

* * * PVCC EMERGENCY PROCEDURES * * *

MEDICAL AND OTHER EMERGENCIES: In the event of an injury, illness, or other circumstances requiring **immediate emergency assistance**, the person on the scene should first call “911” and then contact either the receptionist (during the day) or a security officer (at any time). The receptionist can be reached by dialing “0” from 8:00 a.m. to 5:00 p.m. Monday through Friday. A security officer can be reached by dialing 981-6362. To dial either 911 or 981-6362 from a college telephone, you must first dial “9” followed by the phone number. The classroom phones have the speed dial “1” button set to direct dial the security cell phone. For situations that do not require immediate emergency assistance, the receptionist or a security officer should be contacted. Public use “house phones” (for on-campus calls only) are located in the Main Building Bolick Student Center and in the Dickinson Building lounge area. The receptionist or security officer will summon emergency personnel if needed and notify appropriate persons at the college. The 911 addresses for PVCC are 501 College Drive for the Main Building and 400 College Drive for the Dickinson Building.

CALL BOXES: Emergency call boxes are located in the parking lots. The call boxes will connect to PVCC campus security. A flashing blue light on each call box will help identify the exact location of the call box in use.

Only employees with the proper training should attempt to administer first aid. First aid kits are available in each laboratory and shop, the receptionist’s desk in the Main Building, the Welcome Center (Room 144), the Business Office (Room 240), the Security Office (Room 218), and the Humanities Division Office (Room 317) in the Dickinson Building. Automated external defibrillators (AED’s) are located near the receptionist’s desk in the Main Building, in the 200 Wing near the Math and Science Division Office (Room 270), in the 800 Wing near the Human Resources Office (Room 810), and in the Dickinson Building near the Humanities Division Office (Room 317).

FIRE, GAS LEAK, OR BOMB THREAT: When the fire alarm sounds (in case of fire) or when verbally instructed (in case of gas leak or bomb threat), all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must remain at least 500 feet from the building until such time as authorization is given to return to the building. Parking Lot 3 is the designated evacuation area for both the Main Building and the Dickinson Building. **All persons without exception must leave the building when instructed to do so by authorized personnel.**

TORNADO OR SEVERE WINDSTORM: In the event of a tornado or severe windstorm requiring shelter, all persons should evacuate to one of the following interior rooms:

MAIN BUILDING (501 COLLEGE DRIVE): 155, 158, 159, 160, 174, 175, 248, 249, 251, 607, 701, 704, 813, 822, 823, 832, 834, 849, 850

DICKINSON BUILDING (400 COLLEGE DRIVE): 102, 106, 129, 130, 132, 222, 223, 226

BUILDING LOCKDOWN: A building lockdown will be ordered when it is more dangerous to evacuate the building than to remain in place. When a building lockdown is ordered, persons in public spaces should seek shelter in the nearest classroom or laboratory. Doors should be locked and interior lighting should be turned off. Stay away from windows and doors and remain in place. If gunfire is heard, get on the floor and remain quiet. **Do not leave your place of safety until instructed to do so by authorized personnel.**

ADMINISTRATOR ON CALL: When classes are in session, an Administrator on Call is assigned to deal with evening and weekend emergencies that require an executive level response. Typically, this would be a situation that requires the closing of the college. The Administrator on Call rotates between members of the President's executive staff. The security officer on duty has telephone access to the Administrator on Call.

ACCIDENT REPORTS: For accidents involving students or the general public, a PVCC Accident Report form should be completed by the supervising faculty or staff member, or by the person involved, as appropriate. Forms are available at the receptionist’s desk, the security office, and in the PVCC Emergency Response Plan on the Safety & Security website. Reports of accidents involving students and the general public should be submitted to the Vice President for Finance and Administrative Services. For accidents involving PVCC employees, including student employees, the employee should contact the Human Resources Office (Room 810) and complete a First Report of Accident form.

DIAL “911” TO SUMMON RESCUE SQUAD, COUNTY POLICE, FIRE DEPARTMENT

**REQUEST ESCORT SERVICE AT RECEPTION DESK OR CALL SECURITY OFFICER
PVCC RECEPTION DESK -- DIAL “0”
SECURITY OFFICER CELL PHONE -- DIAL 981-6362**