

EMERGENCY PROCEDURES



In Case of Emergency:

1. Remain calm.
2. Alert others.
3. If you are not in a safe area, ***move to an area that is safe.***
4. If the situation is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones).

In all other cases, notify District Police at LMC (925) 439-1505, DVC (925) 686-5547 or CCC (510) 236-2820.

CRIME IN PROGRESS

- ☐ Avoid becoming involved yourself.
- ☐ If violence is involved, consider sheltering-in-place (or evacuation, if appropriate).
- ☐ Provide first aid to any injured.

EARTHQUAKE

- ☐ If indoors, Drop, Cover and Hold On.
- ☐ If outdoors, move to an open area away from buildings, trees, or poles. Duck, Cover, and Hold On.
- ☐ Expect aftershocks.
- ☐ If building is unsafe, evacuate to the nearest safe Assembly Area.
- ☐ ***Do not*** use elevators.
- ☐ Assist those with disabilities.
- ☐ Provide first aid to any injured.
- ☐ Remain at the Assembly Area until otherwise directed.
- ☐ Do not re-enter buildings until authorized by site officials.

EMERGENCY ALERT

- ☐ If the Alert Siren sounds (or you receive any other Emergency Alert) remain calm and follow any instructions provided.
- ☐ If no specific instructions are provided, ***Shelter-In-Place (see below).***

EVACUATION

- ☐ ***Do not*** use elevators.
- ☐ If you are unable to evacuate, await assistance at the nearest rescue site.
- ☐ Assist those with disabilities.
- ☐ Avoid hazards.
- ☐ Evacuate to the nearest safe Assembly Area.
- ☐ Provide first aid to any injured.
- ☐ Remain at the Assembly Area until otherwise directed.
- ☐ Do not re-enter buildings until authorized by site officials.

FIRE

- ☐ Activate the nearest fire alarm pull station.
- ☐ Evacuate the building or area.
- ☐ Do not enter smoke- or flame-filled areas.
- ☐ Stay low to the ground.
- ☐ ***Do not*** use elevators.
- ☐ Assist those with disabilities.
- ☐ Proceed to the nearest safe Assembly Area.
- ☐ Provide first aid to any injured.
- ☐ Remain at the Assembly Area until otherwise directed.
- ☐ Do not re-enter buildings until authorized by site officials.

MEDICAL EMERGENCY

- ☐ If it is safe to do so, provide first aid for the injured or ill person.
- ☐ Whenever possible, avoid contact with blood, vomit, or other bodily fluids and use appropriate Personal Protective Equipment (gloves, mask, etc.).
- ☐ Do not move seriously injured people except as necessary to avoid immediate, life-threatening danger.
- ☐ Send someone to meet and guide responders.

SHELTER-IN-PLACE

- ☐ Go to a safe indoor location
- ☐ Close and lock (or barricade) all doors and windows.
- ☐ Close blinds and move away from windows.
- ☐ Shut off ventilation equipment and lights.
- ☐ Take cover behind heavy furnishings or walls.
- ☐ Do not open doors unless instructed to do so by recognized officials.
- ☐ Listen to a portable radio (740 AM or 106.9 FM), tune to KTVU-2 (TV), or go to <http://www.4cd.edu> for updates and information.

For Your Safety...

- ☐ Be aware of your surroundings at all times.
- ☐ Trust your instincts.
- ☐ Avoid walking alone—especially at night. If you need an escort, call District Police to request one.
- ☐ Immediately report suspicious activities, behavior, or persons to police.
- ☐ Never leave valuables unattended.
- ☐ Log off computers and secure office areas when you leave—even for a short time.
- ☐ Keep office and personal keys secured at all times.