

EMERGENCY PROCEDURE GUIDE



PERSONAL EDITION

 **SIGN UP** FOR ACCESS
TO RAVE ALERTS

 **BECOME FAMILIAR**
WITH THIS GUIDE

 **KNOW THE EXITS** FROM
ALL AREAS OF THE BUILDING

 **KNOW THE EVACUATION**
ASSEMBLY AREA

 **PARTICIPATE** AND
COOPERATE DURING DRILLS

[COGSWELL.EDU/SAFE](https://cogswell.edu/safe)





Know Who to Call & When

MEDICAL OR FIRE



CRIME REPORT



Receiving an Automated Alert From Cogswell...

- Follow the instructions given in the alert message.
- Do not come to campus if you have been instructed to stay away.
- Wait for follow-up instructions indicating the unsafe condition has been corrected.

Campus Services
408-824-7703
COGSWELL.EDU/SAFE

Supervisor's Work Number

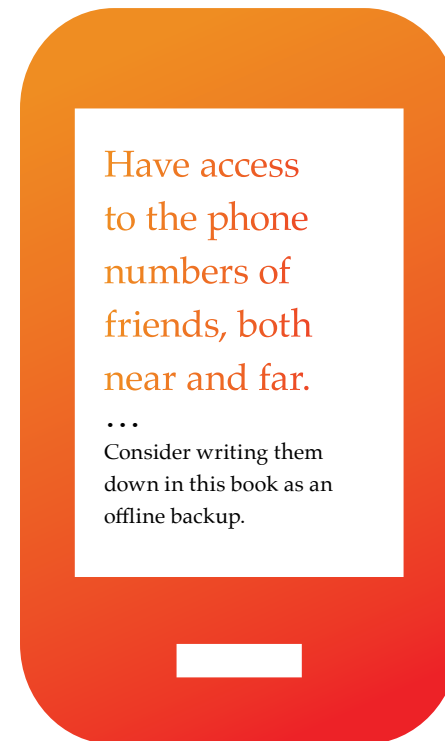
Supervisor's Mobile Number

Primary Emergency Contact Number

Secondary Emergency Contact Number



KNOW YOUR LOCATION:
191 BAYPOINTE PARKWAY · SAN JOSE · CA · 95134





When the Shaking Starts...

Immediately seek cover under desks or other furniture, if possible;

-or-

sit on the floor covering your head with your hands and arms.

Once the shaking has stopped...

- Exit the building in an orderly fashion using the nearest safe route.
- Be aware of possible falling debris as you evacuate.
- Be aware of possible gas leaks – **DO NOT** use any device or material that can create a spark or flame.
- Walk to the designated Evacuation Assembly Area.
- Dial 911 to report the incident after you are safely away from the campus.
- Report department or class attendance when asked.
- Do not leave the Evacuation Assembly Area until released.

Suspect a Crime or Observe Suspicious Activity...



Dial 911

- Stay on the line until answered.
- Report the nature of the incident.
- Report the location of the incident.
- Describe the person(s) involved.
- Describe the property involved.

Then...

As soon as safely possible, report the incident to your immediate supervisor and or Campus Services.

Campus Services
408-824-7703



Notified of a Hazardous Material Incident...

If instructed to **evacuate**

- Exit the building in an orderly fashion using the nearest safe route.
- Close, *but do not lock*, the door as you leave.
- Avoid any area of the campus you have been told might present a danger.
- Walk to the designated Evacuation Assembly Area.
- Report department or class attendance when asked.
- Do not leave the Evacuation Assembly Area until released.

If instructed to **shelter-in-place**

- Close the door.
- Remain calm and stay in the room.
- If necessary, cover nose and mouth with available clothing to avoid breathing in airborne contaminants.
- Do not leave until you have been told it is safe to do so.

Walk to the Evacuation Assembly Area...

- Remain calm.
- Do not waste time gathering your belongings.
- Do not return to the campus until told to do so.



Have an escape plan.

...

Know the nearest exits of the Cogswell campus, participate and cooperate during drills.

Sudden Utility Failure or Power Outage...

If instructed to **shelter-in-place**

- Close the door.
- Remain calm and stay in the room.
- Unplug the computer, and other classroom electrical devices.
- Be aware of possible gas leaks – **DO NOT** use any device or material that can create a spark or flame.
- Do not leave until you have been told it is safe to do so.

If instructed to **leave the campus**

- Exit the building in an orderly fashion using the nearest safe route.
- Close, *but do not lock*, the door as you leave.
- Be aware of possible gas leaks – **DO NOT** use any device or material that can create a spark or flame.

Avoid Possible Hazards...

- Widespread flooding in the campus parking lot, and on roadways.
- Contact with any electrical hazard, such as downed electrical power lines.



Notified of a Bomb Threat...

- Turn all cell phones **OFF**.
- **DO NOT** pull fire alarm.
- Exit the building in an orderly fashion using the nearest safe route.
- Close, *but do not lock*, the door as you leave.
- Avoid any area of the campus you have been told might present a danger.
- Walk to the designated Evacuation Assembly Area
- Report department or class attendance when asked.
- Do not leave the Evacuation Assembly Area until released.



If you can: **evacuate**

- Exit the building in an orderly fashion using the nearest safe route.
- Close, *but do not lock*, the door as you leave.
- Cover nose and mouth with available clothing, if necessary, to avoid breathing smoke.
- Walk to the designated Evacuation Assembly Area.
- Dial 911 to report the fire after you have left the building.
- Report department or class attendance when asked.
- Do not leave the Evacuation Assembly Area until released.

Fire Alarm, Seeing Fire and/or Smelling Smoke:

If you **are trapped**

- Dial 911 to report your location in the building.
- Close the door.
- Use excess clothing to seal the door from smoke entering.
- Stay close to the floor and away from the door.
- Cover nose and mouth with available clothing, if necessary, to avoid breathing smoke.
- If your room has a window with access to outside the building, attempt to break the window, and safely exit and walk to the Evacuation Assembly Area.

Weather-Related Hazard...

If instructed to **shelter-in-place**

- Close the door.
- Remain calm and stay in the room.
- Do not leave until you have been told it is safe to do so.

If instructed to **leave the campus**

- Exit the building in an orderly fashion using the nearest safe route.
- Close, *but do not lock*, the door as you leave.

Avoid Possible Hazards...

- Wide-spread flooding in the campus parking lot, and on roadways.
- Contact with any electrical hazard, such as downed electrical power lines.
- Falling or flying debris, such as tree branches.



Suspect or See an Armed Intruder or Hear Gun Shots...



If you can: **run**

- Exit the building in an orderly fashion using the nearest safe route away from the intruder or the sound of gun shots.
- Keep your hands free of any objects, and in plain view above your head, while exiting.
- Quickly go away from the campus area.
- Dial 911 to report the incident after you are safely away from the campus.
- If law enforcement officers have already arrived, follow their instructions.

If you can't run: **hide**

- Close the door.
- Close window blinds, if available.
- Prevent entry by locking the door, barricading the door with furniture, or other means available.
- Take cover along the inner walls away from the door.
- Turn out lights.
- Remain silent, and silence your cell phone ringer and vibrate modes.
- If it is safe to do so, dial 911 and report the incident and your location.

Prepare to Defend...

- Determine if there are items in the room that can be used as a weapon.
- If there are other people present, ask who is prepared to take defensive action.
- If the intruder gains entry, act with aggression to restrain the intruder.

Do not leave the room until instructed to do so by law enforcement officials.

Medical Emergency...

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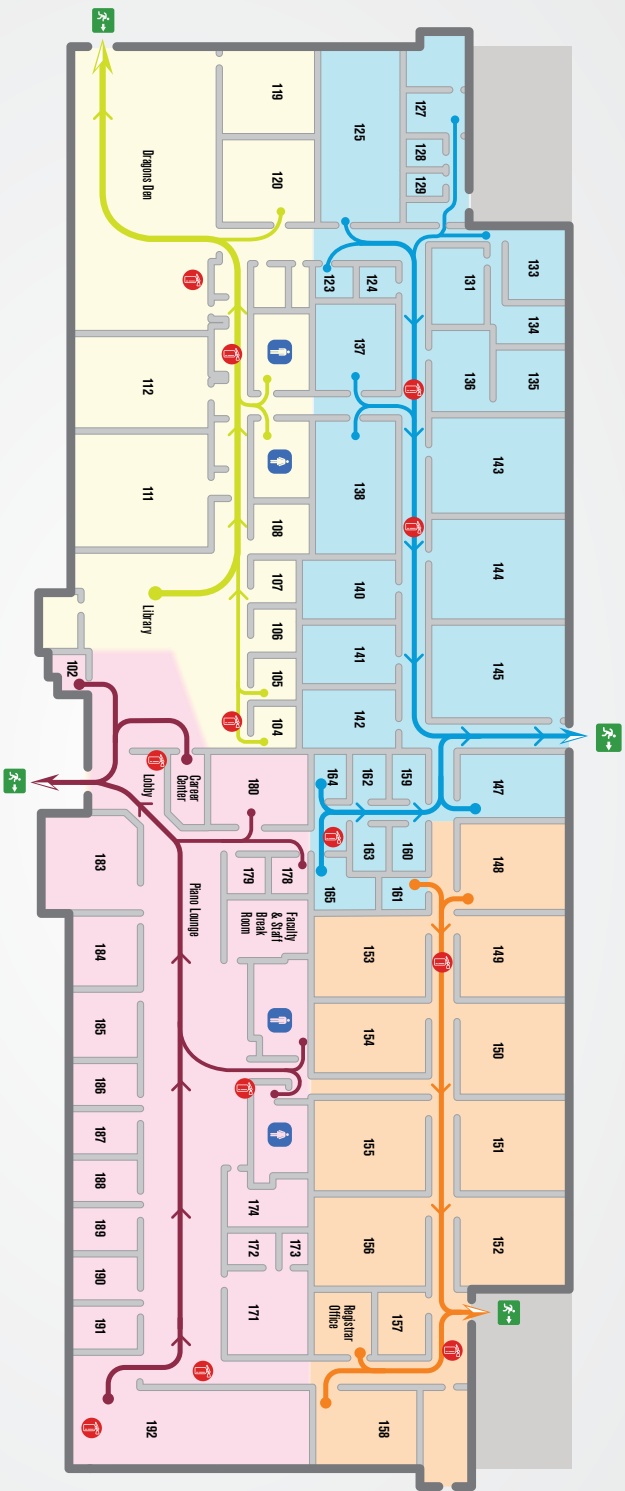
1. Dial 911

- Stay on the line until answered.
- Report the nature of the medical emergency.
- Report location of the medical emergency.
- Describe the person(s) requiring medical assistance.

2. Next...

- Remain with the person requiring medical assistance until emergency medical services arrive.
- If possible, ask another person to report the incident to a supervisor, and/or Campus Services, and/or the front desk in the lobby.
- Render first aid to the level that you have been officially trained to do so.
- Provide any updated information to emergency medical services personnel upon their arrival.





Fire Extinguisher



Emergency Exit Zones

Cogswell College | 191 Baypointe Parkway | San Jose, CA 95134



Calmly Exit the Building...

Identify your zone

- Stay calm, determine which route your zone area corresponds to and make your way to the appropriate exit.

Think Ahead.

...

Talk to your colleagues about how you can help one another in a disaster, and check on each other in case of an emergency.

Little things can make a huge difference.

This guide is just the beginning as you prepare yourself for an emergency. Why not learn how to use a fire extinguisher or perform basic first aid? Get trained in CPR or the even simpler hands-only CPR, which could help save someone's life even when you least expect it.

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