

SPCCD—WEST CAMPUS EMERGENCY PROCEDURES

EMERGENCY TELEPHONES [BLUE PHONES]

Emergency telephones on campus are marked by a bright blue light (see locations below).

1. To use, press the “Help” button. Speak when the light comes on.
2. Stay on the line. You will be connected with the college police.
3. State clearly the nature of the emergency and your location.

EMERGENCY TELEPHONE LOCATIONS

STADIUM PARKING LOT (outside), between ticket machines
BARTON HALL (outside), southwest corner
BARTON HALL (inside), Second floor, west end near elevators
LIBERAL ARTS (outside), north end of the C wing
LIBRARY (outside), right side of front entrance
LIBRARY (inside), First floor, stairs
PERFORMING ARTS (outside), near west entrance from Lot B
MATH & SCIENCE (inside), west wall of biology wing
CAFETERIA (outside), northeast entrance from parking lot B
GYMNASIUM (inside), breezeway between offices and gym entrance

EMERGENCY PHONE NUMBERS

Emergency Response System (Fire, Medical, Sheriff) 911
College Police (adjacent to staff parking south of Barton Hall and Library) (209) 658-7777
Health Center (Administration Building) M-F 7:30 a.m.-4:00 pm. (209) 658-2239
Information Center (Counseling Building) (209) 658-4466
Evening Dean (Asst. Dean, Math) M-Th 5:00 p.m.-8:00 p.m. (209) 658-7700
Site Administrator (Vice President of Administrative Services) (209) 658-8501
Weekend College Coordinator (Area Deans) (209) 658-6500

ACCIDENT OR MEDICAL EMERGENCY

- ▶ **LIFE-THREATENING EMERGENCIES: CALL 911.** If victim has stopped breathing, start mouth-to-mouth resuscitation. If victim’s heart has stopped, begin CPR. Call college police or send for assistance (call 7777 from a campus phone; otherwise call 658-7777).
- ▶ **MINOR EMERGENCIES:** Administer first aid using American Red Cross standard procedures. First aid kits are located in instructional area offices, library, cafeteria, and instruction office in the administration building. Be sure to fill out an accident report. Call college police or send for assistance (call 7777 from a campus phone; otherwise call 658-7777).

ASSAULTS, FIGHTS, OR EMOTIONAL DISTURBANCES

1. Call college police immediately (7777 or 658-7777).
2. Do not engage in physical contact with persons involved in a fight. Campus police will break up fights and make arrests if necessary.
3. Ask persons involved and witnesses to remain at the scene.
4. Have Health Center provide first aid and/or call an ambulance if necessary.
5. Emotional problems or disturbances may be referred to counseling (658-4466) or college police (658-7777).

POWER FAILURE

1. Phone college police immediately (7777 or 658-7777).
2. Do not attempt to leave classrooms or move about in buildings in the dark unless it is safe.
3. Most buildings are equipped with emergency lighting that will go on automatically.
4. If lights do not go on, emergency flashlights are available in all area offices.
5. Notify site administrator.

FIRE

1. **CALL 911.**
2. Call college police (7777 or 658-7777).
3. Extinguish fire if possible.
4. If necessary, pull fire alarm and evacuate building (do not use elevators).
5. Evacuate individuals with disabilities (do not use elevators).
6. Stay 150 feet away from the building until the all-clear signal has been given.
7. Notify site administrator.

EARTHQUAKE

1. Stay in the building until the tremor stops and take cover under furniture or in doorways.
2. Keep away from windows, overhead fixtures or objects which may fall.
3. Leave building when the earthquake is over.
4. Use battery operated radio to tune into emergency broadcast (640 AM).

BOMB THREAT

1. **CALL 911.**
2. Try to gather as much information from the caller as possible: exact location of the bomb, time set for detonation, what it looks like, type of explosion, why placed and most importantly record the exact wording of the caller and the time the call was made.
3. Report information immediately to college police (7777 or 658-7777).

TIPS TO PROFESSORS AND STAFF

- ▶ Remain aware of time and working hours of nearby staff.
- ▶ Call evening dean for help with a non-emergency problem after 5:00 p.m. 658-7700.
- ▶ When leaving after dark, both instructors and students should be accompanied to the parking lot by at least one other person.

RESPONSE TO STUDENTS

- ▶ Remain calm, show concern.
- ▶ Help student reduce pressure or stress.
- ▶ Refer student to appropriate Student Services personnel.
- ▶ Make adjustment in classwork requirements if warranted.