



# **POLICE SERVICES**

## **EMERGENCY PROCEDURES**

### **MANUAL**



San José-Evergreen  
Community College District





Police Services  
408-270-6468

# EMERGENCY RESPONSE PLAN

Emergency Response Teams are responsible for preparing for and responding to any emergency incident such as a natural disaster or an interruption of business operations.

The Emergency Preparedness Plan applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System and NIMS National Incident Management System) into a customized Emergency Preparedness Plan. Emergency responses to any major emergency should be conducted within the framework of this plan. Exceptions or changes to the outlined procedures must be approved the Incident Commander before implementation.

Emergency Response Plans will be assigned to trained members of the Emergency Response Teams, as well as in the Emergency Operations Center once activated.

The Emergency Preparedness Plan is established as a supplement to the administrative policies, procedures and practices of our District. When implemented it serves as the College's Emergency Plan, setting for the authorities and polices for activation, personnel emergency assignments, operational procedures and recovery activities.

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## KEY CONTACTS

Emergency - 911  
Police Services - 408-270-6468

### **Evergreen Valley College**

- For Wellness and Case Management Services,  
contact Student Health Services at 408-270-6480

### **San José City College**

- For Case Management and Mental Health Counseling,  
contact Student Center at 408-288-3724

## EVACUATION PROCEDURES

In a disaster or major emergency, evacuation of a specific building may be necessary. Classes, departments, and offices in every building should agree in advance on an outdoor meeting place away from the building.

### **If evacuated, remember to:**

- Stay calm
- Take keys and personal items
- Do not use elevators
- Go to the nearest safe stairway
- Exit as a group to designated areas
- Wait until further instruction

# GROUNDWERX SAFETY ESCORTS

Groundwerx serves the Downtown San José community seven days a week from 6 a.m. to 8:30 p.m. with extended hours Friday and Saturday.



Download the free Groundwerx app to request a safety escort or to report downtown issues or call 408-287-1520. The app is available on iTunes and Google Play.



## EMERGENCY PROCEDURES



### General Information



### Reporting Emergencies



### Action Guides

**On-Campus Emergency,  
call 408-270-6468**

**Off-Campus Emergency or  
After Hours, call 911**

## EMERGENCY PROCEDURES

In the immediate moments after a major emergency or disaster, there will likely be some confusion as information is being gathered. You will likely be feeling a whole spectrum of emotions. Remain calm and know that the college is committed to getting official emergency information out as quickly and efficiently as possible. We may use a variety of methods including:

- Face to face: Police Officers or Area Coordinators
- Emergency calls, texts, and notifications via RAVE
- Official emails
- College website
- Loudspeakers
- Audible alarms
- Local media
- Flyers and display boards

01

In the first few minutes after an emergency, official information will likely not be available.

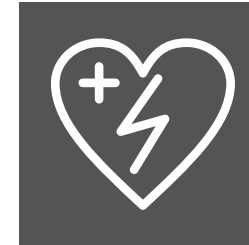
02

Official announcements may be brief. They may not have many details as information is still gathered. Continue to follow directions and take precautions.

03

The phone system, if working, may be overwhelmed. Only use it for emergency calls.

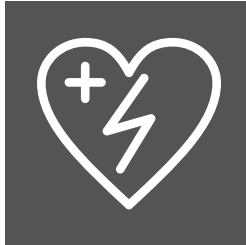
## AED



### Evergreen Valley College AED Locations

- Acacia Admin Services (AC115)
- Theater Lobby
- SJECDD District Office Lobby
- Physical Education (Mobile Unit) Room P-212
- Auto Tech Building Main Hallway
- Gym Near Entrance
- Library 1st Floor
- MS3 Across From Elevator By Room MS-118
- Fitness Center Back Wall Button Batteries Keyless Alarmed Cabinet
- Gullo I Hallway Near Exit
- Health Services (Hallway)
- EVC PD Patrol Vehicle #106 @SJCC
- EVC PD Patrol Vehicle #108 @SJCC
- EVC PD Patrol Vehicle #500
- EVC PD Patrol Vehicle #501
- EVC PD Patrol Vehicle: Lead

# AED



## San José City College AED Locations

- Library 2nd Floor -Behind Circulation Desk
- Fine Arts Building A Outside of A206 (Missing)
- Cosmetology Main Hallway
- GE Room 206
- Science Complex Faculty Office
- Milpitas Extension Courtyard, Hub (Inside Kitchen), M104
- Multi Disciplinary Building 3rd floor
- Nurse Office
- Tech Center 4th Floor
- Mens Locker Room Mobile Unit
- Business B- Building Main Hallway
- Tech Center 1st Floor Inside Room #TC-101
- Theater
- Athletic Sites Main Gym - basketball court
- Building 100 Adaptive PE Room 110L
- Student Center Behind Admin & Records Counter
- Wellness Center Next to Gym Lobby
- Jaguar Sports Complex JC-205 Exercise Room, JC-202 Fitness Center, JC-160 Gymnasium

# EMERGENCY ALERTS RAVE SYSTEM

The Police Department is committed to ensuring a safe and healthy environment for the entire SJECED community. In compliance with the Jeanne Cleary Act and to get information out in a timely manner, the District utilizes an emergency notification system called Rave Mobile Safety to send messages via both text and email.

## RAVE Mobile Safety

Rave Mobile Safety is an emergency communication system capable of delivering email, text and phone messages to employees and students.



All SJECED registered students and employees have been enrolled in the program using contact information extracted from Self-Service.



Individuals can also sign up to receive alerts by texting **SJECED** to **67283**.

There is no charge to subscribe to RAVE; standard message rates may apply depending on your plan.



# REPORTING CRIMES

## SHARE THE 5 W'S



Who is calling?  
Identify yourself.



What is occurring?  
Provide details  
about the incident.



When did the incident  
occur? Immediately or  
did it happen already?



Where did the  
incident occur?



Were any weapons seen or  
involved in the incident?

# FIRST AID

## San José City College First Aid Kit Locations

- Health Center
- 2nd Floor EOPS
- Wellness Center
- Jaguar Center
- Library
- GE Building: 206 Office, faculty lounge
- Theater Drama Center
- B Building VP office breakroom
- Fine Arts Building: faculty office, Metas office
- Science Building: S105
- Tech Center: 1st Floor T121, 4th floor T416
- Repographics copy room
- Cosmotology
- Building 100: 107E, 109L, 113H, 110H
- CT: 111, 112, 113, 117, 118
- New Machine paint shop
- New Machine shop mechanics office/trailer
- TK-4 mechanic shop end of 200 wing
- Carpenters shop floor elevator

## Evergreen Valley College First Aid Kit Locations

- Performing Arts: Visual 2nd floor, VP behind Stage
- Sequoia Building S101
- Admin Records Breakroom
- Acacia AC115
- Student Services: SC215, SC124
- Auto Tech AT 110
- Cedro 1st floor
- Library: 1st floor, 2nd floor LE326
- GYM PE200 2nd floor
- Gullo 1 2nd floor
- Gullo 2 G2 110
- Police dept PD111
- Maintenance and operations
- Field House
- Math and Science MS 278
- Fitness Center
- Mechanics shop
- Warehouse @ 4750 San Felipe Rd

# FIRST AID



Class B first aid kits are located at each campus and the district office.

They include all of the items listed to the right.

## Class B Kits Contents

- |                                 |  |
|---------------------------------|--|
| 1. Glove Puck                   | 26. Burn Pump  |
| 2. 3" x 5" Gauze Roll 2 ct.     | 27. Hydrogen Peroxide Pump                           |
| 3. 4" x 4" Burn pad             | 28. Antiseptic Alcohol Wipes                         |
| 4. Cotton Tip Applicator        | 29. Antiseptic Wound Wipes                           |
| 5. Tourniquet                   | 30. Triple Antibiotic                                |
| 6. First Aid Handbook           | 31. Hydrocortisone Cream                             |
| 7. Small Cold Pack              | 32. Non Pseudo Sinus Pain Pressure                   |
| 8. 4 oz. Breakaway Eye Wash     | 33. Antacid  |
| 9. MDI CPR Shield               | 34. Maximum Strength Non Aspirin Pain & Fever Relief |
| 10. Triangular Bandage          | 35. Pain Zappers                                     |
| 11. Blood Stopper Pad           | 36. Ibuprofen Tabs                                   |
| 12. Hand sanitizer              | 37. Cough Drops                                      |
| 13. 2" x 3" Non-Adherent Pad    | 38. 1" x 5 yd. Tape                                  |
| 14. 3" x 3" Sterile Gauze Pad   | 39. Self-Adherent                                    |
| 15. Burn Gel                    | 40. 2" x 5" Gauze Roll                               |
| 16. TTB/Refresh                 | 41. 5" x 9" Pad                                      |
| 17. BP Kit (Small)              | 42. 4" x 5" cotton gauze roll                        |
| 18. Eye Pads-Uni-cized          | 43. 1/2" x 3" Elastic Strip                          |
| 19. Ammonia Wipes               | 44. XL Elastic Fingertip                             |
| 20. Iodine Swabs                | 45. Elastic Knuckle                                  |
| 21. Insect Sting                | 46. 1" x 3" Plastic Strip                            |
| 22. Lister Scissors             | 47. Patch Band-Aids Box                              |
| 23. Tweezers-Disposable Plastic | 48. XL Strips  |
| 24. Padded Splint               |  |
| 25. Antiseptic Pump             |  |

**western**  
FIRST AID & SAFETY



### District Office First Aid Kit Locations

- 1st floor elevator
- 2nd floor HR office by ERT Bag
- 3rd floor IT
- 5th floor CEM by restroom
- 6th floor fiscal services by restroom
- 7th floor by ERT Bag

### Milpitas Extension First Aid Kit Locations

- Front office
- lab behind desk

# MEDICAL EMERGENCY



**01**

Do not move the patient

**02**

Call Police Services (Give 5 W's)

**03**

Listen for dispatcher instructions

# PERSON IN CRISIS



- Avoid invading personal space
- Always protect yourself
- Do not raise your voice
- Stay calm
- Do not ridicule or threaten the person
- Do not get into an argument with the person

**For those facing an urgent/crisis support, they can check in at the Student Health Clinic. For life threatening emergencies, call campus police or 911.**

# BOMB THREAT SUSPICIOUS PACKAGE



## Bomb Threat

- Obtain as much information from caller
- Call Police Services (5 W's)

## Suspicious Package

- Do not handle or move the object
- Do not use cell phones near the object
- Do not turn on any electrical equipment
- Do not clean or cover anything that may have leaked
- Leave the area

# EARTHQUAKE



Be prepared for aftershocks after the initial shaking stops. If your situation requires emergency help, call 911 or 408-270-6468. Continue to protect yourself, and if told to leave or fire alarm sounds, evacuate the building as safely as possible.

# FIRE



Know the location of fire exits and emergency alarm pull stations in your vicinity. Know where fire extinguishers are located and how to use them. In case of fire:

- Stay calm
- Take keys and personal items
- Do not use elevators
- Go to the nearest safe stairway
- Exit as a group to designated areas
- Wait until further instruction

# ACTIVE SHOOTER



## RUN

- If it's safe to escape, run as fast as you can
- Run away from the gunshots
- Leave your belongings behind



## HIDE

- If unable to escape, create a barrier
- Lock doors, turn off lights, and close blinds
- Do not open the door for anyone



## DEFEND

- Last resort option, fight for your life
- Improvise weapons
- Distract the shooter by yelling

# CHEMICAL ACCIDENT



## Environmental

- Go indoors
- Close doors and windows
- Seal gaps in doors and windows

## Chemical

- Call Police Services (5 W's)
- Evacuate the area
- Do not return unless directed to do so