



## **EMERGENCY PROCEDURES**

- \* Police 9-1-1
- \* Fire Department 9-1-1
- \* Medical Emergency 9-1-1
- \* PD/FD/EMS From Cell Phone (408) 924-8000
- \* Police: Non-Emergency (650) 949-7313
- \* Health Services: Non-Emergency (408) 864-8732

**If in doubt, phone 9-1-1**

When using a campus phone, do not dial 9 for an outside line – just dial 9-1-1

# Bomb Threat

**If you see a** suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately call the Police at 9-1-1.

**If you receive a phone call** that a bomb or other explosive device has been placed on campus, attempt to keep the caller talking as long as possible and ask:

- \* When is the bomb going to explode?
- \* Where is the bomb right now?
- \* What kind of bomb is it?
- \* What does it look like?
- \* Why did you place the bomb?
- \* Where are you calling from?
- \* What is your name?

Immediately notify the Police at 9-1-1 and supply them with the information outlined above. Save your notes so that you may turn it over to Police officers later.

**If you receive suspicious mail**, do not handle the letter, envelope or package. Report to your supervisor/dean and call the Police at 9-1-1.

- 1) Law enforcement officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Police at 9-1-1.
- 2) If warranted, evacuate the building quickly by walking to the nearest exit, alerting people as you go. Assist the disabled in exiting the building (see guidelines on last page).
- 3) To the best of your ability, and without re-entering the building, assist Police officers or college staff in their attempts to determine that everyone has evacuated safely.
- 4) Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep walkways clear for emergency vehicles.
- 5) DO NOT return to a building until told to do so.
- 6) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** section of this guide.

# Chemical Spill

## In the Event of a Chemical Spill

- 1) Any campus spillage of a dangerous chemical or radioactive material must be reported immediately to the Police at 9-1-1.
- 2) When reporting, be specific about the nature of the materials involved and the location. The Police will contact the necessary authorities and medical personnel.
- 3) Vacate the immediate area at once and seal it off to prevent contamination of others. **DO NOT** lock the doors. Then evacuate the building quickly by walking to the nearest exit, alerting people as you go. Assist the disabled in exiting the building (see guidelines on last page).
- 4) Once outside, move to a clear area at least 150 feet away from the affected building. Keep walkways clear for emergency vehicles.
- 5) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Emergency Responders/college staff. Required first aid and cleanup by authorities should be started at once.
- 6) To the best of your ability, and without re-entering the building, assist Emergency Responders/college staff in their attempts to determine that everyone has evacuated safely.
- 7) **DO NOT** return to a building until told to do so.
- 8) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** section of this guide.

# **Civil Disturbance or Demonstration**

## **In the Event of a Civil Disturbance or Demonstration**

Most campus demonstrations will be peaceful, and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.

A threatening disturbance should be reported immediately to the Police at 9-1-1.

The following action should also be taken:

- Alert all employees in the area to the situation.
- Lock all doors, secure all files, documents and equipment.
- If necessary, cease operations and evacuate the building, alerting people as you go. Assist the disabled in exiting the building (see guidelines on last page).

Police officers/college staff will assess the situation. Participants who refuse to disperse may be arrested for a violation of the State Penal Code.

If a class or lecture is disrupted, the offending person(s) should be asked to leave. If they refuse, call the Police at 9-1-1.

# Earthquake

## What to Do During an Earthquake

Remain calm and quickly follow the steps below:

- 1) If indoors remain indoors and duck, cover, and hold. Stay away from glass windows, shelves and heavy equipment. Attempting to rush outside may expose you to serious injury or death.
- 2) If outdoors, move quickly away from buildings, utility poles and other structures.
- 3) After the initial shock, evaluate the situation. If emergency help is necessary, call the Police at 9-1-1. Protect yourself at all times and be prepared for aftershocks.
- 4) Coordinate with your building monitor/supervisor/dean and begin turning off all potentially hazardous equipment such as gas and electric appliances. Do Not take unnecessary risks.
- 5) Report potentially dangerous damage to facilities to the Police at 9-1-1.
- 6) If necessary, or if directed, evacuate the building. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled (see guidelines on last page) and injured (see Medical Emergency section).
- 7) Once outside, move to a clear area at least 50 feet away from the affected building(s). Keep away from utility poles and other structures. Keep walkways clear for emergency vehicles.
- 8) To the best of your ability, and without re-entering the building, assist Police officers or college staff in their attempts to determine that everyone has evacuated safely.
- 9) Do Not return to a building until told to do so.
- 10) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** section of this guide.

# Evacuation Procedures

- 1) Be aware of all the marked exits from your area and building.
- 2) When the building evacuation alarm is sounded or when you are ordered to leave by the Police/college staff, walk quickly to the nearest marked exit and ask others to do the same.
- 3) Make sure all students have evacuated the classroom/labs.
- 4) Assist the disabled in exiting the building and escort them to PE13 if safe to do so or unless otherwise directed (see guidelines on last page).
- 5) To the best of your ability, and without re-entering the building, assist the Police/college staff in their attempt to determine that everyone has evacuated.
- 6) Once outside, proceed to the football field (outdoor arena) if safe to do so or unless otherwise directed. Keep walkways clear for emergency vehicles.
- 7) Do Not return to a building until told to do so.

## Where To Pick Up Students

### Disabled Students

In an evacuation, VTA paratransit should use the Peppertree (east) entrance to pick up disabled students from **PE 13** unless otherwise directed.

### Students

In an evacuation, **Parking Lot D**, near Kirsch Center, is the student pick-up area. Use the McClellan (south) entrance to get to Parking Lot D.

### Evacuation

# Explosion Or Similar Incident

## In the Event of an Explosion or Similar Event

- 1) Immediately take cover under tables, desks or other objects that give protection from broken glass or debris.
- 2) After the effects of the explosion have subsided, notify the Police at 9-1-1. Give your name, describe the location and nature of the emergency.
- 3) Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go. Notify your supervisor/dean. Be aware of structural damage. Stay away from glass doors and windows. Do not touch or move any suspicious object.
- 4) Assist others, especially the injured and disabled (see guidelines on last page) to evacuate the building.
- 5) Once outside, move to a clear area at least 300 feet away from the affected building. Keep the walkways clear for emergency vehicles.
- 6) To the best of your ability, and without re-entering the building, assist the Police/college staff in their attempt to determine that everyone has evacuated safely.
- 7) Do Not return to a building until told to do so.
- 8) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** section of this guide

# Fire

## In the Event of a Fire

- 1) Know the location of fire extinguishers in your area and how to use them.
- 2) Activate the building alarm.
- 3) Immediately call the Police at 9-1-1. Give your name and describe the location and size of the fire.
- 4) For minor fires that appear controllable promptly direct the fire extinguisher contents toward the base of the flames. Get help if necessary. Do Not take unnecessary chances or endanger yourself or others.
- 5) For larger fires that are not immediately controllable, or after unsuccessfully using the fire extinguisher, close all doors (Do Not lock them) to confine the fire and reduce oxygen.
- 6) Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Assist the disabled in exiting the building (see guidelines on last page).
- 7) Once outside, move to a clear area at least 50 feet away from the affected building(s). Keep walkways clear for emergency vehicles.
- 8) To the best of your ability, and without re-entering the building, assist Police officers/college staff in their attempts to determine that everyone has evacuated safely.
- 9) Do Not return to a building until told to do so.
- 10) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** section of this guide



# **Non-Emergency Maintenance/Technical Support Numbers**

\* Maintenance: (non emergency) (408) 864-5438  
or (650) 949-7313

\* Multimedia classrooms technical support:  
(408) 864-8324

\* Emergency technical support: (408) 864-8324 ext. 0

# Medical Emergency

## What You Should Do

If a serious injury or illness occurs on campus, immediately call the Police at 9-1-1 and then Health Services at (408) 864-8732. Give your name, describe the nature of the medical problem, and the campus location of the victim.

Quickly perform these four steps:

- 1) Ask the victim "Are you okay?" and "What's wrong?"
- 2) Check breathing and pulse and give artificial respiration or CPR\* if necessary.
- 3) Control serious bleeding by applying direct pressure on the wound.
- 4) Keep the victim still and comfortable. Have the victim lie down if necessary.

Continue to assist the victim until help arrives:

- 5) Try to determine the extent of the injury or probable cause of illness.
- 6) Protect the victim from disturbances, reassure the victim and Do Not move him or her unless absolutely necessary,
- 7) Look for emergency ID, gather information from witnesses and give all information to the emergency response personnel arriving on the scene.

\*CPR – if you are trained to perform CPR

# **Violent or Criminal Behavior**

## **In the Event of Violent or Criminal Behavior**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by reporting them as outlined below.

Do Not take unnecessary chances.

If you are the victim of, or if you witness an on-campus violation of the law, such as assault, robbery, theft, overt sexual behavior, etc:

1. Notify the Police at 9-1-1 and supply them with the following information:
  - Your name
  - Nature of incident
  - Location of incident
  - Description of person(s) involved / description of property involved
2. If you witness a violation of the law, immediately notify the Police at 9-1-1 and give them the information outlined above.
3. Assist the Police officers when they arrive by supplying them with any additional information.
4. Police officers/college staff will conduct the required campus search and will evacuate areas as necessary. Follow their instructions.
5. Everyone is asked to report to their departmental office the existence of anyone loitering or soliciting on campus. These people may be asked to leave if they do not have permission or a proper reason for being on campus. Call Police Dispatch at (650) 949-7313 if they refuse to leave when asked.
6. Report disruptive conduct to the Police at 9-1-1

# Utility Failure

## In the Event of a Utility Failure

If a major utility failure (such as a power outage) occurs during regular working hours remain calm and keep others calm. Major campus buildings are equipped with an emergency light system that will provide enough light in corridors and stairs for safe exiting. Have some flashlights available.

- 1) If there is potential damage to the building, occupants, or if the utility failure occurs after hours, weekends, or holidays, notify the Police at 9-1-1.
- 2) Notify your supervisor/dean and if necessary evacuate the building by walking to the nearest exit, alerting people as you go.
- 3) Assist the disabled in exiting the building (see guidelines on last page).
- 4) Once outside, move to a clear area away from the affected building. Keep walkways clear for emergency vehicles.
- 5) Do Not return to a building until instructed to do so by Police officers or college staff.
- 6) If a campus wide evacuation notice is given, evacuate the campus as per instructions in the **Evacuation** sections of this guide

**Plumbing Failure/Flooding:** stop using all electrical equipment and vacate the areas. Notify Maintenance on (408) 864-5438 or Police Dispatch at (650) 949-7313. If the flooding is serious, phone 9-1-1.

**Serious Gas Leak:** Stop all operations, immediately vacate the area and call 9-1-1

**Ventilation:** If you smell smoke or burning call 9-1-1

# **Students with Disabilities**

## **Visually Impaired Persons**

- 1) Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- 2) Guide the student (or provide someone to do so). Students will take the guide's arm below the elbow and will follow.
- 3) Tell the student where you are as you walk.
- 4) Advise of any obstacles in the path.
- 5) When you have reached safety: Orient the person to where he or she is and ask if any further assistance is needed before leaving

## **Hearing Impaired Persons**

If you must get a person's attention:

- 1) Flash room lights
- 2) Wave your arms
- 3) Tap person's shoulder
- 4) Gesture what is happening and what to do
- 5) Write on board or paper: Nature of emergency & evacuation route

## **Mobility Impaired Persons**

- 1) Always ask students first if they have special needs or requirements.
- 2) Individuals using wheelchairs can be pushed or accompanied to safety
- 3) Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential
- 4) Call the Building Monitor, Security, Disability Support Services or other trained college personnel and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.
- 5) Wheelchairs for emergency use are located in PE 13 and Health Services.
- 6) Special evacuation chairs may be used for stairway evacuation or to transport injured or non-ambulatory persons. These are mounted near the stairwells in the Learning Center (Library), Advanced Technology Center (ATC) and by the swimming pool.