

# 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 the appropriate non-emergency phone:  
**CCC:** (510) 235-7800 x 4207 **District Office:** (925) 229-1000 x 1405 **DVC:** (925) 685-1230 x 2338 **LMC:** (925) 439-2181 x 3228 **SRC:** (925) 866-1822 x 5120
5. **Take additional actions below:**

### CRIME IN PROGRESS

- Avoid becoming involved yourself.
- Note and report the description of any persons and/or vehicles involved—as well as their direction of travel if they have left the area.
- 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. Drop, 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 740 AM or 106.9 FM, tune to KTVU-2 (TV), or access <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.