



SPOTLIGHT ON SAFETY

Welcome to the new academic year!

To provide guidance to faculty on required safety procedures they are to review with their students on the first day of classes each semester, EH&S hung **Emergency Preparedness Procedure Cue Cards** in conspicuous locations in each classroom (top photo). They cover actions classes should take in case of:

- **An Emergency**
- **An Injury**
- **A Fire**
- **An Earthquake**
- **An Evacuation**
- **A Shelter in Place or Lockdown Directive**
- **And How to Avoid a Roller Chair Accident**

The cue cards are specific for each of our campuses, varying in the campus evacuation area locations. Attached is a map of the Blue Light Tower locations for the Carson City Campus.

There are also Emergency Preparedness One-Pagers posted in all rooms on our campuses (bottom photo). They provide information on how to report emergencies, have campus-specific emergency contact numbers at the bottom, and offer additional emergency procedures in case of an **Active Assailant, Flood, Hazardous Material Spill, Infectious Disease Outbreak, Suspicious person, Suspicious Object, Power Outage, or a Gas Leak**.

As these emergency procedures are also important reminders for the rest of us on campus, the three different campus emergency preparedness one-pagers from Organizational Resilience are also attached for your reference.

Faculty, thank you for taking a few minutes to review the safety information posted in your classroom with your students, on the first day of classes each semester, and helping to keep us all safe.

SAFETY CUES



Western Nevada College • Emergency Procedures REPORT EMERGENCIES TO 911

Active Assailant	Hazardous Materials	Shelter in Place
• DO NOT move or escape route and plan in mind. Leave your belongings behind. Keep your hands visible. • HIDE Hide in an area out of the assailant's view. Block your field of vision. Lock the door. Silence your phone. • REPORT As a last resort and only when your life is in immediate danger. Attempt to incapacitate the threat. Act with physical aggression and throw items at the threat. • Call 911 when safe to do so	• Call Environmental Health & Safety at (775) 445-3348 • Do NOT enter a building if there is a medical emergency. Danger to life, health or the environment. • Clear the area until Environmental Health and Safety arrives or is en route.	• Do NOT enter the building. • Help pass the word in your immediate area. • Close windows, exterior/interior doors to prevent outside air from entering. • Meet with the building emergency response coordinator or person in charge. • Advise building emergency response coordinator of immediate medical needs. Keep hands away from face. • Do NOT eat or drink anything. • If OUTSIDE: Seek shelter in the nearest building.
Earthquake	Infectious Disease	Suspicious Person
• Drop, cover and hold on under a table, desk or inside wall until shaking stops. • After shaking stops, evacuate the building using nearest exit unless unable to do so. • Report to designated area outside of the building. • Do NOT re-enter the building until authorized by Facilities Services.	• Avoid close contact with people who are sick. • Cover your cough or sneeze with a tissue, then throw the tissue in the trash. • Avoid touching your eyes, nose and mouth. Clean, disinfect frequently touched objects/surfaces. • Stay home if you are sick, except to get medical care. • Wash your hands often with soap and water for at least 20 seconds.	• Report immediately. Call 911. • Provide a detailed description of suspicious person. • Avoid engaging the suspicious person if possible. • Stay in the area for as long as it's safe to do so.
Fire / Evacuation	Lockdown	Suspicious Object
• Activate fire alarm system. • If fire is small, consider controlling fire with a nearby fire extinguisher. • Evacuate and assist others if safe to do so. Do NOT use elevators, use stairwells. • If unable, stay close to the floor. • If possible, close all windows and doors. Do NOT lock doors.	• Stay calm and pass the word in your immediate area. • Close and lock all exterior and interior doors. • Turn off all electronic lights. • Cover windows. • Do not speak and silence cell phones. • Stay out of sight. • Plan what to do if a threat enters your immediate area. • Follow directions of law enforcement and do not re-enter the building.	• Call 911. • Do NOT handle! • Keep others away and evacuate if necessary. Do NOT use cell phones. • Once outside, move to a clear area 300 ft. from building.
Flood	Medical Problem	Power Outage
• If you can safely do so in basement or actual flooding. • Secure vital equipment, records and hazardous materials. Move items to higher floor in building or place on shelves/benches. • Shut off non-essential electrical equipment. • Move all personnel to a safe area away from water.	• Do NOT call 911. • Stay in your room. • Answer the dispatcher's questions and follow their directions. • If available, wear a paper mask to the entrance of building or wear gloves to the entrance of building or wear gloves to the entrance of building.	• Remain calm. • Carefully move to a lighted area. Exit signs will be lit and emergency lights should activate.
Gas Leak	Gas Leak	Gas Leak
• If you smell rotten eggs or hear a hissing sound, evacuate immediately and call 911. • Do NOT call the fire alarm - this may cause sparks. • Do NOT remain in the building.	• If you smell rotten eggs or hear a hissing sound, evacuate immediately and call 911. • Do NOT call the fire alarm - this may cause sparks. • Do NOT remain in the building.	• If you smell rotten eggs or hear a hissing sound, evacuate immediately and call 911. • Do NOT call the fire alarm - this may cause sparks. • Do NOT remain in the building.

CONTACT:

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