

# SAFETY FIRST

## WCCCD CAMPUS EMERGENCY PROCEDURES: NORTHWEST CAMPUS

WCCCD is committed to providing a safe and secure environment for our students, faculty and staff. While every situation is different, please find below some broad guidelines to follow in case of an emergency:



### General Evacuation Information

- In the event of a building alarm or official notification, evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel and/or WCCCD Campus Safety.
- Gather 500 feet from the building unless otherwise instructed by Emergency Personnel and/or WCCCD Campus Safety.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.



### Fire

- Activate the nearest fire alarm pull station and call 911 or WCCCD Campus Safety from any phone.
- Evacuate the building.
- Do not re-enter the building until authorized by Emergency Personnel.



### Power Outage

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check WCCCD Campus website at [www.wcccd.edu](http://www.wcccd.edu) or the local media.



### Bomb Threat

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Faculty/Staff should check for, but not disturb, unusual objects as they depart the classroom or offices. Report these unusual objects to the WCCCD Campus Safety and Emergency Personnel.
- Do not enter a building until authorized by Emergency Personnel/WCCCD Campus Safety.



### Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the individual is inside, do not block the person's access to an exit.
- Call 911 or Campus Safety from any phone. Provide as much information as possible about the person and their direction of travel.



### Active Shooter

- Seek sanctuary by proceeding to a room that can be locked; close and lock all windows and doors and turn off all lights OR exit the building if safe same conditions exist. If doors cannot be locked, barricade the door with desks, chairs or office furniture.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 or Campus Safety from any phone and advise the dispatcher of the events, inform him/her of your location, and remain place until the police give the "all clear."
- If an active shooter enters your office or classroom, try to remain calm. Call 911 or Campus Safety from any phone. If possible, alert police of the shooter's location and if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.



### Earthquakes/ Tornados/ Severe Weather

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside, not under a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows.
- Any fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of Emergency Personnel/WCCCD Campus Safety.



### Suspicious Object

- Do not touch or disturb object.
- Call 911 or WCCCD Campus Safety from any phone.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate.



### Snow Closures

- Closure options include: Closed for the day and evening; Closed for the evening beginning at 4 p.m.
- Tune to a local radio or TV station for closure information and/or call the 24 hour info line at (313) 496-2600 for status on snow closures.

**WCCCD CAMPUS SAFETY  
(313) 943-4041**

**REMAIN CALM, PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.**

**To Report a Campus Emergency: DIAL 911 from any phone OR dial (313) 943-4041 to directly access the WCCCD CAMPUS SAFETY.**

