT come out until notified by law enforcement. • Notify others via email, text, of what you know – | | <ul style="list-style-type: none"> • Remain calm. Be cooperative and patient. Time is on your side. • Offer to listen. DO NOT judge or argue. Treat their concerns as important. A person in crises responds best to someone willing to listen, respectful and non-threatening. • Use relaxed and confident body language; arms at sides, DO NOT cross legs or clench fists. • Allow the hostile person his or her personal space (at least 3 feet). • Is standing, stand at an angle to the individual, not face-to-face. • Keep your hands in plain view, preferably at your sides – and OPEN. • Avoid aggressive hand gestures or physical contact. • Maintain polite eye contact. Use a low, soft, slow voice. Ask/tell the person before you move. • <u>Be truthful</u> – to lose credibility is dangerous. Assure them you will do all you can to resolve his/her grievances. • <u>Ask them to suggest a solution</u>. A person will be more accepting of a solution that they helped develop. • Look for a “Win-Win” outcome. Retaining dignity is crucial. • Be observant. Note the type and number of weapons, state of mind, what was said, and where you are. If you are released or escape, this information will be needed by police. |



BLOOD BORNE PATHOGENS

“Blood borne pathogens” are disease-causing microorganisms that may be present in blood or body fluids. If exposed, report the incident and fill out an Accident Injury Report.

| High Risk | Low Risk | | | | | | | | |
|--|---|--|--|----------------|-------------------------------------|---|--|--|--|
| <p>“High-risk” incidents are when human blood or body fluids contact the mouth, nose, or broken skin.</p> <p>Assume high-risk exposure is infectious.</p> <ul style="list-style-type: none">• Immediately and thoroughly wash the site with soap and water, or flush eyes and mucus membranes with water or saline for 15 minutes.• Report the incident to your supervisor.• Notify Security:206-235-0911.• Exposed individuals may be taken to: Harborview Medical Center: 325 9th Ave. Seattle, WA 98104 or to the nearest medical facility to receive treatment and/or preventative therapy.• If you are unsure what to do, call Harborview Medical Center 206-744-3000. | <p>Contact with these body fluids is not high risk unless there is <u>visible</u> blood:</p> <ul style="list-style-type: none">• feces• nasal secretions• semen• spit• sweat• tears• urine• vomit | | | | | | | | |
| <p>Care for <u>non-life-threatening</u> injuries can be found at these clinics:</p> <table><tr><th><u>Seattle (Denny Way)</u></th><th><u>Burien</u></th><th><u>Tukwila</u></th><th><u>West Seattle Family Medicine</u></th></tr><tr><td>US Healthworks 1151 Denny Way Seattle, WA 98109 206-682-7418</td><td>St. Anne Hospital 16251 Sylvester Rd SW, Burien WA 206-784-0737</td><td>US Healthworks 200 Andover E Tukwila, WA 98188 206-575-3136</td><td>4744 41st Ave SW, #101 Seattle, WA 98116 206-933-1040 *Check clinic hours</td></tr></table> | | <u>Seattle (Denny Way)</u> | <u>Burien</u> | <u>Tukwila</u> | <u>West Seattle Family Medicine</u> | US Healthworks 1151 Denny Way Seattle, WA 98109 206-682-7418 | St. Anne Hospital 16251 Sylvester Rd SW, Burien WA 206-784-0737 | US Healthworks 200 Andover E Tukwila, WA 98188 206-575-3136 | 4744 41 st Ave SW, #101 Seattle, WA 98116 206-933-1040 *Check clinic hours |
| <u>Seattle (Denny Way)</u> | <u>Burien</u> | <u>Tukwila</u> | <u>West Seattle Family Medicine</u> | | | | | | |
| US Healthworks 1151 Denny Way Seattle, WA 98109 206-682-7418 | St. Anne Hospital 16251 Sylvester Rd SW, Burien WA 206-784-0737 | US Healthworks 200 Andover E Tukwila, WA 98188 206-575-3136 | 4744 41 st Ave SW, #101 Seattle, WA 98116 206-933-1040 *Check clinic hours | | | | | | |



BOMB THREAT / SUSPICIOUS PACKAGE

| Bombs | | |
|--|---|---|
| Overview | Suspicious Package | |
| <p><i>“Bombs can be made to look like almost anything.”</i></p> <p><i>“The probability of finding a bomb that looks like a bomb is low.”</i></p> <p><i>The only common denominator between bombs is that they are designed and intended to explode.”</i></p> <p>Bureau of Alcohol, Tobacco & Firearms</p> | <p>IF YOU THINK AN ITEM MAY BE A BOMB, DO NOT MOVE IT!</p> <ul style="list-style-type: none">• Calmly notify others in the area to evacuate. <p>DO NOT PULL FIRE ALARMS. ></p> <p>DO NOT USE YOUR CELL PHONES. > Either could set off a bomb.</p> <ul style="list-style-type: none">○ Call 911○ State the location of the suspicious item, your name, location and phone number.○ DO NOT hang up until told to do so.○ Call Campus Security, 206-235-0911 <p>Tell them 911 was called and emergency personnel are en route. Ask Security to assist with the evacuation.</p> <ul style="list-style-type: none">▪ Return only after the “All Clear” notice. | |
| Bomb Threats | | |
| Overview | In-Person Bomb Threat | Telephone Bomb Threat |
| <p>Take ALL Bomb threats Seriously.</p> <p>Bomb threats can be delivered in-person, by telephone, or in writing.</p> <p>Most threats come by phone.</p> <p>The most dangerous threats are in-person.</p> | <p>The person may be unstable or delusional. If you receive a bomb threat:</p> <ul style="list-style-type: none">• Remain calm.• DO NOT approach the individual. Never get close enough to be used as a hostage.• Try to separate the individual from others.• Tell someone specific to call 911 first and then Campus Security.• Try to get the individual to talk.• Ask questions about the bomb, its location, and description.• Let law enforcement replace you as negotiator.• When you are replaced, debrief with police.• Immediately write down everything you remember.• Remain available to law enforcement. | <ul style="list-style-type: none">• Remain calm.• If you can, ask the questions on the next page; keep them talking.• While talking, alert a co-worker to call Campus Security• Campus Security will notify others including 911.• The Incident Commander will evacuate building(s) as necessary, using building monitors and the Seattle Police Department.• Return to the building ONLY after an official “All Clear” notification. |



Bomb Threat Questions to Ask:

1. Where is the bomb?
2. When is it going to go off?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to go off?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. Where are you?

Date/Time Call Received:

Caller's exact statement to you:

Caller's Voice:

- | | | | | | | |
|-----------------------------------|----------------------------------|----------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | Accent? | What Kind? | | | |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Excited | <input type="checkbox"/> Sincere | <input type="checkbox"/> Stressed |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Quiet | <input type="checkbox"/> Rapid | <input type="checkbox"/> Slow | <input type="checkbox"/> Deep | <input type="checkbox"/> High | <input type="checkbox"/> Squeaky |
| <input type="checkbox"/> Giggling | <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised | <input type="checkbox"/> Broken | <input type="checkbox"/> Nasal | <input type="checkbox"/> Lisp |

If voice is familiar, whom did it sound like?

Any background noise(s)?

Other remarks?

Person who received call:

Telephone number where threatening call was received:



BUILDING EVACUATION

| Building Evacuation | Building Evacuation – Mobility Impaired Persons |
|---|--|
| <ul style="list-style-type: none"> • Walk; DO NOT run, to the nearest exit. • DO NOT USE ELEVATORS. • Assist disabled or injured persons. • Go to an Evacuation Area. • Notify Campus Security about disabled or injured people still inside. • DO NOT reenter the building until they are declared safe. • If you must leave campus via vehicle, DO NOT block driveways. <p><i>Emergency responders will need the driveway.</i></p> <p><u>At all times, civilian vehicles MUST yield to emergency vehicles.</u></p> | <p>During an emergency, if assistance is not immediately available, individuals with disabilities should:</p> <ul style="list-style-type: none"> • Stay in an exit corridor or stairwell landing. • Continue to call for help until rescued, carrying a whistle is advised. • South has five ‘Evac Chairs’ to help move a disabled person down the stairs of a multi-story building. Be sure you are trained before using the Evac Chair. <p><i>Wheelchair occupants or person with mobility impairments are urged to prepare ahead of time by explaining to the Instructor or classmates with how to assist them in the event of an emergency. They may also contact Disabilities Support Services in RSB 12 or by calling 206-934-5137 (TDD available).</i></p> |
| EVAC CHAIR LOCATIONS | |
| <ul style="list-style-type: none"> • Cascade Hall, West Stairwell • Library, 2nd floor south stairwell landing • Olympic Hall, OLY 304 • Rainer Hall, RAH 221B • University Center, UNI 101 Hallway | |



CRIME IN PROGRESS

Call Campus Security immediately at **206-235-0911** or **0911**.

- Provide them with your name, location and department.
- State the nature of the situation and description(s) of those involved.
- If safe to do so, Remain where you are until contacted by a Campus Security Officer.
- For your own safety and the safety of others, **do not attempt to apprehend or interfere with the criminal except in self-defense.**

Subject Description Form

Height: _____ Weight: _____ Race: _____ Sex: _____ Age: _____
Hair: _____ Eyes: _____

Tatoos, Scars, Marks, Peculiararities: _____

Clothing: _____

Is the Subject Armed? _____
If So, With What? _____

If the subject entered a vehicle:
License plate number, vehicle make, vehicle model, color: _____



DISASTER EVENT

A large-scale disaster such as an earthquake, fire, chemical spill, flood, etc. affects the entire college and endangers the well-being of the college community. In the event of a large-scale disaster, all employees will be informed that the college is operating under an Incident Command System. Keep in mind that large scale disasters may keep the campus from functioning normally for a prolonged period of time.

In the event of a disaster, all employees should assist with building evacuations.

- [Building Evacuation](#)
- [Building Evacuation – Mobility Impaired Persons](#)

Staff with assigned responsibilities within the Incident Command System will assume those responsibilities.

Staff who do not have assigned responsibilities are encouraged to check with the Volunteer Coordinator to see how they can assist in the disaster response.

**Employees will be informed when normal operations can be resumed.
Do not resume normal operations until informed to do so.**



DISTURBANCE / DISRUPTIVE PERSON(S)

| Disturbance / Disruptive Person | If a Weapon is Involved |
|--|--|
| <ul style="list-style-type: none"> • Notify Campus Security at 206-235-0911. • Provide them with the details of the disturbance or disruptive person. • Give them your name, location and department. • If safe, remain where you are until contacted by a Campus Security Officer; be prepared to provide a statement. | <ul style="list-style-type: none"> • Call 911 immediately. • State that a person or persons are armed and what they are armed with. • Provide the dispatcher with your location, a description of the suspects, and any other requested information. • Stay on the line with the dispatcher until they are finished with your call. |

| Demonstrations, Marches & Protests | | |
|--|---|--|
| College Policy | Peaceful | Disruptive/Destructive |
| <p>Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed at the following campus location:</p> <p>Clock Tower Plaza.</p> | <ul style="list-style-type: none"> • Notify the President. • Campus Security monitors for vandalism or signs of escalation. • Campus Security contacts Seattle Police if needed. • Preplanned demonstrations may have law enforcement presence. | <ul style="list-style-type: none"> • Notify Campus Security at 206-235-0911. • Note individuals acting out (clothing, physical, description, and activity engaged in). • Campus Security will contact police if needed. |



EMERGENCY PHONE NUMBERS

South Seattle Safety and Security

Office Hours: 7:30 AM – 4:30 PM

0911 or 206-235-0911

All Police Departments

911

Seattle Police

206-625-5011 (Non-Emergency)

King County Sheriff

206-296-3311

Washington State Patrol

206-439-3834

All Fire Departments

911

Seattle Public Utilities (24 hour)

206-386-1800

Power Outage Hotline

206-625-4448

Chemtrec

1-800-424-9300



EARTHQUAKE

Earthquakes strike without warning.

A large earthquake is likely and could happen at any time.

Know what to do **before** an earthquake strikes.

| INDOORS | OUTDOORS | If asked to evacuate YOU MUST COMPLY. |
|---|---|---|
| <ul style="list-style-type: none">• Take cover under or next to solid furniture or against an inside wall and hold on.• Avoid areas where glass, pictures, or bookcases could fall.• DO NOT stand in doorways.• If inside – stay inside. When the shaking stops, then evacuate. | <ul style="list-style-type: none">• If outdoors – stay outdoors and move away from buildings, trees, and utility wires.• Once in the clear, sit down until the shaking stops. | <p>Follow evacuation procedures.</p> <ul style="list-style-type: none">• Walk; DO NOT run, to the nearest exit.• DO NOT USE ELEVATORS.• Assist disabled or injured persons.• Go to an Evacuation Area.• Notify Campus Security about disabled or injured people still inside.• DO NOT reenter the building until they are declared safe.• If you must leave campus via vehicle, DO NOT block driveways. <p><i>Emergency responders will need the driveway.</i></p> <p><u>At all times, civilian vehicles MUST yield to emergency vehicles.</u></p> |



Fires – RACE – Rescue, Alarm, Contain, Extinguish

Memorize the location of fire extinguishers, exits, and fire alarm pull stations.

Always evacuate immediately when you hear the fire alarm.

Proceed to the nearest Evacuation Area.

If you discover fire and/or smoke

- Activate the fire alarm.
- Start evacuation procedures and call 911.
- DO NOT stop for personal belongings or records.
- DO NOT walk in smoke. Instead, **crawl** to the nearest exit.
- Cover your nose with clothing to avoid inhaling smoke.
- DO NOT use elevators – use the stairs!
- Assist disabled persons out of the building or to a stairwell landing.
- Isolate the fire by closing doors; but DO NOT LOCK DOORS.
- Evacuate to a safe area away from the building.
- Give the location of people left inside to emergency responders.
- Only try to extinguish a fire small enough to be put out with a portable fire extinguisher and you are trained to use it.
- Remember PASS; Pull pin, Aim nozzle, Spray, Sweep sideways.
- Return to the building ONLY after an official “All Clear” notification.

If you become trapped

- If possible call 911.
- Tell the dispatcher you are in a fire. Give your name, location (building, floor, room number), and your phone number.
- DO NOT hang up until told to do so.
- If near a window, open/break it and place some clothing out the window as a signal.
- Stay near the floor and cover your nose with clothing to breathe the best air.
- DO NOT open a door if smoke is coming in around it or it feels hot.
- Shout or blow a whistle to give emergency personnel your location.

Notify an emergency responder if you think someone is still inside.



HAZARDOUS MATERIALS

| Solids & Dusts | Chemical Spills & Releases | Chemical Odor |
|--|---|---|
| <p>If you encounter an unknown dust or solid material, do not disturb it.</p> <ul style="list-style-type: none"> • Confine particle(s) by shutting the door(s). • Call Environmental Health & Safety or Facilities. They will organize substance testing and removal. <ul style="list-style-type: none"> ○ 206-934-7966 • Alert others in the area of the hazard. • Evacuate the area. • Campus Security and building monitors will evacuate the area and establish a safe perimeter. • Return to the evacuated building ONLY after an “All Clear” notification. | <p>If the substance is an immediate danger to building or occupants, take these steps:</p> <ul style="list-style-type: none"> • Confine the substance by shutting the door(s) or closing the supply valve(s). (i.e. gas shutoff valve for a gas leak.) • Call Environmental Health & Safety 206-934-7966. • Alert others in the area of the hazard. • Evacuate the area. • Campus Security and building monitors will evacuate the area and establish a safe perimeter. • Say you are reporting a chemical spill/release and the: <ul style="list-style-type: none"> • name of material (if known) • location of the spill or release • extent of contamination (i.e. water system, air handling system) • quantity (if known) • appearance & characteristics (i.e. solid, liquid, gas, odor, color) • injuries • your name, location phone number • If needed, a Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted and, a chemical cleanup company called. • Return to the building ONLY after an “All Clear” notification has been issued. | <p>If an employee smells a chemical odor such as solvent or natural gas:</p> <ul style="list-style-type: none"> • Call Environmental Health & Safety 206-934-7966. • Environmental Health & Safety will assess the situation and clean-up if the spill is within our capability. • If spill is beyond our capabilities, a phone call to 911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department. • If necessary, Campus Security and building monitors will evacuate the area and establish a safe perimeter. • Return to the building ONLY after an “All Clear” notification has been issued. |



SHELTER IN PLACE / LOCKDOWN

If you hear gun shots or receive a 'Lockdown' notification:

Shelter in Place

- All exterior doors will be locked by security staff.
- Staff and students will continue business as usual inside the building
- Do not leave the building to your next class until the campus emergency is cleared.

Lockdown in different spaces

- All Exterior doors will be locked by security staff.
- Staff and students should secure themselves in the rooms and remain there until the emergency has been cleared.
- Classroom and offices doors should be locked and windows blinds should be shut.

Trapped with the shooter

If you are trapped, do not provoke the shooter. If he/she is not shooting, do what the shooter says and do not move suddenly. Only you can choose what you will and will not do to preserve your life and the lives of others.

If the shooter starts shooting people, you need to choose to: (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing after the shooting begins. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option may result in negative consequences.

Always notify the Seattle Police Department as soon as it is safe to do so. Call 911.

District wide, Maintenance or Campus Security can remotely lock some buildings.

Other buildings must be locked manually; some have thumb turn locks in each classroom.



WORKPLACE VIOLENCE

| If you hear yelling or threats | If you witness a fight or physical abuse |
|---|---|
| <ul style="list-style-type: none">• DO NOT ignore a potentially dangerous situation.• Interrupt, knock and ask if everything is ok, or go seek help.• Call Campus Security at 206-235-0911. | <ul style="list-style-type: none">• Do not get physically involved.• Immediately call Campus Security at 206-235-0911.• Discourage others from becoming involved.• If in doubt, call 911. |
| <p>Report “RED FLAG” Communications</p> <ul style="list-style-type: none">• Complaints / outrage over a college incident.• Evidence of stalking behaviors.• Belief that another ‘owes’ money or affection.• Belief that one person is someone else.• References to:<ul style="list-style-type: none">○ attacks on public figures○ mental illness, psychiatric care or medication○ death / suicide○ violence and/or obsession with weapons○ acts of terrorism <p>Immediately report threats of “Red Flags” to Campus Security at 206-235-0911.</p> | |
| If students are involved | If employees are involved |
| <ul style="list-style-type: none">• Make sure to also notify the VP of Student Services about the incident. | <ul style="list-style-type: none">• Make sure to also notify your campuses Human Resource Department about the incident. |



SeattleCollegesAlerts

If you have not already added a mobile phone to your SeattleCollegesAlerts profile, below are step-by-step instructions to add a mobile phone to the SeattleCollegesAlerts system so you can receive text and voice messages as well as add an additional email address. (Note these instructions assume you will be resetting your password. If you already know your password, use the URL in Step 1, and then skip ahead to Step 7).

1. Visit: www.getrave.com/login/seattlecolleges
2. If you forgot your password, click on **Forgot your Password?**
3. Using your email address you used when registering at South Seattle College (or your most recent email address on file with the college, found in your MySouth profile), visit that email inbox and look for an email from sender: reply@getrave.com . Open that email and click on the link to reset your password. Your username is the email address you have registered with the college. If you do not see an email, please check your spam filter and make sure the email address you currently use is current in MySouth.
4. Once again visit: www.getrave.com/login/seattlecolleges
5. Type in your same email address and the password you just created and then click **LOG IN**.
6. A Terms of Use page may first appear depending on whether you have logged in before or not, read it, click the box to acknowledge you agree to the terms, and then click **SUBMIT**.
7. At the top of the screen a red banner reads: *To take full advantage of this service, you must add at least one Mobile Contact*. Click the yellow box that says **REGISTER PHONE**. You may also click on the **ADD** box to the right of **Mobile Phones** on your **My Account** page.
8. Enter your phone number in the box underneath: **Mobile Number** (do not include dashes).
9. By default the **Enable Voice Message Delivery** box is automatically checked. Click the green **CONTINUE** box.
10. Next you must use the dropdown menu to select your mobile phone carrier.
11. Select your mobile phone carrier and then click the green **CONTINUE** box.
12. You should receive a confirmation code sent your mobile device. You can click to resend if you did not receive the code.
13. Once you received the code, type the code into the box and then click the green **CONTINUE** box.
14. You have now completed registering your Mobile Device and may click on the **DONE** box.
15. Once that is complete you will be taken to your profile page. Here you may add additional mobile phone numbers, voice only line contacts, and email addresses.

For technical help, please contact: Alerts@SeattleColleges.edu

