



# Flip Guide To Mount Vernon Campus **EMERGENCIES**

**Emergency**  
**911**

REVISED November 2014  
Replaces January 2007 version

**Security Services**  
360-416-7777

<b>THEFT</b>
<b>SEIZURE / UNCONSCIOUSNESS / BLEEDING</b>
<b>ACCIDENTS/ MEDICAL EMERGENCIES / PERSONAL INJURY</b>
<b>FIRST AID KITS / AEDs / UNIVERSAL PRECAUTIONS</b>
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The following is the Skagit Valley College **Flip Guide to Emergencies**. This has been designed and reviewed for applicability at Skagit Valley College (Mount Vernon Campus). To use this guide, print out the sheets, discard this page, and then trim the remaining sheets just below the emergency topic lines. When stacked together, the top edges should line up and look like the photograph above.

Any other institution or entity adopting this guide must ensure the information provided is correct and appropriate for that location and environment. Differences in response times, availability of emergency medical dispatching, capabilities of local public safety response agencies, and phone numbers vary from location to location.



# Flip Guide To Mount Vernon Campus **EMERGENCIES**

**Emergency**  
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REVISED November 2014  
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**Security Services**  
**360-416-7777**

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This guide has been developed by the Skagit Valley College Emergency Response Plan Committee, in concert with other public safety and health entities, in order to provide faculty and staff with a quick reference to use in times of emergencies. Employees are urged to keep it in a readily accessible location, and to go through the guide several times a year in order to stay familiar with it. The information contained in this guide is general in nature, and more specific guidance and instructions can be obtained in the **SVC All Hazards Emergency Response Plan** or by calling 911 during emergencies.

**ALWAYS ERR ON THE SIDE OF SAFETY**  
**WHEN IN DOUBT CALL 911 (ambulance, fire department, police)**

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# ***THEFT***

## ***In Progress:***

- ◆ Call **9 1 1**
- ◆ **Call Security Services 360-416-7777**
- ◆ Tell the authorities what is happening
- ◆ Provide a description of the person(s) committing the crime
- ◆ Give the direction of travel if the person starts to leave
- ◆ If safe to do so, follow the person at a distance and continue to provide the dispatcher with updated information

## ***If already completed:***

- ◆ **Call Security Services 360-416-7777**
- ◆ Call police (911) to report if Security Services is not available

# ***THEFT PREVENTION***

Most theft on college campuses is the result of desirable items not being properly secured. Basic prevention measures can greatly reduce the likelihood of theft, including:

- ◆ Lock your office door, even if gone for a few minutes!
- ◆ Do not leave valuables like laptop computers, backpacks, and purses in unsecured offices or classrooms, even for just a few minutes
- ◆ Lock your vehicle at all times
- ◆ Secure items in vehicles out of sight. When possible, lock them in the trunk or take them with you
- ◆ Use quality bicycle locks that resist cutting from bolt cutters or wire cutters
- ◆ Report suspicious activity

## **THEFT**

## ***SEIZURE***

### ***If someone is having a seizure:***

- ◆ Help them gently to the ground
- ◆ Move objects they might strike away from them (like chairs or tables)
- ◆ Call **9 1 1** – **NO EXCEPTIONS!**
- ◆ **Call Security Services 360-416-7777**
- ◆ Follow emergency medical directions provided by the dispatcher

## ***UNCONSCIOUSNESS***

### ***If someone is unconscious:***

- ◆ Call **9 1 1** – **NO EXCEPTIONS!**
- ◆ **Call Security Services 360-416-7777**
- ◆ Follow emergency medical directions provided by the dispatcher

## ***BLEEDING***

### ***Small cuts:***

- ◆ Clean the wound of debris
- ◆ Apply an adhesive bandage
- ◆ Recommend consulting a doctor

### ***Large cuts/bleeding:***

- ◆ Call **9 1 1**
- ◆ **Call Security Services 360-416-7777**
- ◆ Using a clean cloth or bandage, apply direct pressure to the wound
- ◆ Have the person lie down with legs elevated
- ◆ When possible remember to utilize universal precautions (gloves, mask, etc.)

If there is an object still inside the wound (such as a stick, knife, or piece of glass), it should be left where it is and not moved.

**SEIZURE / UNCONSCIOUSNESS / BLEEDING**

# ***ACCIDENTS/MEDICAL EMERGENCIES/PERSONAL INJURY***

## ***For all medical emergencies:***

- Assess scene safety – is it safe to approach the patient?
- Always call **9 1 1** if a person loses consciousness or suffers a seizure.
- Is the person breathing? Can he/she talk or cough?
- Call **9 1 1** then **Call Security Services 360-416-7777**
- If possible, take the phone to where the patient is located
- Follow the emergency medical instructions provided by the dispatcher
- Do not move injured person unless there is danger of further harm
- If others are available, have them assist in giving aid, helping first responders find the patient, etc.
- Notify the people in the immediate area who could be affected by the emergency
- Complete an Accident Report form and submit it to Security Services

## **In advance, know the location of the nearest first aid kit in your work area.**

Before something happens, consider taking a First Aid and CPR course. These courses provide the opportunity to learn and practice emergency techniques. In the event of an emergency, you will then be more confident in your abilities.

## **ACCIDENTS/ MEDICAL EMERGENCIES / PERSONAL INJURY**

# ***FIRST AID KITS / AEDs / UNIVERSAL PRECAUTIONS***

Inside each classroom and in building hallways, a map of that building can be found. Along with information regarding evacuation routes and emergency assembly points, you will find designations for the location of first aid kits.

The College's first aid kits are meant to provide immediate, basic care to the sick and injured. Each kit contains a complement of protective gloves, band aids, bandages and gauze pads of various sizes, tape, etc. In some areas such as labs or shops, the first aid kit components may be expanded to include items appropriate to that setting.

If you need access to a first aid kit, don't hesitate to ask for it. If you use components from it, please identify what those items used are and report it to Facilities and Operations at 360-416-7695 so that the first aid kit can be restocked.

Additionally, **Automatic Electronic Defibrillators (AEDs)** on the Mount Vernon Campus, are located at Security Services (T-35 Roberts Hall), Angst Hall (1<sup>st</sup> floor), Lewis Hall (1<sup>st</sup> floor), the Pavilion (Gymnasium) and McIntyre Hall. On the Whidbey Island Campus they are located at Old Main, Oak Hall and Hayes Hall. Various staff are trained and certified in their operation (i.e. security services staff and professional technical faculty).

## **UNIVERSAL PRECAUTIONS**

All employees and students should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices. Anyone responding to help another person with a first aid situation that involves the presence of blood or body fluids shall, as a minimum, put on disposable latex/vinyl gloves if they are available and if they don't interfere with patient care. Additionally, blood or other body fluids should not come into contact with anyone else's body or clothing.

Detailed information regarding universal precautions can be found in the SVC All Hazards Emergency Response Plan, the SVC Safety Manual and the SVC Bloodborne Pathogens Exposure Control Plan.

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## **FIRST AID KITS / AEDs / UNIVERSAL PRECAUTIONS**

# ***FIRE***

All supervisory employees are expected to know the location of fire extinguishers, alarm pull stations, first aid kits, and emergency exits in their area. Supervisors are expected to provide this information to all employees they supervise.

## **IN CASE OF FIRE:**

- ◆ If possible, and safe to do so, close but do not lock the door to the room where the fire is located.
- ◆ If possible, and safe to do so, activate nearest Alarm Pull Station
- ◆ Call **911** immediately
- ◆ Call **Security Services 360-416-7777**
- ◆ Fire extinguishers located inside or near rooms may be used at the discretion of an individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if one extinguisher fails to stop the fire.
- ◆ Evacuate the area immediately (see Evacuation procedures in this Flip Guide and in the All Hazards Emergency Response Plan).

If you hear an alarm:

- ◆ Check your office/classroom door before opening it.
- ◆ If the door has a window and you see smoke or flames, **DO NOT LEAVE THE ROOM!** Stuff coats, etc., in any opening and stay where you are.
- ◆ If there is no visible smoke, flames, or if the door has no window, feel the door with the back of your hand, starting at the bottom and moving up to the top.
- ◆ If the door is cool, open it slowly, standing behind it, and bracing against it with your body. Stay low and leave the building by the nearest clear exit.

If you are trapped in a room:

- ◆ Stay near the floor where the air will be less toxic.
- ◆ If possible, signal your location through a window or an outside wall.
- ◆ Do not break the window.
- ◆ Shout at intervals to alert rescue crews of your location.

**FIRE**



# ***HAZARDOUS MATERIAL SPILL / GAS LEAK***

## **Hazardous Material Spill Kits**

The College has placed hazardous spill-control kits in areas listed below. These kits are for use in cleaning up small spills involving hazardous liquids or chemicals. Each kit contains items to clean up a small spill of hazardous material.

Kit Locations:

- Central Receiving
- Director of Facilities & Operations Office
- Chemistry area: Angst Hall – Next to doorway connecting A-34 and A-31

## **Hazardous Material Release**

Any time a spill or leak of a hazardous material occurs; specific information is needed in order to properly respond to the spill or leak. A spill or leak is defined as an unexpected release of any hazardous material from a container.

**If a spill or leak presents an imminent hazard (such as injuring people or posing a fire risk) call 911.**

Provide:

- Exact location of spill, including room number if inside a building
  - Name of spilled material, if known
  - Quantity (the amount spilled or leaked)
  - Appearance
  - Injuries or physical effects to those who have been exposed
  - Area of contamination.
- All employees, students, and faculty are to evacuate the area immediately. Close all doors. The spill area will be quarantined until the problem is corrected and safe conditions exist.
- All spills or leaks must be reported to **Security Services at 360-416-7777**

Suspected gas leaks and/or suspicious odors may indicate the presence of hazardous materials, and should be reported to **Security Services at 360-416-7777**

The space should be evacuated until the extent and degree of the spill or leak is known.

**HAZARDOUS MATERIAL SPILL / GAS LEAK**

# ***EARTHQUAKE***

Skagit Valley College's procedure for earthquakes follows the State of Washington's "Drop, Cover, and Hold" procedures.

- ◆ In the event of an earthquake:
  - Keep calm & remain where you are unless you are:
    - In a stairway,
    - In an elevator,
    - On a walkway close to or under buildings.
  - Seek shelter away from these areas.
- ◆ If you are indoors, stay indoors. Take shelter under your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, or outside doors. After the shaking subsides, go to one of the designated Emergency Assembly Points. Keep clear of street lights and power lines.
- ◆ Elevators should not be used during or after an earthquake due to possible damage.
- ◆ If you are outdoors, stay there until the quake subsides. After the shaking subsides, go to one of the designated Emergency Assembly Points. Keep clear of street lights and power lines.
- ◆ Do not attempt to enter or leave a building during a quake.
- ◆ Do not re-enter buildings until advised by an appropriate authority.
- ◆ Try to notify Security Services of serious hazards or injuries.
- ◆ Tend to the injured and protect them from further injury or weather exposure.
- ◆ Use phones only to get help (injury, fire).
  - Call **911** for emergencies
  - For internal reporting and notification purposes, contact **Security Services at 360-416-7777**

Due to the many people attempting to call others, it is expected that phone lines will be busy and may, in fact, be overwhelmed. Keep the frequency of calls to a minimum and as short as possible.

**EARTHQUAKE**

# ***EMERGENCY COLLEGE CLOSURE***

In the event of an emergency delay or closure, every effort will be made to make a decision to close or delay day classes prior to 6:00 am. The decision to close evening classes will be made by 3:00 pm.

A message will be placed on these phone numbers when school is closed or delayed:

Mount Vernon Campus 360-416-7600

Whidbey Island Campus 360-675-6656

## **Watch for SVC Emergency Announcements:**

**WEBSITE** – Check the SVC website [www.skagit.edu](http://www.skagit.edu)

### **Email/Text Alerts –**

- Recommended Option: Sign up for MySVC Emergency Alerts  
<https://secure.skagit.edu/emplogintb.asp?func=empemercont>
- Sign up for Flash Alert [www.flashalert.net](http://www.flashalert.net) (formerly SchoolReport.org)

**MEDIA** – Listen to regional Radio and TV stations

**SOCIAL MEDIA** –



<http://www.facebook.com/skagitvalleycollege>



@SVCCollege

For more information visit Skagit Valley College's Emergency Procedures at:

[http://www.skagit.edu/images/Emergency\\_InfoSources.pdf](http://www.skagit.edu/images/Emergency_InfoSources.pdf)

**EMERGENCY COLLEGE CLOSURE**

# ***EMERGENCY NOTIFICATION SYSTEMS***

The Mount Vernon and Whidbey Island Campuses have an Emergency Notification System which will be activated during serious emergency conditions. This system will verbally announce, through scripted and real-time voice messages, the emergency situation and directed course of action for employees, students, and visitors to take. Interior buildings and outside areas have strategically-placed speaker systems for the messages to be heard, and they are delivered in English and Spanish.

When the threatening condition has passed and it is safe for people to return to normal activity, the Emergency Notification System will broadcast an "ALL CLEAR" message.

## ***TEXT AND EMAIL EMERGENCY ALERTS***

Employees and students are strongly encouraged to sign up for text messages and email messages that will alert them to emergency situations, direct their course of action, and notify them of both the "ALL CLEAR" and situation outcome when it is safe for such notification to be made.

Employees may sign up for the Emergency Text Message and Email Alerts online at <https://secure.skagit.edu/emplogintb.asp?func=empemercont>. After entering your SID# and unique password, you will find a link that permits you to sign up for the Emergency Text and Email Alerts.

Students may sign up for the Emergency Text Message and Email Alerts online at <https://secure.skagit.edu/logintb.asp?func=emercont>. After entering your SID# and unique password, you will find a link that permits you to sign up for the Emergency Text and Email Alerts.

## ***WATCH FOR SVC EMERGENCY ANNOUNCEMENTS***

**WEBSITE** – Check the SVC website [www.skagit.edu](http://www.skagit.edu)

**Email/Text Alerts** –

- Recommended Option: Sign up for MySVC Emergency Alerts <https://secure.skagit.edu/emplogintb.asp?func=empemercont>
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**MEDIA** – Listen to regional Radio and TV stations

**SOCIAL MEDIA** –



<http://www.facebook.com/skagitvalleycollege>



[@SVCCollege](https://twitter.com/SVCCollege)

**EMERGENCY NOTIFICATION SYSTEM**

## ***GENERAL EMPLOYEE RESPONSIBILITIES***

The SVC All Hazards Emergency Response Plan provides procedures for the safe and orderly response to a variety of emergency situations. The specific response to an incident will be selected by college or emergency authorities and communicated via the Emergency Notification System.

In some incidents, personnel may be required to follow procedures for one of the following three basic emergency responses:

1. Evacuation of a Building, Campus or Center
2. Lockdown
3. Shelter in Place

In general, employees who do not have specific assignments within the Emergency Response Plan should:

- ◆ In the event of an evacuation, assist in directing visitors and students to the designated assembly point outside your building. If you are the last to leave a room, turn off the lights and close the door. Assist physically disabled employees, students, or visitors, to the extent possible as personal safety, time and capabilities permit.
- ◆ In the event of a need to "Shelter in Place" or "Lockdown", remain in your classroom or work area with students or colleagues until instructed to move by Security Services, Building Captains, other college authorities or other emergency personnel. Close all windows and stay away from windows. If instructed to do so, move to a safer location, i.e., an interior room or a lower floor.
- ◆ Note the names of all those present in the room with you. Write down the names and assign someone to keep the list on their person and make it available to emergency responders if asked.
- ◆ Try to maintain calm and order until "all clear" or other instructions have been given by Security Services, Building Captains, college authorities or other emergency personnel.

## ***GENERAL STUDENT RESPONSIBILITIES***

Students should follow the instructions of faculty, college personnel who identify themselves as Building Captains, other college authorities, fire or police or other emergency response personnel.

In some incidents, students may be directed to follow procedures for one of the following three basic emergency responses:

1. Evacuation of a Building, Campus or Center
2. Lockdown
3. Shelter in place

- ◆ If an evacuation is called for, follow instructions to the appropriate assembly point. Do not re-enter the building or attempt to leave campus until instructed to do so by Security Services, Building Captains or other emergency personnel. Do not use your cell phone unless you are in an extreme emergency situation.
- ◆ In the event of a need to Shelter in Place or Lockdown, remain in your classroom or current location until instructed to leave by Security Services, your instructor, other college authorities or emergency personnel, Try to remain calm. Remain in place until "ALL CLEAR" or other instructions have been given by College or Police/Fire leadership.
- ◆ If other procedures are put in place, you will be instructed to take appropriate steps. Safety will be the first priority of college and emergency personnel. Follow instructions in a prompt and calm manner. If you know of people with injuries or of the existence of hazards in the area, report them to appropriate law enforcement/fire/EMS or Security Services.

## **GENERAL EMPLOYEE & STUDENT RESPONSIBILITIES**

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# ***SHELTER IN PLACE***

During certain hazardous situations, when it is safer to remain inside than to leave a building, students and personnel may be asked to shelter in place wherever they are. Students, employees and visitors should stay indoors, because there is some form of threat outside. The threat may be from some environmental condition, or be as a result of police direction to stay inside until a threat is investigated and the adverse condition terminated.

## **Activating the Shelter-in-Place Procedure**

1. Doors should be closed.
2. Close windows and shades.

During a Shelter in Place event, normal office and classroom activities may continue inside the affected buildings. Students and employees must remain in the building until notified of an "All Clear" by Security Services, Building Captains, other college authorities or outside agency emergency personnel.

**SHELTER IN PLACE**

# ***LOCKDOWN***

A crisis on campus may require the college to implement emergency lockdown of a building or a campus. This action may be necessary in situations where evacuation would not be appropriate, such as the immediate threat posed by an active shooter.

## **How to respond to a lockdown announcement:**

When an announcement is made to initiate the emergency lockdown:

1. Get yourself and others into the closest room:
  - ◆ All doors into the area should be locked or wedged shut. It may be necessary to barricade the doors with furnishings
  - ◆ Close windows and shades
  - ◆ Turn off lights
  - ◆ Move to the furthest point in the room, away from windows and doors.
2. Take attendance in each room.
3. Call Security Services only if you have vital information. (e.g., "I see a person in the NW Hallway," etc.):  
360-416-7777
4. Do not set off the fire alarm in a lock down. If a fire alarm goes off while you are in lock down, assess the situation before leaving your shelter. If you smell smoke or see fire you need to exit; otherwise, stay put-remain in place.
5. Remain under lockdown until advised by recognizable officials.

## **Lifting the Lockdown**

After a decision has been made to lift the lockdown by the Incident Commander, the "All Clear" message will be communicated via Emergency Notification devices and media, and through Security Services, Building Captains, and other college authorities.

**LOCKDOWN**

# ***EVACUATION OF A BUILDING, CAMPUS OR CENTER***

## **EVACUATION OF A BUILDING**

**Unless you have a role specified in the All Hazards Emergency Response Plan, you should:**

- Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- All SVC employees should assist students and visitors in a prompt and orderly evacuation to designated Emergency Assembly Points (see the All Hazards Emergency Response Plan for designated Emergency Assembly Point maps).
- Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Emergency Assembly Point.
- Once at the Emergency Assembly Point, the Building Captains for that area will note in writing the names of all personnel and students.
- Do not attempt to leave the campus until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.
- No one will be permitted to re-enter a building until the “All Clear” announcement has been given and the building has been approved for occupation by Security Services and Maintenance personnel. Wait for the “All Clear” announcement before returning to your building.

## **EVACUATION OF A CAMPUS OR CENTER**

**Unless you have a role specified in the All Hazards Emergency Response Plan, you should:**

- Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- All SVC employees should assist students and visitors in a prompt and orderly evacuation.
- Take keys, needed personal items, medication, eyeglasses, etc. with you.
- If you have transportation, leave the campus. If not, proceed to designated Emergency Assembly Points (see the All Hazards Emergency Response Plan for designated Emergency Assembly Point maps), Building Captains will provide further direction.
- No one will be re-admitted to the campus until the College’s administration provides an “All Clear” announcement.

**EVACUATION OF A BUILDING, CAMPUS OR CENTER**



# ***ACTIVE SHOOTER / WEAPONS ON CAMPUS***

**General Information:** An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, but may use other devices, and there is no apparent pattern or method to their selection of victims. Active shooter events are extremely dangerous, unpredictable, and rapidly evolving. Situations like these require rapid response and decisive intervention by law enforcement.

If an individual is observed with a weapon near an SVC location:

1. Try to escape the area or to find a safe location.
2. Call **911**
3. After calling 911, notify **Security Services 360-416-7777**
4. Find a safe location and await Security Services instruction.
5. If appropriate, a Lockdown may be called – be prepared to go into Lockdown (see Lockdown procedures in this Guide and in the All Hazards Emergency Response Plan).

## **Important points:**

During an active shooter incident, time is critical. If gunshots are heard, it is critical to avoid getting closer to the area to see what is happening. Instead, people need to act quickly to get as far away as possible, warning others as they leave.

If unable to escape, making an office or classroom into a shelter may be the only possibility. Doors should be locked (or blocked), windows covered, and cover (like thick tables or desks) used. Call **911** to notify authorities what is happening and that you are trapped. Do not answer the door if someone knocks. It may take quite a while for officers to get to you, as they will first focus on stopping the shooter(s). Remember, the longer it takes to get to you, the further away from the actual shooting you are likely to be.

If you have been trapped and are able to find a means of escape or self-defense, use them when you can do so as safely as possible. If directly confronted by the shooter, self-defense with what is available may be the only viable option.

- ◆ Attempting to overcome the suspect with force and resistance is the last resort, which should only be considered in extreme circumstances. Only you can decide if this is something you should do.
- ◆ Look for appropriate cover/protection (brick walls, retaining walls, large trees, parked cars, etc.).
- ◆ There may be more than one (1) shooter and there could be explosive devices.
- ◆ Do not touch anything in the area, as it is a crime scene.
- ◆ When fleeing, get as far away from the shooting scene as quickly and safely possible – do not take/carry anything with you.
- ◆ Police will quickly respond to the area in which a subject was last seen, or shots were last heard and attempt to immediately engage/contain the active shooter.
- ◆ First-arriving officers will not stop to assist the injured, evacuate personnel or answer questions.
- ◆ Keep your hands empty and visible at all times.
- ◆ Place signs in exterior windows to identify the location of injured persons.
- ◆ Review Lockdown procedures in this Guide and in the All Hazards Emergency Response Plan.

**ACTIVE SHOOTER / WEAPONS ON CAMPUS**

## ***TELEPHONE BOMB THREAT***

A person receiving a phone call concerning a bomb threat should solicit as much information as possible.

- ◆ **Stay calm.** Take a deep breath and focus on what the caller says.
- ◆ **Keep the caller on the phone** and ask the Bomb Threat Questions below.
- ◆ **Using only a land line, call 911 then call Security Services 360-416-7777.**
- ◆ **Cell phones, radios, and other electronic devices must not be used.** They can trigger some types of bombs.
- ◆ After the call write down the answers to the Other Questions below.

### **Bomb Threat Questions**

1. When will the bomb explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

### **Other Questions**

1. Time call received?
2. Time call terminated?
3. Caller's name and address (if known)?
4. Gender of call?
5. Estimated age of caller?
6. Bomb facts (questions you should ask):
7. Voice characteristics: Tone? Speech? Language?
8. Background noise?

## ***WRITTEN BOMB THREAT***

A person receiving a written bomb threat should avoid touching the paper any more than is absolutely necessary.

- ◆ Stay calm
- ◆ Call **Security Services 360-416-7777**
- ◆ Call **911**
- ◆ Follow instructions provided by the emergency dispatcher.

## ***SUSPICIOUS DEVICE LOCATED***

- ◆ Upon discovery of a suspicious device, immediately **WITHOUT USING A CELL PHONE OR RADIO**-notify **911**, then call **Security Services 360-416-7777**.
- ◆ If a device is located in a classroom, immediately and calmly evacuate everyone out of the building.
- ◆ **Under no circumstances or conditions, attempt to touch or move the device.**
- ◆ **Do not use cell phones or electronic devices. They can activate explosive devices.**
- ◆ Follow evacuation procedures in this Guide and in the All Hazards Emergency Response Plan

## ***ASSISTING PERSONS WITH DISABILITIES IN AN EMERGENCY***

As members of a community here at Skagit Valley College, we might all be called upon to help other members of the community or visitors with a variety of disabilities, either permanent or temporary. Please review the “**Assisting Persons with Disabilities in an Emergency**” section of the All Hazards Emergency Response Plan for tips about how to offer help, and specifics for helping in the event of an emergency.

The following space contains contact information for college offices on the Mount Vernon Campus related to emergency planning, response, and recovery. Offices that can provide related support are also included, and there is space for the user to write down additional contacts specific to his/her needs.

Mount Vernon Police Department	<b>EMERGENCY 911</b>	Non-emergency 360-336-6271
Mount Vernon Fire Department	<b>EMERGENCY 911</b>	Non-emergency 360-336-6277

<b>Mount Vernon Campus Security Services.....</b>	<b>360-416-7777</b>
Washington State Poison Control Center .....	1-800-222-1222
Skagit County Department of Emergency Management.....	360-428-3250
Environmental Health and Safety (Facilities & Operations) .....	360-416-7751
Employee Assistance Program.....	1-800-244-6142
Human Resources Department .....	360-416-7679
Disability Support Services .....	360-416-7958
Dean of Students.....	360-416-7738
Student Counseling Center.....	360-416-7654
Campus View Village Housing and Residence Life .....	360-416-7650
Night School Coordinator.....	360-416-7638 or 360-661-1030

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**OTHER RESOURCES:**

- ◆ SVC All Hazards Emergency Response Plan
- ◆ SVC Safety Plan
- ◆ SVC Bloodborne Pathogens Exposure Control Plan

WEBSITES:    [www.skagit.edu](http://www.skagit.edu)    [www.portal.skagit.edu/](http://www.portal.skagit.edu/)    [www.fema.org](http://www.fema.org)

 <https://www.facebook.com/skagitvalleycollege>     <https://twitter.com/SVCCollege>

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Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.

**RESOURCES**

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