

The following is the Skagit Valley College **Flip Guide to Emergencies**. This has been designed and reviewed for applicability at Skagit Valley College. To use this guide, print out the sheets, discard this page, and then trim the remaining sheets just below the emergency topic lines. When stacked together, the top edges should line up and look like the photograph above.

Any other institution or entity adopting this guide must ensure the information provided is correct and appropriate for that location and environment. Differences in response times, availability of emergency medical dispatching, capabilities of local public safety response agencies, and phone numbers vary from location to location.

This guide has been developed by the Skagit Valley College Emergency Response Plan Committee, in concert with other public safety and health entities, in order to provide faculty and staff with a quick reference to use in times of emergencies. Employees are urged to keep it in a readily accessible location, and to go through the guide several times a year in order to stay familiar with it. The information contained in this guide is general in nature, and more specific guidance and instructions can be obtain

# **THEFT**

#### Call 911

## Call Security Services 360-770-5393 or 360-679-5331

Tell the authorities what is happening
Provide a description of the person(s) committing the crime
Give the direction of travl734. if the person734 sta734rts to lea73
If safe to do so, follow therson734 at a distance and con

## **SEIZURE**

Help them gently to the ground Move objects they might strike away from them (like chairs or tables)

Call 911 NO EXCEPTIONS!

Call Security Services 360-770-5393 or 360-679-5331

Follow emergency medical directions provided by the dispatcher

## **UNCONSCIOUSNESS**

Call 911 NO EXCEPTIONS!

Call Security Services 360-770-5393 or 360-679-5331

Follow emergency medical directions provided by the dispatcher

## **BLEEDING**

Clean the wound of debris Apply an adhesive bandage Recommend consulting a doctor

Call 911

mask, etc.)

Call Security Services 360-770-5393 or 360-679-5331

Using a clean cloth or bandage, apply direct pressure to the wound Have the person lie down with legs elevated When possible remember to utilize universal precautions (gloves,

If there is an object still inside the wound (such as a stick, knife, or piece of glass), it should be left where it is and not moved.



## FIRST AID KITS / AEDs / UNIVERSAL PRECAUTIONS

Inside each classroom and in building hallways, a map of that building can be found. Along with information regarding evacuation routes and emergency assembly points, you will find designations for the location of first aid kits.

The College's first aid kits are meant to provide immediate, basic care to the sick and injured. Each kit contains a complement of protective gloves, band aids, bandages and gauze pads of various sizes, tape, etc. In some areas such as labs or shops, the first aid kit components may be expanded to include items appropriate to that setting.

If you need access to a first aid kit, don't hesitate to ask for it. If you use components from it, please identify what those items used are and report it to Maintenance at 360-679-5285 so that the first aid kit can be restocked.

Additionally, Automatic Electronic Defibrillators (AEDs) on, the Whidbey Island Campus are located at Old Main, Oak Hall and Hayes Hall. Various staff are trained and certified in their operation (i.e. security services staff and professional technical faculty).

#### UNIVERSAL PRECAUTIONS

All employees and students should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices. Anyone responding to help another person with a first aid situation that involves the presence of blood or body nt care. Additionally, blood or

Detailed information regarding universal precautions can be found in the SVC All Hazards Emergency Response Plan, the SVC Safety Manual and the SVC Bloodborne Pathogens Exposure Control Plan.

## **FIRE**

All supervisory employees are expected to know the location of fire extinguishers, alarm pull stations, first aid kits, and emergency exits in their area. Supervisors are expected to provide this information to all employees they supervise.

#### IN CASE OF FIRE:

If possible, and safe to do so, close but do not lock the door to the room where the fire is located.

If possible, and safe to do so, activate nearest Alarm Pull Station

Call 911 immediately

Call Security Services 360-770-5393 or 360-679-5331

Fire extinguishers located inside or near rooms may be used at the discretion of an individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if one extinguisher fails to stop the fire.

Evacuate the area immediately (see Evacuation procedures in this Flip Guide and in the All Hazards Emergency Response Plan).

If you hear an alarm:

Check your office/classroom door before opening it.

If the door has a window and you see smoke or flames, DO NO

## HAZARDOUS MATERIAL SPILL / GAS LEAK

Hazardous Material Spill Kits

The College has placed hazardous spill-control kits in areas listed below. These kits are for use in cleaning up small spills involving hazardous liquids or chemicals. Each kit contains items to clean up a small spill of hazardous material.

Kit Locations:

Science lab in Oak Hall at Whidbey Island Campus

Hazardous Material Release

Any time a spill or leak of a hazardous material occurs; specific information is needed in order to properly respond to the spill or leak. A spill or leak is defined as an unexpected release of any hazardous material from a container.

If a spill or leak presents an imminent hazard (such as injuring people or posing a fire risk) call 911.

Provide:

Exact location of spill, including room number if inside a building Name of spilled material, if known Quantity (the amount spilled or leaked)

## EMERGENCY COLLEGE CLOSURE

In the event of an emergency delay or closure, every effort will be made to make a decision to close or delay day classes prior to 6:00 am. The decision to close evening classes will be made by 3:00 pm.

A message will be placed on these phone numbers when school is closed or delayed:

Mount Vernon Campus 360-416-7600

Whidbey Island Campus 360-675-6656

Check the SVC website www.skaqit.edu

Recommended Option: Sign up for MySVC Emergency Alerts <a href="https://secure.skagit.edu/emplogintb.asp?func=empemercont">https://secure.skagit.edu/emplogintb.asp?func=empemercont</a>

Sign up for Flash Alert <a href="https://www.flashalert.net">www.flashalert.net</a> (formerly SchoolReport.org)

Listen to regional Radio and TV stations



http://www.facebook.com/skagitvalleycollege



@SVCCollege

rocedures at:

http://www.skagit.edu/images/Emergency\_InfoSources.pdf

## EMERGENCY NOTIFICATION SYSTEMS

The Mount Vernon and Whidbey Island Campuses have an Emergency Notification System which will be activated during serious emergency conditions. This system will verbally announce, through scripted and real-time voice messages, the emergency situation and directed course of action for employees, students, and visitors to take. Interior buildings and outside areas have strategically-placed speaker systems for the messages to be heard, and they are delivered in English and Spanish.

When the threatening condition has passed and it is safe for people to return to normal activity, the Emergency Notification

## TEXT AND EMAIL EMERGENCY ALERTS

Employees and students are strongly encouraged to sign up for text messages and email messages that will alert them to emergency situations, direct their course of action, and notify them of both the "ALL CLEAR" and situation outcome when it is safe for such notification to be made.

Employees may sign up for the Emergency Text Message and Email Alerts online at <a href="https://secure.skagit.edu/emplogintb.asp?func=empemercont">https://secure.skagit.edu/emplogintb.asp?func=empemercont</a>. After entering your SID# and unique password, you will find a link that permits you to sign up for the Emergency Text and Email Alerts.

Students may sign up for the Emergency Text Message and Email Alerts online at <a href="https://secure.skagit.edu/logintb.asp?func=emercont">https://secure.skagit.edu/logintb.asp?func=emercont</a>. After entering your SID# and unique password, you will find a link that permits you to sign up for the Emergency Text and Email Alerts.

### WATCH FOR SVC EMERGENCY ANNOUNCEMENTS

Check the SVC website www.skagit.edu

Recommended Option: Sign up for MySVC Emergency Alerts <a href="https://secure.skagit.edu/emplogintb.asp?func=empemercont">https://secure.skagit.edu/emplogintb.asp?func=empemercont</a> Sign up for Flash Alert <a href="https://secure.skagit.edu/emplogintb.asp?func=empemercont">www.flashalert.net</a> (formerly SchoolReport.org)

Listen to regional Radio and TV stations



http://www.facebook.com/skagitvalleycollege



# GENERAL EMPLOYEE RESPONSIBILITIES

The SVC All Hazards Emergency Response Plan provides procedures for the safe and orderly response to a variety of emergency situations. The specific response to an incident will be selected by college or emergency authorities and communicated via the Emergency Notification System.

In some incidents, personnel may be required to follow procedures for one of the following three basic emergency responses:

- 1. Evacuation of a Building, Campus or Center
- Lockdown
- 3. Shelter in Place

In general, employees who do not have specific assignments within the Emergency Response Plan should:

In the event of an evacuation, assist in directing visitors and students to the designated assembly point outside your building. If you are the last to leave a room, turn off the lights and close the cloor. Assist physically disabled employees, students, or visitors, to the extent possible as personal safety, time and capabilities permit.

remain in your classroom or work area with students or colleagues until instructed to move by Security Services, Building Captains, other college authorities or other emergency personnel. Close all windows and stay away from windows. If instructed to do so, move to a safer location, i.e., an interior room or a lower floor.

Note the names of all those present in the room with you. Write down the names and assign someone to keep the list on their person and make it available to emergency responders if asked.

instructions have been given by Security Services, Building Captains, college authorities or other emergency personnel.

## GENERAL STUDENT RESPONSIBILITIES

Students should follow the instructions of faculty, college personnel who identify themselves as Building Captains, other college authorities, fire or police or other emergency response personnel.

In some incidents, students may be directed to follow procedures for one of the following three basic emergency responses:

- 1. Evacuation of a Building, Campus or Center
- 2. Lockdown
- 3. Shelter in place

If an evacuation is called for, follow instructions to the appropriate assembly point. Do not re-enter the building leagin P7

# SHELTER IN PLACE

During certain hazardous situations, when it is safer to remain inside than to leave a building, students and personnel may be asked to shelter in place wherever they are. Students, employees and visitors should stay indoors, because there is some form of threat outside. The threat may be from some environmental condition, or be as a result of police direction to stay inside until a threat is investigated and the adverse condition terminated.

Activating the Shelter-in-Place Procedure

| LOCKDOWN |  |  |  |  |
|----------|--|--|--|--|
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |

# EVACUATION OF A BUILDING, CAMPUS OR CENTER

#### **EVACUATION OF A BUILDING**

Unless you have a role specified in the All Hazards Emergency Response Plan, you should:

Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.

Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.

All SVC employees should assist students and visitors inr, m4(m)JETQqD1 Ftssist st the right right right ployees should

## ACTIVE SHOOTER / WEAPONS ON CAMPUS

<u>General Information</u>: An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, but may use other devices, and there is no apparent pattern or method to their selection of victims. Active shooter events are extremely dangerous, unpredictable, and rapidly evolving. Situations like these require rapid response and decisive intervention by law enforcement.

If an individual is observed with a weapon near an SVC location:

- 1. Try to escape the area or to find a safe location.
- 2. Call 911
- 3. After calling 911, notify Security Services 360-770-5393 or 360-679-5331
- 4. Find a safe location and await Security Services instruction.
- 5. If appropriate, a Lockdown may be called be prepared to go into Lockdown (see Lockdown procedures in this Guide and in the All Hazards Emergency Response Plan).

#### Important points:

During an active shooter incident, time is critical. If gunshots are heard, it is critical to avoid getting closer to the area to see what is happening. Instead, people need to act quickly to get as far away as possible, warning others as they leave.

If unable to escape, making an office or classroom into a shelter may be the only possibility. Doors should be locked (or blocked), windows covered, and cover (like thick tables or desks) used. Call 911 to notify authorities what is happening and that you are trapped. Do not answer the door if someone knocks. It may take quite a while for officers to get to you, as they will first focus on stopping the shooter(s). Remember, the longer it takes to get to you, the further away from the actual shooting you are likely to be.

If you have been trapped and are able to find a means of escape or self-

# WRITTEN BOMB THREAT

A person receiving a written bomb threat should avoid touching the paper any more than is absolutely necessary.

Stay calm

Call Security Services 360-770-5393 or 360-679-5331

Call 911

Follow instructions provided by the emergency dispatcher.

## SUSPICIOUS DEVICE LOCATED

Upon discovery of a suspicious device, immediately-WITHOUT USING A CELL PHONE OR RADIO-notify 911, then call Security Services 360-770-5393 or 360-679-5331.

If a device is located in a classroom, immediately and calmly evacuate everyone out of the building.

Under no circumstances or conditions, attempt to touch or move the device.

Do not use cell phones or electronic devices. They can activate explosive devices.

Follow evacuation procedures in this Guide and in the All Hazards E-

# ASSISTING PERSONS WITH DISABILITIES IN AN EMERGENCY

As members of a community here at Skagit Valley College, we might all be called upon to help other members of the Assisting

Persons with Disabilities in an Emergency how to offer help, and specifics for helping in the event of an emergency.

| The following space contains contact information for colleg |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |