

# 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



### **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](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.**