

# Shelter In-Place

A precaution aimed to keep you safe while remaining indoors. Often used for severe weather, hazardous materials spills, or other dangerous airborne situations.

- If outdoors, seek shelter inside of nearest building
- Find an available classroom or office with a door. Offer refuge to others
- Close windows & exterior doors. Do not lock doors

## For Haz Mat Incident

- Turn off air conditioners, heaters, and fans. HVAC system will be turned off automatically by Facilities.
- Monitor YC website for further instructions and information. Listen for 'ALL CLEAR' MESSAGE

# Evacuation

## Re-Assembly Area

Used for situations when it's a danger to remain in a given area. Most often used for fires, smoke conditions & fire alarms

- YC Faculty & Staff should direct the IMMEDIATE evacuation of those in their classrooms and buildings
- Follow the evacuation routes for your building
- Close your door and proceed to the nearest exit in a calm and orderly fashion
- Never use the elevator during an evacuation
- Assist in the safe evacuation of individuals with special needs
- Once you have evacuated, go to your RE-ASSEMBLY area and account for your students or staff
- Do not re-enter building until 'ALL CLEAR' MESSAGE is issued

# Lockdown

A procedure used to isolate persons from a threat of violence.

When notified of a Lockdown, follow these guidelines:

- PROCEED to a room or office you can lock or secure
- WARN others of the lockdown and offer shelter in your room or office
- CLOSE AND LOCK THE DOOR
- CLOSE the blinds & COVER all windows if possible
- DIRECT people to an area of the room, not visible from the outside, using any concealment available
- TURN OFF all lights & SILENCE your CELL Phones
- STAY QUIET & REMAIN CALM -Create a sense that no one is inside the room
- Remain in Lockdown until getting the 'ALL CLEAR' MESSAGE from Police

## Be wary of a "False" Fire Alarm during a Lockdown

- ❖ This may be a ploy to draw people out of hiding

## Do not evacuate unless:

- ❖ You are certain there is a fire in the building
- ❖ Person of AUTHORITY notifies you to evacuate

# Fire Safety

If you discover smoke or fire, Remember: **R A C E**

- R - RESCUE / REMOVE** anyone in immediate danger (if possible)
- A - ACTIVATE** fire alarm and alert others
- C - CLOSE** doors to contain smoke and fire
- E - EVACUATE** the building using the nearest exit and report to the designated meeting place

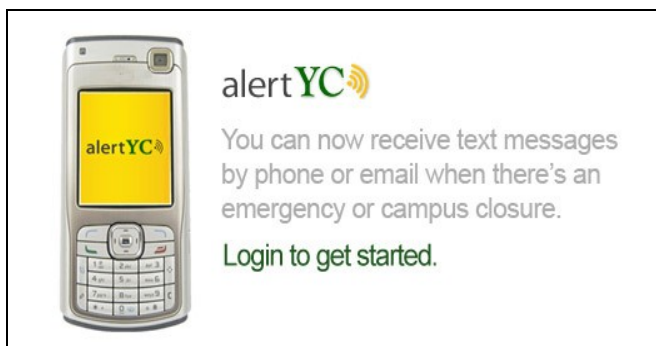
# EMERGENCY Phone Numbers

College Police	311 / 911
Prescott Campus	776-2185
Verde Vly Campus	634-6599
Facilities	776-2180 634-6555

# Yavapai College Guidance for Incident Response

As a *Faculty or Staff member*, you play an important role in the implementation and effectiveness in providing guidance to the campus community during an Emergency in your classroom, office, or throughout the campus.

- ✓ Be familiar with the Emergency Response Guidelines used by your department, specific campus and the College
- ✓ Provide your staff and students with general information relating to incident guidelines at the start of each semester and throughout the year
- ✓ Know how to report an incident from classrooms, offices or other locations you use; include the street address and building identifiers of other campus locations you frequent *Street/Bldg info:* \_\_\_\_\_
- ✓ Take charge of students and staff during emergencies and follow appropriate procedures for all building alarms or incident alerts
- ✓ Be familiar with evacuation routes and reassembly areas for each building you use *Re-assembly Area:* \_\_\_\_\_
- ✓ Assure that students/staff with disabilities or special needs have the information or assistance they may require during an incident



For incident related information, remember: “Alert YC” Portal

<http://www.yc.edu>

Sign-in by entering your YC network username and password, which is the same as your Blackboard login. For commonly asked questions and answers about Alert YC or if you need assistance in using this website, Please contact our Technology Helpdesk at 928-776-2168

## ADDITIONAL EMERGENCY TELEPHONE NUMBERS:

- |  |                |   |                |
|--|----------------|---|----------------|
| ▪ Prescott Campus Police               | (928) 776-2185 | Prescott Campus Facilities                | (928) 776-2180 |
| ▪ Verde Valley Campus Police           | (928) 634-6599 | Verde Valley Facilities                   | (928) 634-6555 |
| ▪ Chino Valley Fire Dept               | (928) 636-2442 | Central Yavapai Fire Dept                 | (928) 772-7711 |
| ▪ Clarkdale Fire Dept                  | (928) 639-4591 | Sedona Fire Dept                          | (928) 282-7101 |
| ▪ <b>If on campus call: 911 or 311</b> |                | <b>YC Pre-recorded info: 928 445-7300</b> |                |