



# WNC CARSON CITY



## KEY PHONE NUMBERS

### CARSON CITY

MAIN LINE	775-445-3000
FACILITIES	775-445-4403
• AFTER HOURS	775-721-0780
EH&S	775-445-3327
PUBLIC SAFETY	775-230-1952
NIGHT ADMIN.	775-230-2588
SECRET WITNESS	775-445-3258

(For Hospital telephone #'s  
see Bloodborne Pathogen tab)

WESTERN NEVADA COLLEGE

# EMERGENCY PROCEDURES

# CARSON CITY CAMPUS

WNC campus personnel should report all incidents involving theft, damage to state property, and significant personnel injury to WNC administration or WNC Safety, and file incident reports with WNC Public Safety or Environmental Health & Safety. Building and grounds issues should be reported to WNC facilities. For hazardous and other regulated waste issues contact EH&S.

All WNC Campus personnel can receive mass notification messages from both CodeRed and the campus siren system.

## FIRST AID

Automated Electronic Defibrillators (AED) located:

- In all buildings with public access, in visible locations.

Portable emergency supply boxes located:

- In key buildings; use WNC Public Safety to locate.

First aid kits located:

- Visible in all buildings and in all shops and labs.

Spill kit, emergency eye wash and/or shower located:

- In all Welding, Automotive and Machine Tool shops and Nursing, Chemistry or Biology labs.

## GENERAL GUIDELINES - CARSON CITY

## CALL 911 OR 9911 FROM CAMPUS PHONE

WHEN FIRE OR SMOKE IS DISCOVERED, R.A.C.E. TO RESPOND!!



**RESCUE OR REMOVE** anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use elevators.

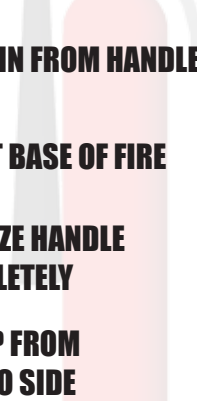
**ACTIVATE THE ALARM** by pulling the nearest fire alarm pull station and call 911 or 9911 from a campus phone.

**CONFINE OR CONTAIN** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.

**EXTINGUISH** the fire with a portable fire extinguisher, if safe.

**EVACUATE** the area. Use fire extinguishers on small fires only; trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition.

How to use a  
Fire Extinguisher

A diagram of a fire extinguisher is shown in the background of the instructions. The instructions are listed vertically, each preceded by a large letter: **P** PULL PIN FROM HANDLE, **A** AIM AT BASE OF FIRE, **S** SQUEEZE HANDLE COMPLETELY, and **S** SWEEP FROM SIDE TO SIDE.

**P** PULL PIN FROM HANDLE  
**A** AIM AT BASE OF FIRE  
**S** SQUEEZE HANDLE COMPLETELY  
**S** SWEEP FROM SIDE TO SIDE

## BUILDING FIRE

# NATURAL DISASTER

## EARTHQUAKE

- Call 911 and WNC Public Safety for the seriously injured and report damage.
- Remain clear of any objects (non-structural hazards) that may fall, collapse or give way.
- Check for injured people; if trained, render help.
- Do not use cell phones or matches in case of gas leaks.
- Cooperate with first responders.
- Beware of possible aftershocks.
- Account for all college personnel and students.
- If building is severely damaged, remain outside; move away from building, watch for power lines, aftershocks and roadway issues.
- Warn or restrict off-campus travel if road status may be hazardous, until the road status is known.

## IN GENERAL

- Assist others.
- Locate and turn off all gas lines (when necessary).
- If necessary move all hazardous, flammable, and corrosive chemicals to safer location.
- Use CodeRed, media and website for mass notification as necessary provided building atmosphere are not explosive.

## FLOOD

- Evacuate flooded area to higher ground as needed.
- Never drive, walk, or pass through rushing water.
- Prevent others from entering dangerous areas.
- Look for hazards such as electrocution, water or gas leaks.

## KEY PHONE NUMBERS CARSON CITY CAMPUS

### Carson City

WNC PUBLIC SAFETY	775-230-1952
WNC FACILITIES	775-445-4225
WNC SAFETY DIRECTOR	775-230-2588

# NATURAL DISASTER - QUAKE/FLOOD/SEVERE WEATHER



# ACTIVE SHOOTER - RUN, HIDE OR TAKE ACTION

## RUN - EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind (take cell phone)
- Help others escape, if possible
- Take your physical and medical condition into consideration (may need to run a great distance very quickly; weigh the option of hiding instead)
- Don't get tunnel vision, be aware of surroundings
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

## TAKE ACTION

Only when your life is in imminent danger, attempt to disrupt and/or incapacitate an active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Working as a team
- Committing to your actions

## KEY PHONE NUMBERS CARSON CITY CAMPUS

**WNC PUBLIC SAFETY 775-230-1952**

## HIDE OUT

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

In addition:

- Do not trap yourself or restrict your options for movement
- Lock the door (and check it)
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions, computers)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**PAGE TWO**

# ACTIVE SHOOTER - RUN, HIDE OR TAKE ACTION

# ACTIVE SHOOTER - FLEE, HIDE OR TAKE ACTION

## IN GENERAL

Law enforcement's purpose is to stop the active shooter as soon as possible.

Officers will proceed directly to the area in which the last shots were heard.

Quickly determine the most reasonable way to protect your own life.

Remember that others are likely to follow the lead of faculty and staff during an active shooter incident.

Only when your life is in imminent danger should you attempt to **TAKE ACTION** towards the shooter.

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Officers usually arrive in teams of two or four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

## HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

## INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

# CHEMICAL OR BIOLOGICAL SPILL

## EVACUATE THE IMMEDIATE AREA

- Call 911 for medical assistance or if serious contamination exists.
- Secure the area, prevent the spread of contamination, damage or injury – use absorbent mats and oil booms, appropriate spill materials and personal protective equipment (PPE). Additional supplies are available at WNC Public Safety and WNC EH&S.
- Allow only trained personnel in proper PPE to enter.
- Seal/secure/store other hazardous materials.
- Notify appropriate personnel – Instructor, WNC Public Safety, appropriate department head, and WNC EH&S. Call WNC Facilities to shut down HVAC if spill is large or dangerous.
- Use the MSDS/SDSs to determine the proper PPE, potential hazards and treatment for exposure.

## KEY PHONE NUMBERS CARSON CITY CAMPUS

**WNC PUBLIC SAFETY    775-230-1952**  
**WNC FACILITIES        775-721-4225**  
**NATIONAL POISON CONTROL CENTER**  
**800-222-1222**

## Chemical splash to eyes

- Immediately wash/rinse with clean water for a long period
- Hold eyelids open/irrigate eyes with water

## Chemical splash to skin

- Remove contaminated clothing or materials
- Read MSDS/SDS for proper response.

## GENERAL GUIDELINES

### (See MSDS/SDS for specifics)

- For flammable liquids use activated carbon or absorbent pads and socks. Mix material thoroughly; remove using dustpan and broom, seal and place in flammable storage container. Ventilate to the outside as possible.
- Use tongs to remove broken glass/sharps.
- Acids/bases - apply caustic neutralizer soak up and reapply to bases. For acids, apply acid neutralizer, monitor PH and clean using paper towels or absorbent pads. Wash and neutralize the area thoroughly with soap and water. Verify the PH when neutralizing.
- To dispose of spill materials, place in suitable containers, label containers and notify WNC EH&S for pickup.
- For additional spill materials see WNC Public Safety, EH&S or lab/shops.

# CHEMICAL OR BIOLOGICAL SPILL

# BLOODBORNE PATHOGEN INJURY SPILL OR NEEDLE STICK

## IMMEDIATELY

- ✓ Cleanse, flush injury and remove contaminated clothing.
- ✓ Notify WNC Public Safety, the instructor, department head, Human Resources, and WNC EH&S.
- ✓ Seek a medical evaluation at the nearest emergency room within as soon as possible after exposure.
- ✓ Continue with follow-up medical care!

## FOLLOW UP

The individual will need to receive expedited professional medical assistance and guidance for the exposure.

- Identify the source of the contamination and work to test the fluid's source.
- Prevent further contamination by properly disposing of contaminated materials using appropriate protective equipment, appropriate cleaning materials and disposal methods.
- Follow procedures and directions for injury and worker's compensation documents, but to maintain confidentiality, report name and Social Security Number directly to BCN Risk Management.

### KEY MEDICAL CARE ADDRESSES

**Carson City**  
**CARSON TAHOE ER**  
1600 Medical Pkwy

**Reno**  
**RENOWN ER**  
10101 Double R Blvd

### KEY PHONE NUMBERS

**Carson City**  
**CARSON TAHOE ER** 775-445-8000  
**WNC PUBLIC SAFETY** 775-230-1952  
**WNC EH&S** 775-445-3327

**Reno**  
**RENOWN S. MEADOWS** 775-982-7144

# BLOODBORNE PATHOGEN - INJURY, SPILL OR NEEDLE STICK

## UTILITY OUTAGE

### TELEPHONE OUTAGE

- Between the hours of 7:30 am and 4:30 pm Monday – Friday, contact Facilities.
- If no response, contact WNC Public Safety.

### WATER/SPRINKLER/SEWAGE LEAK/DAMAGE

- Contact WNC Facilities to resolve the issue. If Facilities cannot resolve the issue, contact WNC Public Safety.
- If in a shop or lab, instructor must secure all experiments and chemicals until outage ends.
- If necessary, evacuate the building or kill power to the building (electrical hazard).
- In the case of sewage, avoid contact and evacuate that area of the building.
- Prevent access to damaged areas by campus personnel or those not necessary for stopping the flow.

### COMPUTER OUTAGES

- Contact the Computing Services Customer Service fix line. Watch for email notifications of the repair.
- If no response, contact WNC Public Safety.

### GAS SMELL/LEAK

- Contact WNC Facilities or WNC Public Safety or WNC EH&S.
- If a strong gas smell (rotten eggs) persists, call 911 or Southwest Gas
- If necessary, evacuate building; do not use equipment/cell phones.
- If in a shop or lab, instructor must secure all, equipment, experiments and chemicals, shut off main gas line to building. See shutoff locations online in WNC's website.
- Open doors and windows to ventilate.

### POWER OUTAGES

- Contact WNC Facilities and WNC Public Safety to turn off the building main disconnect if phase problems or switchgear noise is detected.
- Then contact NV Energy if problems in de-energitation or re-energitation exist.
- After hours or on weekends, notify WNC Public Safety.
- Shop or lab instructors need to secure all equipment, experiments and chemicals.

### KEY PHONE NUMBERS

<b>WNC Public Safety</b>	<b>775-230-1952</b>
<b>Southwest Gas</b>	<b>775-882-0193</b>
<b>WNC Facilities</b>	<b>775-721-4225</b>
<b>Computer Fix Line</b>	<b>775-495-4290</b>
<b>NV Energy</b>	<b>775-834-4100</b>
<b>WNC EH&amp;S</b>	<b>775-445-3327</b>

## UTILITY SERVICE ISSUES

## CAMPUS VIOLENCE

### IN GENERAL

- If weapons are involved or physical altercation, call 911.
- Don't interfere in physical altercations.
- If safe, attempt to separate those involved and move them to separate areas.



**STOP**  
**POTENTIAL VIOLENCE**

**ANONYMOUS HOTLINE**

**775-445-3258**

**OR**

**WNC PUBLIC SAFETY**

**775-230-1952**

**SEE SOMETHING, SAY SOMETHING**

**CAMPUS VIOLENCE**

# EXPLOSION/BOMB THREAT/SUSPICIOUS PACKAGE

## EXPLOSION

- Attempt to take cover from explosion, under desks, behind walls or furniture to get protection from flying debris.
- Call 911 and contact WNC Public Safety.
- Evacuate immediately after the explosion. Help others in need.
- Provide CPR or first aid, assist the walking wounded.
- Upon exiting buildings, move more than 150 yards away from explosion site.
- When out of building, attempt to account for all college personnel and students. Report to WNC Public Safety or emergency responders anyone unaccounted for, gas leaks, power outages, spilled chemicals, fires etc..
- Be aware of follow on hazards such as natural gas leaks, fire, additional explosions and other plumbing and utility issues.

## BOMB THREAT

- If you receive the threat by phone, remain calm and keep the perpetrator on the line and simultaneously ask adjacent college personnel for assistance in notifying other 911 and WNC Public Safety immediately.
- Ask as much information about location, timing, type of bomb as possible. Attempt to complete WNC Bomb Threat Checklist.
- WNC Public Safety and others will assist all students and college personnel and people with disabilities exiting the building(s).
- Mass notification system use should be evaluated.
- Give law enforcement the incoming phone number, if known.

## SUSPICIOUS PACKAGE

- Contact WNC Public Safety and report suspicious package or item; if determined to be of a suspicious origin, they will contact local law enforcement, 911.
- Isolate the appropriate building and any adjoining areas. Isolate people who have been exposed if the package has been opened (possible chemical or biological exposure).
- Evacuate everyone in the area, with the exception of the emergency responders.
- Do not use any cellular devices or radios near the package.
- Call Facilities to turn off building HVAC, thereby attempting to prevent any spread of contamination.
- Follow any directives given by emergency responders.
- Powders can be anthrax, other dangerous chemicals or biological hazards.

### KEY PHONE NUMBERS CARSON CITY CAMPUS

Carson City  
WNC PUBLIC SAFETY 775-230-1952

# EXPLOSION - BOMB THREAT/SUSPICIOUS PACKAGE

# EXPLOSION/BOMB THREAT/SUSPICIOUS PACKAGE

## WNC BOMB THREAT CHECKLIST

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

### QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb? \_\_\_\_\_

3. What does it look like? \_\_\_\_\_

4. What kind of bomb is it? \_\_\_\_\_

5. What will cause it to explode? \_\_\_\_\_

6. Did you place the bomb? \_\_\_\_\_

7. Why? \_\_\_\_\_

8. What area are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

11. Exact wording of the threat: \_\_\_\_\_

12. Gender of the caller: \_\_\_\_\_

13. Race of the caller: \_\_\_\_\_

14. Age of the caller: \_\_\_\_\_

### 15. THREAT Language:

Well spoken

Incoherent

Foul

Taped

Educated

Irrational

Message read by threat maker

### 16. SEEK TO IDENTIFY BACKGROUND NOISE:

Street

Factory machinery

Animal noises

Voices

Clear

PA System

Static

Music

Local

House noise

Long distant

Noises

Phonebooth

Car motor

Office

Other \_\_\_\_\_

### 17. CALLER'S VOICE:

Calm

Disguised

Nasal

Angry

Broken

Stutter

Slow

Sincere

Lisp

Rapid

Giggling

Deep

Crying

Squeaky

# EXPLOSION - BOMB THREAT/SUSPICIOUS PACKAGE