

Quick Reference Guide

(a summary of the Campus Safety Manual)

To Report any Emergency, Incident, Suspicious Person, or Crime

Dial 8888 from any campus phone (or 540-441-8888 from any other phone) for Campus Safety. Report who, what, when, where, and how. Call 9-1-1 first, then Campus Safety for all crimes “in progress.”

Campus Safety

Always on-duty. Staff and student officers cover all hours. All are trained, registered, and certified. Here to help. Quick to respond. They speak with the authority and backing of the College administration. Be prompt to comply.

Personal Safety

Keep doors locked when you are away. Don't let strangers in to buildings. Don't walk alone in the dark (Campus Safety available to escort). Report lost keys ASAP. Workers must be escorted/supervised in opposite-gender dorms. Don't prop exterior doors open. Never be alone and out-of-sight with an unrelated minor. No unattended or unrelated minors permitted inside campus locker rooms or shower facilities (except for dorms if a camper). Be alert for potential violence—anywhere—always; if violence erupts: Remember the RUN>HIDE>FIGHT strategy, Unknown visitors must check-in at Hodel front desk.

Evacuation Procedures

When alerted by fire alarm or directed by authorities: follow EXIT signs to get out of buildings (keeping head below any smoke), go to assembly area and stay put; seek shelter in basements away from exterior doors and windows in tornado emergencies. Fire drills conducted each semester.

Campus Closings

Call 540-441-8995 to find out whether the campus has been closed because of foul weather or some other emergency. Notifications are also broadcast via e-mail, text message, and telephone.

First Aid Kits

Available at the front desks of Founders Hall and Hodel Center, or through an RA, RD, or athletic coach. Wear gloves if you may touch blood. Wash up afterwards.

Medical Care

For medical emergencies, dial 8888. Students are responsible for their own medical care. Health Center and RAs are available to help. Consult the CAMPUS HEALTH MANUAL for list of local doctors' offices and healthcare facilities. Counseling is available.

Employee Safety

It's everyone's responsibility. Get trained by supervisor. Wear protection. Follow safety procedures. Report infractions and incidents to supervisor.

Fire Safety

Abide by appliance restrictions. No open flames or open burners. Don't mess with smoke detectors. Don't hang things on sprinkler heads. Keep all fire exit routes clear of obstructions (no storage in fire stairs). Don't park in fire lanes.

Lab Safety

Obeey your instructor. Wear protection. Follow safety procedures.

Hazardous Materials

Store safely and use only as per manufacturer's instructions. Keep MSDSs and Inventory Lists up-to-date and nearby, with copies sent to Facility Services. Dial 8888 for all hazmat spills.

Sexual Misconduct

Never tolerated. Immediately call 9-1-1, then Campus Safety for any abuse "in progress." Report incidents promptly. Compassionate/non-judgmental safety, care, and support guaranteed.

Suspicious Mail

Don't open it. Cover it. Leave the room. Close the door. Dial 8888.

Speed Limit

Campus-wide: 15 miles per hour. Watch for other vehicles and pedestrians. Drive responsibly. Violation may result in ticket or revocation of parking privileges.

Prohibited

WEAPONS: Prohibited without College's written approval. SUBSTANCES: No alcohol, tobacco, or illegal drugs. ACTIVITIES: No swimming, fishing, climbing, or rappelling; keep off ice.

Handling an Emergency

- **Stay Calm**
 - ... Keep your head and your cool. Take slow, deep breaths. Think!!!
- **Summon Help**
 - ... Dial 9-1-1? Does the emergency immediately require police, fire, or EMS?
 - ... Dial 8888. Report the emergency to Campus Safety ASAP.
- **Assess Scene**
 - ... Is it safe? Don't become a victim.
 - ... Evacuate? Do you need to get away from danger? Is the fire alarm sounding?
 - ... Shelter-in-Place? Is staying put out-of-view the best option?
 - ... Seek Shelter? Do we need to move to a basement away from doors and windows?
 - ... Move victim? Are we in immediate danger if we stay put?
- **Provide First Aid**
 - ... Victim(s)? How many are there?
 - ... Responsive? If so, this is good.
 - ... Breathing? If not, provide CPR.
 - ... Choking? Moving any air or able to speak? If not, back blows and abdominal thrusts.
 - ... Pulse? If not, provide CPR.
 - ... AED? Open lid, follow prompts.
 - ... Bleeding? Cover with any clean cloth and press hard. Wear gloves.
- **What Happened?**
 - ... Who? What? When? Where? Why? How?
- **Resolution**
 - ... Involve a College administrator ASAP.
 - ... Comply with emergency responders.
 - ... All crimes "in progress" shall be immediately reported to local law enforcement by first calling 9-1-1, then Campus Safety (who will then notify College executives). All other actual, suspected, or alleged crimes should be promptly reported to Campus Safety.