# 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 (925) 969-3000.
5. Take additional actions below:

### 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), tune to KTVU-2 (TV), or access [www.4cd.edu/911](http://www.4cd.edu/911) 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.

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**DISTRICT EMERGENCY INFORMATION:** [www.4cd.edu/911](http://www.4cd.edu/911)