

Campus Emergency Guidelines*

Earthquake, Plane Crash or Explosion

- DROP, COVER under a sturdy object and HOLD ON until the shaking stops.
- If things fell over or off shelves due to shaking, EVACUATE.
- Be cautious and alert for hazards. NEVER touch exposed electrical wires or downed power lines.

Natural Gas and Gasoline Safety

- Do not smoke or light matches in the area due to the explosion potential.
- If you suspect a natural gas leak (smells like sulfur/rotten eggs), open windows and doors and get everyone out of the building.
- Gasoline fumes travel low to the ground and can explode if exposed to flame.
- Report all hazardous conditions to 9-1-1.

EVACUATE to the closest, safe, parking lot

- Stay off phones. Be quiet and listen for instructions. Stay in groups.
- Leave doors closed and unlocked. Assist others to get out quickly.
- Do not use elevators.
- Be observant and report anything hazardous or suspicious.
- No driving through parking lots during evacuation events.
- Never re-enter buildings until Campus Safety Team members tell you it is safe.
- Stay on campus until authorities confirm it is safe for you to leave.
- People with disabilities: Pre-identify and talk to people who can support you during the emergency. Have any medications you need readily available in case services are interrupted. Check in with the Campus Safety Team members, in the parking lot, and let them know if your normal transportation is unavailable due to the emergency.



Fire

- Pull the fire alarm.
- Extinguish the fire ONLY if it is no bigger than a trash can.
- EVACUATE and leave doors closed and unlocked.
- If you cannot get out, close doors, call 9-1-1 to report your location, block spaces where smoke will get in and signal for help from a window.



Fire Extinguisher Use

- Pull the ring pin.
- Hold the nozzle and aim at the base of the fire, from a distance of 10 feet.
- Squeeze the handle and hold down.
- Sweep the nozzle back and forth to fully cover the object with the dry chemical.

LOCKDOWN—Person with a Weapon

- If you SEE a person with a weapon or receive a LOCKDOWN notice from WVM Alert, GET OUT if you can do so safely; then CALL OUT to 9-1-1.
- If you cannot get out safely, HIDE OUT by turning off lights, blocking and barricading doors, covering windows and silencing cell phones. If there is a group of people hiding, do not huddle together, SPREAD OUT.
- Confront the intruder ONLY if it is a life or death choice.
- When police arrive, keep your hands visible and stay still until given instructions.

Hostage

- Stay below windows and cooperate with the aggressor.

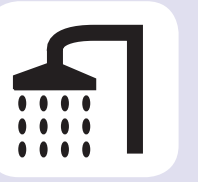


Bomb Threat

- If you SEE a suspicious object...don't touch!
- EVACUATE and warn others (leave doors propped open).
- Do not turn any light switches on or off.
- Do not use radios or phones in the immediate area.
- Call 9-1-1 when you are AT LEAST 1/4 mile (1320 feet) away from the object.
- For telephone threats, a Bomb Threat checklist of questions to ask is on the Campus Safety portal.

Chemical Spills

- Evacuate if the substance is causing irritation/injury and call 9-1-1.
- Rinse any contaminated skin with water.
- Report all spills to Campus Facilities or Evening Administrator.



Shelter in Place (Chemical in the air)

- Go indoors and minimize exposure to the outside air.
- Lock windows and doors.
- Turn off ventilation.
- Wait for further instructions.



Severe Weather (Lightning, hail, tornado, etc.)

- Stay indoors and wait for instructions.

WVM-Alert

- Provides emergency notifications to you via text and cell phone.
- Keep your Portal contact information up-to-date to ensure timely notifications.



Reporting an Emergency

If you are in danger, get to a safe location; then

- Call 9-1-1 from a landline or 1-408-299-3233 from a cell phone.
- Tell the dispatcher what happened — injury, fire, in-progress crime, etc.
- Give the location of the emergency and your call back phone number (printed on campus phones).
- Answer all of the dispatcher's questions. Do not hang up.

Medical Emergency

- Call 9-1-1 from a landline or 1-408-299-3233 from a cell phone; then
- Do not move the patient.
- Follow the 9-1-1 dispatcher's instructions for medical care.
- Have someone else contact Student Health (numbers below)



Bullying, Discrimination & Harassment

Any person who feels they are being subjected to any form of bullying, discrimination or harassment should contact the VP of Student Services or Human Resources for investigation.

- Do not engage in or respond to bullying behavior.
- Document interactions and save any recordings or texts as evidence.

Physical Assaults

- Call 9-1-1 from a land line or 1-408-299-3233 from a cell phone.
- Provide suspect description.
- Assist the victim if it is safe to do so.
- Prevention: Stay in groups and avoid secluded areas.

Anonymous Tip Line

West Valley email or text westvalley@tipnow.com or call 1-408-414-7908
Mission College email or text mission@tipnow.com or call 1-408-550-7982

Mental Health Support

Overwhelmed, Depressed? There is hope and help!

Rape Crisis Hotline: 1-408-287-3000

Student Health: Mission 1-408-855-5140 or West Valley 1-408-741-4000

Suicide & Crisis Hotlines: 1-855-278-4204, 1-408-850-6125

Trevor Crisis Lifeline/Gay, Lesbian, Bisexual, Transgender, Questioning: 1-866-488-7386

Veteran's Crisis: 1-800-273-8255 or 1-888-628-9454 (Spanish)

West Valley-Mission Community College District

*This information is only a summary of campus emergency guidelines. Successful response requires full understanding of the detailed guidance provided on the Portal under Campus Safety and in the Campus Emergency Operations Plan. Questions? 1-408-741-2092 • Review the complete guidelines at least once per semester. • This poster last updated: 1/2013.