EMERGENCY PROCEDURES

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Emergency Response System (Fire, Medical, Sheriff)</td>
<td>................................................................. 911</td>
</tr>
<tr>
<td>College Police (Los Rios Police Dispatch, available 24 hours a day, 7 days a week)</td>
<td>(916) 558-2221</td>
</tr>
<tr>
<td>Health Center (Administration Building)</td>
<td>................................................................. (916) 484-8383</td>
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<tr>
<td>Information Services (Administration Building)</td>
<td>................................................................. (916) 484-8923</td>
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<tr>
<td>Site Administrator (Vice President of Administrative Services)</td>
<td>(916) 484-8484</td>
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<tr>
<td>(Director of Administrative Services)</td>
<td>................................................................. (916) 484-8320</td>
</tr>
<tr>
<td>Weekend College Coordinator</td>
<td>................................................................. (916) 484-8923</td>
</tr>
<tr>
<td></td>
<td>Sat. 9:00 a.m.-1:00 p.m.</td>
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</tbody>
</table>

NOTE: When calling 911, stay on the line and give the location of the emergency. Then contact college police to assist in directing emergency vehicles.

Emergency Telephones (blue phones)

Emergency telephones on campus are marked by a bright blue light (see locations below).

1. To use, press the “Help” button. Speak when the light comes on.
2. Stay on the line. You will be connected with the college police.
3. State clearly the nature of the emergency and your location.

Emergency Telephone Locations

- Stadium parking lot between ticket machines
- Parking garage (on each level near elevators)
- Southeast end of Davies Hall (outside)
- Davies Hall, second floor, east end near elevators
- Davies Hall, second floor, west end near elevators
- Davies Hall, east elevator
- Davies Hall, west elevator
- Liberal arts, east end of 160s wing
- Southwest corner of library, near the ITC
- Library elevator
- Parking Lot A, near Technical Education
- Parking Lot B, north of Student Center
- Science, west wall of biology wing
- Gym, breezeway between offices and gym entrance
- Administration building, College Oak Dr. entrance
- Police portable, entrance (east) side
- Health & Education building
- Health and Education - South on the south wall

Accident or Medical Emergency

- Call college police for assistance (2221 from a campus phone; otherwise 916-558-2221)
- Life-threatening emergencies: Dial 911 first, then college police. If victim has stopped breathing, start mouth-to-mouth resuscitation. If victim’s heart has stopped, begin CPR.
- Minor emergencies: Administer first aid using American Red Cross standard procedures. First aid kits are located in instructional area offices, library, cafeteria, and in the instruction office in the administration building. Be sure to fill out an accident report.
**Tips to Instructors**

- Remain aware of time and working hours of nearby staff.
- Call evening dean if you need help with a non-emergency problem after 5:00 p.m. 916-484-8330
- When leaving after dark, both instructors and students should be accompanied to the parking lot by at least one other person
- To aid a student:
  - Remain calm and show concern.
  - Help student reduce pressure or stress.
  - Refer student to appropriate helping service.
  - Make adjustment in class work requirements, if warranted.