## Reynolds Community College – Quick Action Guide

In an emergency follow the directions of emergency responders, staff and faculty.

### Tornado or Severe Weather

- If a Reynolds Alert, Warning or instruction from faculty or staff is received
- Move to an interior room, without windows, on the lowest floor of the building
- If you are outside, go to a sturdy building immediately
- Cover your head and neck with your hands or a soft object (e.g. pillow)
- Do not leave until you are notified to do so

### Medical Emergency

- Call 523-5911 on campus, 911 if off campus
- Notify faculty, staff or college official, who will notify his/her supervisor
- Do not perform any medical treatment that you are not trained to perform
- Send someone for an AED and/or First Aid Kit if appropriate
- Send someone to flag down the ambulance and lead them to the victim

### Fire

- Call 523-5911 on campus, 911 if off campus
- Pull a building fire alarm
- Do not try to extinguish a fire larger than an office trash can, follow extinguisher instructions
- Leave the building safely but quickly

### Bomb Threat

- Remain Calm - Get as much information as possible from the source, write it down
- Stay on the line, have someone Call 523-5911 on campus, 911 if off campus
- Do not use a mobile phone
- Do not touch anything you cannot identify
- Police will advise you what to do – follow their directions

### Threats or Threatening Behaviors

- Be aware of unusual behavior, if you see something say something
- Remain calm, listen to their complaints/demands
- Leave the area as soon as it is safe to do so

### Violence or Hostile Intruder

- Get out if it is safe to leave where you are or
- Hide where you are, locking the door, silence cellphones or
- Fight as a last resort
- Call 523-5911 on campus, 911 if off campus

### Suspicious Package

- Do not touch the package or go near it
- Leave the area immediately
- Call 523-5911 on campus, 911 if off campus – Do not use a mobile phone
- Police will advise you what to do – follow their directions

### Power Outage

- Call 523-5911 if you are on campus
- Police will advise you what to do – follow their directions
- IF you are told to leave the building, you may not return without permission
- Classes/work will not be cancelled except by the College President

All clipart used is from [http://www.clipartbest.com](http://www.clipartbest.com) or custom created.  

Version 1.1 March 2015
Earthquake
Indoors: Stay where you are and cover your head by getting under a sturdy table or desk
Outdoors: Stay outside, move away from anything that could fall on you
DO NOT enter or leave a building during an earthquake
Afterwards: Carefully check for falling debris, glass or metal before exiting the building

Chemical Spill or Leak
Take note of the chemical name or number If you can do so without approaching
Move away from the spill or leak to a safe distance
Call 523-5911 if you are on campus
Only trained personnel may attempt to clean a spill per their training.

Additional detailed information is available in the Reynolds Community College Crisis Emergency Management Plan. You can obtain a copy from the Reynolds.edu website:

http://www.reynolds.edu/campus_life/police/emergency.aspx

For all other emergencies

• On campus call 523-5911
• Off campus call 911

Students, parents, faculty, staff, visitors and community members are strongly encouraged to sign up for Reynolds Alerts. This free service is the fastest way to obtain emergency notifications and timely warnings.

https://alert.reynolds.edu

The Reynolds Police Department is professionally accredited by the Virginia Law Enforcement Accreditation Commission. Our police officers have full powers of arrest and concurrent jurisdiction on all campuses of J Sargeant Reynolds Community College. The fastest way to obtain assistance is to call for officers who are already on campus. You can call 5911 from any campus phone or (804) 523-5911.