

# *San Joaquin Valley College*



## *Campus Safety Procedures Manual*

**Revised July 2009**

It is the policy of SJVC to protect students, visitors and employees from serious injury, property loss or loss of life. Persons responsible for planning, implementing and communicating emergency response procedures are the Campus Director and Emergency Response Team (ERT).

Methods of communication include automated alarm for the fire detection/suppression system, verbal alert by ERT member, telephone/intercom/radio systems, police or fire-rescue, civil defense system and commercial radio or television.

Please remain calm when reporting an emergency and follow the direction of your instructor or ERT member.

### ***Medical Emergencies***

If a medical emergency should occur, students are to immediately report the emergency to an instructor or staff member. Every **SJVC** campus has an Emergency Response Team. A member of the Emergency Response Team will provide first aid to the injured/ill person until the paramedics arrive. Injured or ill persons should not be moved unless they are in a hazardous area. Only trained and qualified **SJVC** personnel should move injured or ill persons.

### ***Hazardous Material Spill or Release***

If a hazardous material spill or release occurs, students are to immediately report the emergency to an instructor or staff member and move away from the hazardous substance. Follow the direction of your instructor or ERT member.

### ***Fire/Emergency Evacuation Protocol***

In the event of an emergency, students are responsible to:

- Follow the direction of their instructor to the nearest exit;
- If not under the supervision of an instructor, students are to locate the nearest exit and proceed to the designated gathering area;
- Students and faculty are to remain as a group.
- Remain quiet and with their class for an accurate head count; and
- Do NOT leave until authorized by college staff to do so.
- Instructors will take attendance to verify that all students are out of the building.

### ***Fire Alarm***

Students must evacuate **SJVC** premises during practice fire preparedness drills and at any other time when the alarm is activated. Students should follow the "Fire/Emergency Evacuation Protocol."

### ***Bomb Threat***

In the event of a bomb threat, students should follow the "Fire/Emergency Evacuation Protocol." Cell phones and other two-way communication devices must be turned off immediately. Personal belongings should not be removed from the facility.

### ***Civil Disturbance***

In the event of dealing with a disruptive/combatative person or riot inside or outside of campus facilities, students should not confront or engage the person(s). Remain calm and follow the direction of their instructor or ERT member.

### ***Earthquake***

In the event of an earthquake, students should adhere to the following guidelines for their safety and protection:

Earthquakes occurring while inside facility:

- Remain calm.
- Get under a sturdy object.
- Stay away from windows/glass.
- Cover your head and neck.

Earthquakes occurring while outside facility:

- Remain calm.
- Go to an open area, away from buildings, trees, and power and gas lines.
- Cover your head and neck.

After the initial shockwave:

- Close all window blinds and move away from the windows.
- Do not use the telephone unless absolutely necessary.
- Await further instructions from police, the fire department, or security personnel.
- Be prepared to evacuate when instructed to do so.

### ***Communicable Disease***

SJVC follows the recommendations and guidelines of the Center for Disease Control. Students experiencing flu like symptoms should not be attending school. If an exposure should occur, students are to immediately report the exposure to an instructor or staff member. The Campus Director will communicate the appropriate response.

The CDC recommends the following practices for staying healthy:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Try to avoid close contact with sick people. Influenza is thought to spread mainly person-to-person through coughing and sneezing of infected people.
- Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.

- If you get sick, CDC recommends that you limit contact with others to keep from infecting them.

### ***Widespread Emergencies***

**SJVC's** normal operating schedules may be altered or interrupted in the event of a widespread emergency such as an earthquake, wildfire, or civil disturbance. Such events have the potential to prevent students from reaching the campus and may necessitate its closure.

During a widespread emergency, the Campus Director may decide to do any of the following:

- Close the campus; or
- Keep the campus open under special conditions; or
- Keep the campus open as usual.

The Campus Director's decision and any related information will be communicated to the campus community as follows:

As a first line of official notification, campus personnel will record a status message that can be heard on the main campus phone number. The message will be updated as necessary.

- Campus administration will make every reasonable effort to post status signs on the campus.
- Students unable to reach the campus due to safety concerns should communicate their status by leaving a voice message, if possible, with the campus administration.