



COLLEGE *of the* SEQUOIAS

VISALIA • TULARE • HANFORD

ALL PURPOSE & OUTDOOR  
**FIRST AID KIT**



*First-Aid Guide*  
immediate care for  
injured or ill patients

# EMERGENCY PREPAREDNESS

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# Emergency Phone Procedures

## Police – Fire – Medical

# 9-1-1

### ***Reporting an Emergency***

***When you dial 9-1-1 to report an emergency, give the following information:***

1. Nature of emergency (describe clearly and accurately).
2. Exact address or building, floor, and area.
3. Telephone number from which you are calling.
4. Your full name. ***Do not hang up*** as additional information may be needed.

If you are unsure about the seriousness of a situation, dial (559) 730-3999 to speak with a dispatcher or officer from District Police. Please program these numbers into your cell phone.

### ***Emergency Phones (Code Blue Phones)***

Emergency/duress phones (blue lighted phones) are located throughout campus, and inside each elevator. Phones provide immediate access to the District Police (no need to dial 9-1-1); follow directions on phone. A map showing locations of emergency/duress phones is available on the District Police website at <http://www.cos.edu/StudentServices/Maps/Pages/default.aspx>

### ***Other Campus Phone Numbers:***

**Facilities**, or (559) 730-3969

**District Police**, 3999 or (559) 730-3999 (dial 9-1-1 for emergencies)

### **PLEASE WRITE YOUR INFORMATION HERE**

BUILDING NAME \_\_\_\_\_

FLOOR \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

## ■ Introduction

Emergencies, accidents and injuries can occur at any time and without warning. Sequoias Community College District has established procedures for you to follow so that the effects of such situations can be minimized.

This guide will acquaint you with basic safety procedures. Please read it thoroughly BEFORE an emergency occurs, and become familiar with campus emergency response procedures. This will enhance your chances of protecting yourself and others in an emergency situation.

### ***How to Prepare***

#### ***What can I do to be better prepared?***

Read this pamphlet carefully and keep it handy. The ATT telephone directory also contain vital emergency information.

Know your building's floor plan. Know where the stairs and fire extinguishers are located.

Know the locations of alternate exits from your area.

If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Be prepared for a 72-hour stay on campus in case of a serious emergency. Keep on hand such personal items as:

- Medications (must be properly safeguarded)
- Flashlight and batteries
- Books, pack of cards, etc.
- Some food items such as nutrition bars
- Water in bottles or other containers
- Sweater, comfortable shoes

Take advantage of training programs such as:

- Injury and illness prevention program
- First Aid classes, offered by the American Red Cross

Prepare yourself and your family at home so they will know what to do, where to go, and how to cope in an emergency situation.

<http://www.redcross.org>.

## ■ Medical Emergencies

In the event of a serious illness or injury on campus, immediately call 9-1-1 from a campus phone. If you notice any jewelry with an inscription of medical information, bring it to the dispatcher's attention. Give appropriate first aid until Public Safety personnel arrive; have someone escort personnel to the scene.

### **Do not move the victim until EMS Personnel arrives**

#### ***FIRST AID TIPS:***

- **BLEEDING**

**Call 9-1-1.** Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand. Maintain steady pressure for 5 to 15 minutes. If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

- **CHOKING**

**Call 9-1-1.** Do nothing if the victim is moving air by coughing or gasping. If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up.

- **SEIZURE**

**Call 9-1-1.** Protect victim from self-injury. Keep victim comfortable until emergency personnel arrive. Watch for vomiting.

- **SHOCK**

**Call 9-1-1.** Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive

- **UNCONSCIOUS / UNRESPONSIVE**

**Call 9-1-1.** Check for a pulse by gently pressing the side of the victim's throat.

***Check for Breathing:*** If victim is not breathing and an AED is available, open AED and apply. Administer CPR as required.

Initiate Rescue Breathing. If you don't know CPR, continue with Rescue Breathing.

**Rescue Breathing:** Gently tilt the head back to open the airway; watch chest and listen for air from mouth. If not breathing, pinch the nose and give 2 slow, full breaths. Watch the chest rise and fall during each breath. Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive.

## ■ Earthquake

### *What happens during a major earthquake?*

- Things may fall and break: ceiling tiles, bookcases, file cabinets, and other furniture that has not been anchored to walls or floors.
- The motion may be severe; if you are standing, you may be thrown to the ground.
- Many services may stop working: lights, telephones, elevators, heat and air conditioning.
- Some exterior windows may break, causing shattered glass and strong drafts.
- Possible fires from broken natural gas lines, electrical short circuits, or other causes.
- The shaking may last only a minute or two, but there may be a number of aftershocks (over several days/ weeks/months).

During the earthquake:

- If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines, roadways.
- If inside a building, stay inside. Do not evacuate or go outside: falling debris could cause injury.
- Take cover beneath a desk or table or shelter in a doorway. PROTECT YOUR HEAD AND NECK.
- Keep away from overhead fixtures, windows, filing cabinets, bookcases, and other objects that could fall on you.
- Assist any disabled persons in the area and find a safe place for them.
- DO NOT USE ELEVATORS.



### ***What if you are in an elevator?***

- If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft, and nothing heavy can fall on you.
- If the power fails, the elevator will stop and lights will go off. Public Safety will respond as quickly as possible and advise you how rescue will occur. Upon rescue, take directions from emergency personnel

### ***After the earthquake:***

- Check for injuries, give or seek first aid. DO NOT MOVE INJURED PERSONS UNLESS NECESSARY.
- Alert emergency responders (Police, Fire, Medical) to situations requiring their attention.
- Assist any disabled persons in the area and find a safe place for them.
- Turn on a battery-powered radio, if you have one, to learn about what has happened.
- Replace telephone handsets that have been shaken off. Do not try to use telephones except to report fires or medical emergencies.
- Check doors for heat before opening. DO NOT OPEN DOOR IF HOT.
- Use handrails in stairwells; stay to the right. DO NOT USE ELEVATORS.
- Walk — DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Move to your assembly point by safest route available, unless otherwise instructed. Wait for and follow instructions from your Safety Coordinator. Be prepared for aftershocks and be prepared to evacuate to lower floors, if necessary.
- If away from your workplace at the time of the quake, do not return to your workplace unless so instructed by emergency personnel.

### ***What happens to the college during this time?***

Plans have been made for all essential college functions to continue on a temporary basis.

Personnel and facilities are designated to carry on operations on a limited basis. Alternate office facilities will be established, if necessary. COS will restore normal operations as soon as possible.

### ***Practice DUCK and COVER!***

## ■ Evacuation

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

**DURING EVACUATION:** If time and conditions permit, secure your workplace, and take with you important personal items such as car keys, purse, medication, glasses.

- Follow instructions from emergency personnel.
- Check doors for heat before opening. (*Do not open door if hot.*)
- WALK – DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

WALK – don't run!

### ***If relocating outside the building:***

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Contact District Police for Evacuation Chairs

### ***Evacuation Locations***

Evacuation maps indicate basic evacuation areas for buildings on campus. In the event of a fire alarm or general evacuation, please respond to the noted evacuation area.

All evacuation areas are designated by letters, in the event that some evacuation area's may be compromised due to prevailing wind or other reasons, you may be directed to an alternate location based on this lettering system.

In general, during evacuation from campus, you should respond to the closest evacuation point possible. Evacuation points for each campus are designated on the maps on pages 21-23.



Please pay close attention to the evacuation orders. Depending on the condition of evacuation, evacuation assembly areas may be specified due to the type of emergency and prevailing wind conditions.

## ***Evacuation of Disabled Persons***

### ***Non-ambulatory persons:***

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user. If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

### ***Visually Impaired Persons:***

Most visually impaired persons will be familiar with their immediate

work area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide” – offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

### ***Hearing Impaired Persons:***

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required.

Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. (“Fire. Go out rear door to the right and down, NOW!”)
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

## **■ Shelter in Place Procedures**

During certain emergencies, such as an active shooter on campus situation, weather emergencies or hazardous chemical spills, students, faculty and staff may be directed to “shelter in place” rather than evacuate the building.

In these types of emergency situations, notification of the type of emergency and direction to shelter in place will be communicated through the campus emergency notification system or direction from District Police Department personnel, faculty or staff, campus wide e-mail notification and other alert systems.

If directed to shelter in place:

- Stay inside the building or find a safe place to shelter in.
- Close and lock the door if in a classroom.
- Make sure all windows are closed and stand clear of any windows.
- Remain in shelter until notified otherwise by District Police or emergency personnel.

If the emergency involves an active shooter on campus, lock the building and room doors if safe to do so, turn off room lights, cell phones and remain quiet and in place until you are contacted by District Police or emergency personnel.

*“Run, Hide, Fight”* a video providing information on what to do to protect oneself in a situation involving an active shooter has been made available at <http://www.cos.edu/StudentServices/Police/Pages/Emergency-Preparedness.aspx>

We would like to acknowledge and thank the City of Houston Mayor’s Office of Public Safety and Homeland Security for the use of this video.

## ■ Fire Safety

### ***Prepare in advance:***

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door – in heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

### ***Fire on your floor:***

- Immediately call 9-1-1 and report location of fire.
- Activate fire alarm; alert others; move everyone away from area of fire.
- Use fire extinguisher on small (wastebasket-size) fires ONLY if it is safe to do so.
- For larger fires, GET OUT; close doors to confine fire as much as possible.
- If clothing catches fire, STOP...DROP...ROLL.
- Follow directions of emergency personnel, if present.

### ***When a fire alarm is activated on your floor:***

- Proceed to the nearest exit.
- Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present.
- Use stairway for exit; do not use elevator. Close stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- Do not return to area until instructed to do so by emergency personnel.

### ***If trapped in a room:***

- Place cloth material around/under door to prevent smoke from entering.
- Retreat. Close as many doors as possible between you and the fire.
- Be prepared to signal from window but DO NOT BREAK GLASS unless absolutely necessary (outside smoke may be drawn in).
- \* Call for help.

### ***If caught in smoke:***

Drop to hands and knees and crawl or crouch low with head 30 to 36" above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using blouse or shirt as filter.

### ***If forced to advance through flames:***

Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.

## **FIRE EXTINGUISHER INSTRUCTIONS**

**P**

PULL safety pin from handle.

**A**

AIM (nozzle, cone, horn) at base of the fire.

**S**

SQUEEZE the trigger handle.

**S**

SWEEP from side to side (watch for re-flash).

## **■ Chemical Spills, Toxic Fumes Release, Biological Release/Spills**

**Immediate Emergency:** Call 9-1-1,

District Police **Non-Emergency:** Call 3999 or (559) 730-3999.

### ***CHEMICAL AND SOLVENT SPILLS***

- If spill involves personal injury, remove clothing; flush with warm tapwater for 15 minutes; call 9-1-1.
- If immediate hazard exists or medical assistance is required, call 9-1-1.

For small spills / those not involving immediate danger to life or property:

- Confine the spill.
- Evacuate and secure the immediate area; limit access to authorized personnel.
- Notify area supervisor. Any spill that could POTENTIALLY cause injury to a person or property must be reported to Facilities or District Police.

### ***TOXIC FUMES RELEASE***

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and notify District Police. Do not re-enter the area until advised to do so by emergency personnel.

### ***BIOLOGICAL RELEASE / SPILL In the event of a biological release / spill***

- Decontaminate the spill with appropriate disinfectant and personal protection.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call District Police immediately.

### ***If a bloodborne pathogen exposure or needlestick injury has occurred***

- Go to the nearest sink and wash affected area with warm water and soap.
- Contact District Police and seek medical attention immediately.

## **■ Power Outage**

Notify Facilities Department at (559) 730-3969 during regular business hours (between 8 a.m. and 4:30 p.m.). After hours, notify District Police (559) 730-3999.

- If evacuation of the building is required, assist any disabled persons and exit by stairway.

**DO NOT USE ELEVATORS.**

- Laboratory personnel should secure →activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify Facilities or (after hours) District Police.
- When mechanical ventilation is interrupted, close fume hood sash; close all containers and put away chemicals. In some areas, respirators may be required until the situation is stabilized. Use natural ventilation, if available.
- Unplug all electrical equipment, televisions, computers, and audio-visuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.
- Contact District Police for information regarding scope and expected duration of outage.
- If evacuation is necessary, use flashlights or light sticks to evacuate to assembly point (see “Evacuation”).

***If people are trapped in an elevator:***

- Tell passengers to remain calm and that you will get help.
- Telephone District Police at (559) 730-3999.
- Talk to passengers until a police officer arrives.
- If trapped use the elevator phone to contact District Police

***Physical Threat or Assault / Workplace Violence***

If you are witness to violent acts or behavior, immediately ***move away from the incident***, then dial 9-1-1 to summon assistance.

Program 559-730-3999 in your cell phone.

## ■ **Workplace Violence**

If one or more of the following situations or activities is present in your workplace, then consider your workplace to be at ***potential*** risk of violence:

- Working alone at night and during early morning hours.
- Exchange of money.
- Availability of valued items such as money and jewelry.
- Availability of prescription drugs.
- Working with patients, clients, customers or students known or suspected to have a history of violence.
- Employees or former employees with a history of assaults or

- who exhibit belligerent, intimidating or threatening behavior.
- Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

Every campus office or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines college employees are at significant risk, the responsible manager or supervisor should contact District Police for additional information and training.

## ■ Bomb Threat

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all such calls must be taken seriously. If you receive a threat of any kind, immediately call District Police at **9-1-1**. If possible, get a coworker to do this while you continue talking with the caller:

- Permit the caller to say as much as possible without interruption. Then,  
Ask a lot of questions:
  - *Where is the bomb?*
  - *When is the bomb going to go off?*
  - *What kind of bomb is it?*
  - *What does the bomb look like?*
- Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the Bomb Threat Report on the following pages
- District Police will advise you if evacuation is necessary. Follow instructions given by District Police.

If there has been a threat, and you see a package or foreign object, **DO NOT TOUCH IT**. Immediately call **9-1-1** to report any unusual objects or items.

Bomb threats are assumed to be real and considered a threat to the college and its operations. If an explosion occurs at any time, report immediately to **9-1-1**.



## TELEPHONE BOMB THREAT CHECKLIST

**KEEP CALM:** Do not get excited or excite others.

**TIME:** Call received \_\_\_\_\_ am/pm Terminated \_\_\_\_\_ am/pm

**EXACT WORDS OF CALLER:**

**DELAY: ASK CALLER TO REPEAT.**

**Questions you should ask:**

A. Time bomb is set to explode? \_\_\_\_\_

B. Where located? Building \_\_\_\_\_ Floor \_\_\_\_\_ Area \_\_\_\_\_

**Voice description:**

☐ Male ☐ Female ☐ Young ☐ Old ☐ Middle-aged

☐ Calm ☐ Nervous ☐ Refined ☐ Rough

**Other Descriptors:**

Accent: ☐ Yes ☐ No Describe \_\_\_\_\_

Speech impediment: ☐ Yes ☐ No Describe \_\_\_\_\_

Unusual phrases \_\_\_\_\_

Recognize voice? If so, who do you think it was? \_\_\_\_\_

**BACKGROUND NOISE**

☐ Music ☐ Traffic ☐ Running motor (Type) \_\_\_\_\_

☐ Whistles ☐ Bells ☐ Horns ☐ Aircraft ☐ Machinery

☐ Tape recorder Other \_\_\_\_\_

**ADDITIONAL INFORMATION**

A. Did caller indicate knowledge of the facility? If so, how? In what way?

\_\_\_\_\_

B. What line did call come in on? \_\_\_\_\_

\_\_\_\_\_

C. Is number listed? ☐ Yes ☐ No ☐ Private number?

Whose? \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print: Name** \_\_\_\_\_ **Dept.** \_\_\_\_\_

## ■ Identifying Suspicious Package and Envelopes

*Some characteristics of suspicious packages and envelopes include the following:*

- Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
- Appearance
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discolorations, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

***If a package or envelope appears suspicious, DO NOT OPEN IT.***

## ■ Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.

- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor or a law enforcement official. If at home, contact the local law enforcement agency.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

## ■ What to do in the event of a CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

### ***In the event of a civil disturbance at COS:***

- If you are on campus, contact 911 or District Police at 3999. If you are off campus, call 9-1-1.
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Avoid the area of the disturbance.
- Continue with normal routines as much as possible.

If the disturbance is outside, draw your blinds, stay away from doors or windows, and most importantly, **STAY INSIDE!!!**

### ***Hostage situations***

1. Evacuate the area if possible.
2. Immediately notify the police (911). Be prepared to provide as much information about the situation as possible.
3. Respond to immediate needs of people involved in the crisis.

### ***Basic Guidelines if taken hostage***

1. Do not negotiate; trained negotiators from the District Police will conduct negotiations.
2. Remain calm.
3. Be cooperative.
4. Do not make threats
5. Be a good listener
6. Observe all you can
7. Avoid heroics

## **■ Emergency Notification Systems**

The District has several ways to provide emergency notifications for serious events which may occur at District locations.

You may be notified of emergencies via email, text, audible broadcast alerts or public announcement systems, or electronic alerts via District network computer displayed on the computer screen. These systems are available district wide for emergency notifications.

On the Visalia campus an additional alert pod is located in each classroom that receives a radio signal which then displays a text message.

In the event of a localized or district wide emergency you will be notified of the type of emergency and specific instructions of what you need to do.

## **■ Media Relations in an Emergency**

### ***Overview***

As a public institution, College of the Sequoias, its programs, activities and plans are of special interest to the general public. One of the important ways in which we communicate with the general public is through the mass media.

In order to ensure a professional relationship with the media, due diligence must be taken to ensure that information originating from the college is accurate, complete, reflects the official position of the organization and is released to the media and target publics in a timely manner.

The Public Information Office has been designated as the first and primary contact with the media. Most reporters will contact the PIO when they need information. They know they will be referred to the proper source for information quickly and that the PIO will respect their individual deadlines.

In the interest of orderly, consistent management of the information released to the media, the following guidelines have been established:

### ***Dealing with the media***

If you are contacted by the media, media relations personnel are available for assistance and support. PIO staff are prepared to handle the inquiry and, if necessary, set up a time for the reporter to interview you or someone else. In addition, PIO staff will provide you with as much information as possible and counsel you on what to expect during the interview. We will also provide the reporter with the appropriate information about you, including the correct spelling of your name, title and area of expertise. Please keep in mind that you are not required to talk to the media, and if you are uncomfortable doing that, we stand ready to assist.

### ***Times of crisis***

PIO staff members strive to be honest and forthright, particularly with information concerning an emergency, crime, controversy and other matters about which reporters have received information. If a member of the media contacts you during a crisis situation, please do not give out any information. Refer the caller to the Public Information Office, which is authorized to release information pertaining to these crisis situations. A proactive policy generally results in a fair and balanced account of what really happened, rather than a one-sided or distorted picture. Administrators are asked to keep the Public Information Office fully informed, in a timely manner, regarding such activities in their areas of responsibility.

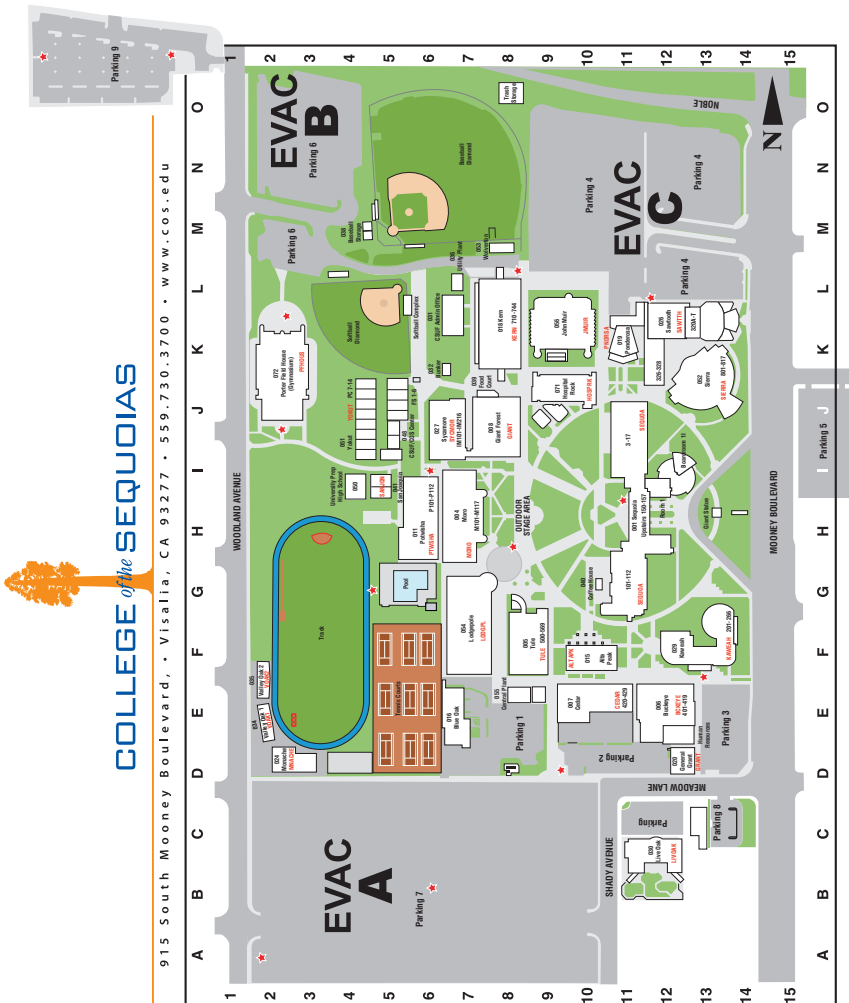
### ***Media access***

College of the Sequoias is a public institution and our campus/centers are public areas. Members of the media are welcome on college property as are members of the public, but they face the same restrictions as the public. They are not entitled to enter areas that are not open to the general public unless they have established

permission through the Public Information Office. In an emergency or crisis situation, they are subject to the same access restrictions that would apply to the general public in the interest of safety and to allow emergency responders to effectively do their jobs. Again, special media access may be established through the Public Information Office.

# Visalia Campus Evacuation Map

GRID	NUMERICAL LIST	Building Name	Barcode
G-11	001 Sequoia	ALPAP	ALPAP
H-6	006 Huckle	BLDCK	BLDCK
F-8	005 Tule	BLCK	BLCK
F-10	007 Buckeye	BANKER	BANKER
F-10	008 Forest	CEGAR	CEGAR
J-8	009 Grand Forest	CEGAR	CEGAR
H-6	011 Potlvis	CEGAR	CEGAR
H-6	015 Alta Peak	CEGAR	CEGAR
E-7	010 Blue Oak	HOSPITAL	HOSPITAL
E-7	012 Blue Oak	HOSPITAL	HOSPITAL
K-11	019 Penderosa	KANAWA	KANAWA
D-12	020 General Grant	KEVIN	KEVIN
D-24	022 Monsie	LODPOLE	LODPOLE
D-32	024 Sawtooth	MARPOSA	MARPOSA
K-13	025 Sawtooth	MARPOSA	MARPOSA
J-10	027 Sycamore	MARPOSA	MARPOSA
J-10	028 Sycamore	MARPOSA	MARPOSA
C-12	030 Live Oak	POTVISHA	POTVISHA
C-12	031 CSUP Admin Office	POTVISHA	POTVISHA
K-7	033 CSUP Admin Office	POTVISHA	POTVISHA
K-7	034 Valley Oak 1	POTVISHA	POTVISHA
K-7	035 Valley Oak 2	POTVISHA	POTVISHA
K-7	036 Valley Oak 3	POTVISHA	POTVISHA
K-7	037 Bassball Storage	POTVISHA	POTVISHA
J-7	039 CSUP Court	POTVISHA	POTVISHA
J-7	040 Coffee House	POTVISHA	POTVISHA
J-7	041 San Joaquin	POTVISHA	POTVISHA
I-5	042 San Joaquin	POTVISHA	POTVISHA
I-5	043 San Joaquin	POTVISHA	POTVISHA
I-5	044 San Joaquin	POTVISHA	POTVISHA
I-5	045 San Joaquin	POTVISHA	POTVISHA
I-5	046 San Joaquin	POTVISHA	POTVISHA
I-5	047 San Joaquin	POTVISHA	POTVISHA
I-5	048 San Joaquin	POTVISHA	POTVISHA
I-5	049 San Joaquin	POTVISHA	POTVISHA
I-5	050 San Joaquin	POTVISHA	POTVISHA
I-5	051 San Joaquin	POTVISHA	POTVISHA
I-5	052 San Joaquin	POTVISHA	POTVISHA
I-5	053 San Joaquin	POTVISHA	POTVISHA
I-5	054 San Joaquin	POTVISHA	POTVISHA
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I-5	066 San Joaquin	POTVISHA	POTVISHA
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I-5	068 San Joaquin	POTVISHA	POTVISHA
I-5	069 San Joaquin	POTVISHA	POTVISHA
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I-5	071 San Joaquin	POTVISHA	POTVISHA
I-5	072 San Joaquin	POTVISHA	POTVISHA
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I-5	080 San Joaquin	POTVISHA	POTVISHA
I-5	081 San Joaquin	POTVISHA	POTVISHA
I-5	082 San Joaquin	POTVISHA	POTVISHA
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I-5	099 San Joaquin	POTVISHA	POTVISHA
I-5	100 San Joaquin	POTVISHA	POTVISHA
I-5	101 San Joaquin	POTVISHA	POTVISHA
I-5	102 San Joaquin	POTVISHA	POTVISHA
I-5	103 San Joaquin	POTVISHA	POTVISHA
I-5	104 San Joaquin	POTVISHA	POTVISHA
I-5	105 San Joaquin	POTVISHA	POTVISHA
I-5	106 San Joaquin	POTVISHA	POTVISHA
I-5	107 San Joaquin	POTVISHA	POTVISHA
I-5	108 San Joaquin	POTVISHA	POTVISHA
I-5	109 San Joaquin	POTVISHA	POTVISHA
I-5	110 San Joaquin	POTVISHA	P



ALPHABETICAL LIST	Bldg.	No.	HR1	HR2	HR3	HR4	HR5	HR6	HR7	HR8	HR9	HR10	HR11	HR12	HR13	HR14	HR15	HR16	HR17	HR18	HR19	HR20	HR21	HR22	HR23	HR24	HR25	HR26	HR27	HR28	HR29	HR30	HR31	HR32	HR33	HR34	HR35	HR36	HR37	HR38	HR39	HR40	HR41	HR42	HR43	HR44	HR45	HR46	HR47	HR48	HR49	HR50	HR51	HR52	HR53	HR54	HR55	HR56	HR57	HR58	HR59	HR60	HR61	HR62	HR63	HR64	HR65	HR66	HR67	HR68	HR69	HR70	HR71	HR72	HR73	HR74	HR75	HR76	HR77	HR78	HR79	HR80	HR81	HR82	HR83	HR84	HR85	HR86	HR87	HR88	HR89	HR90	HR91	HR92	HR93	HR94	HR95	HR96	HR97	HR98	HR99	HR100	HR101	HR102	HR103	HR104	HR105	HR106	HR107	HR108	HR109	HR110	HR111	HR112	HR113	HR114	HR115	HR116	HR117	HR118	HR119	HR120	HR121	HR122	HR123	HR124	HR125	HR126	HR127	HR128	HR129	HR130	HR131	HR132	HR133	HR134	HR135	HR136	HR137	HR138	HR139	HR140	HR141	HR142	HR143	HR144	HR145	HR146	HR147	HR148	HR149	HR150	HR151	HR152	HR153	HR154	HR155	HR156	HR157	HR158	HR159	HR160	HR161	HR162	HR163	HR164	HR165	HR166	HR167	HR168	HR169	HR170	HR171	HR172	HR173	HR174	HR175	HR176	HR177	HR178	HR179	HR180	HR181	HR182	HR183	HR184	HR185	HR186	HR187	HR188	HR189	HR190	HR191	HR192	HR193	HR194	HR195	HR196	HR197	HR198	HR199	HR200	HR201	HR202	HR203	HR204	HR205	HR206	HR207	HR208	HR209	HR210	HR211	HR212	HR213	HR214	HR215	HR216	HR217	HR218	HR219	HR220	HR221	HR222	HR223	HR224	HR225	HR226	HR227	HR228	HR229	HR230	HR231	HR232	HR233	HR234	HR235	HR236	HR237	HR238	HR239	HR240	HR241	HR242	HR243	HR244	HR245	HR246	HR247	HR248	HR249	HR250	HR251	HR252	HR253	HR254	HR255	HR256	HR257	HR258	HR259	HR260	HR261	HR262	HR263	HR264	HR265	HR266	HR267	HR268	HR269	HR270	HR271	HR272	HR273	HR274	HR275	HR276	HR277	HR278	HR279	HR280	HR281	HR282	HR283	HR284	HR285	HR286	HR287	HR288	HR289	HR290	HR291	HR292	HR293	HR294	HR295	HR296	HR297	HR298	HR299	HR300	HR301	HR302	HR303	HR304	HR305	HR306	HR307	HR308	HR309	HR310	HR311	HR312	HR313	HR314	HR315	HR316	HR317	HR318	HR319	HR320	HR321	HR322	HR323	HR324	HR325	HR326	HR327	HR328	HR329	HR330	HR331	HR332	HR333	HR334	HR335	HR336	HR337	HR338	HR339	HR340	HR341	HR342	HR343	HR344	HR345	HR346	HR347	HR348	HR349	HR350	HR351	HR352	HR353	HR354	HR355	HR356	HR357	HR358	HR359	HR360	HR361	HR362	HR363	HR364	HR365	HR366	HR367	HR368	HR369	HR370	HR371	HR372	HR373	HR374	HR375	HR376	HR377	HR378	HR379	HR380	HR381	HR382	HR383	HR384	HR385	HR386	HR387	HR388	HR389	HR390	HR391	HR392	HR393	HR394	HR395	HR396	HR397	HR398	HR399	HR400	HR401	HR402	HR403	HR404	HR405	HR406	HR407	HR408	HR409	HR410	HR411	HR412	HR413	HR414	HR415	HR416	HR417	HR418	HR419	HR420	HR421	HR422	HR423	HR424	HR425	HR426	HR427	HR428	HR429	HR430	HR431	HR432	HR433	HR434	HR435	HR436	HR437	HR438	HR439	HR440	HR441	HR442	HR443	HR444	HR445	HR446	HR447	HR448	HR449	HR450	HR451	HR452	HR453	HR454	HR455	HR456	HR457	HR458	HR459	HR460	HR461	HR462	HR463	HR464	HR465	HR466	HR467	HR468	HR469	HR470	HR471	HR472	HR473	HR474	HR475	HR476	HR477	HR478	HR479	HR480	HR481	HR482	HR483	HR484	HR485	HR486	HR487	HR488	HR489	HR490	HR491	HR492	HR493	HR494	HR495	HR496	HR497	HR498	HR499	HR500	HR501	HR502	HR503	HR504	HR505	HR506	HR507	HR508	HR509	HR510	HR511	HR512	HR513	HR514	HR515	HR516	HR517	HR518	HR519	HR520	HR521	HR522	HR523	HR524	HR525	HR526	HR527	HR528	HR529	HR530	HR531	HR532	HR533	HR534	HR535	HR536	HR537	HR538	HR539	HR540	HR541	HR542	HR543	HR544	HR545	HR546	HR547	HR548	HR549	HR550	HR551	HR552	HR553	HR554	HR555	HR556	HR557	HR558	HR559	HR560	HR561	HR562	HR563	HR564	HR565	HR566	HR567	HR568	HR569	HR570	HR571	HR572	HR573	HR574	HR575	HR576	HR577	HR578	HR579	HR580	HR581	HR582	HR583	HR584	HR585	HR586	HR587	HR588	HR589	HR590	HR591	HR592	HR593	HR594	HR595	HR596	HR597	HR598	HR599	HR600	HR601	HR602	HR603	HR604	HR605	HR606	HR607	HR608	HR609	HR610	HR611	HR612	HR613	HR614	HR615	HR616	HR617	HR618	HR619	HR620	HR621	HR622	HR623	HR624	HR625	HR626	HR627	HR628	HR629	HR630	HR631	HR632	HR633	HR634	HR635	HR636	HR637	HR638	HR639	HR640	HR641	HR642	HR643	HR644	HR645	HR646	HR647	HR648	HR649	HR650	HR651	HR652	HR653	HR654	HR655	HR656	HR657	HR658	HR659	HR660	HR661	HR662	HR663	HR664	HR665	HR666	HR667	HR668	HR669	HR670	HR671	HR672	HR673	HR674	HR675	HR676	HR677	HR678	HR679	HR680	HR681	HR682	HR683	HR684	HR685	HR686	HR687	HR688	HR689	HR690	HR691	HR692	HR693	HR694	HR695	HR696	HR697	HR698	HR699	HR700	HR701	HR702	HR703	HR704	HR705	HR706	HR707	HR708	HR709	HR710	HR711	HR712	HR713	HR714	HR715	HR716	HR717	HR718	HR719	HR720	HR721	HR722	HR723	HR724	HR725	HR726	HR727	HR728	HR729	HR730	HR731	HR732	HR733	HR734	HR735	HR736	HR737	HR738	HR739	HR740	HR741	HR742	HR743	HR744	HR745	HR746	HR747	HR748	HR749	HR750	HR751	HR752	HR753	HR754	HR755	HR756	HR757	HR758	HR759	HR760	HR761	HR762	HR763	HR764	HR765	HR766	HR767	HR768	HR769	HR770	HR771	HR772	HR773	HR774	HR775	HR776	HR777	HR778	HR779	HR780	HR781	HR782	HR783	HR784	HR785	HR786	HR787	HR788	HR789	HR790	HR791	HR792	HR793	HR794	HR795	HR796	HR797	HR798	HR799	HR800	HR801	HR802	HR803	HR804	HR805	HR806	HR807	HR808	HR809	HR810	HR811	HR812	HR813	HR814	HR815	HR816	HR817	HR818	HR819	HR820	HR821	HR822	HR823	HR824	HR825	HR826	HR827	HR828	HR829	HR830	HR831	HR832	HR833	HR834	HR835	HR836	HR837	HR838	HR839	HR840	HR841	HR842	HR843	HR844	HR845	HR846	HR847	HR848	HR849	HR850	HR851	HR852	HR853	HR854	HR855	HR856	HR857	HR858	HR859	HR860	HR861	HR862	HR863	HR864	HR865	HR866	HR867	HR868	HR869	HR870	HR871	HR872	HR873	HR874	HR875	HR876	HR877	HR878	HR879	HR880	HR881	HR882	HR883	HR884	HR885	HR886	HR887	HR888	HR889	HR890	HR891	HR892	HR893	HR894	HR895	HR896	HR897	HR898	HR899	HR900	HR901	HR902	HR903	HR904	HR905	HR906	HR907	HR908	HR909	HR910	HR911	HR912	HR913	HR914	HR915	HR916	HR917	HR918	HR919	HR920	HR921	HR922	HR923	HR924	HR925	HR926	HR927	HR928	HR929	HR930	HR931	HR932	HR933	HR934	HR935	HR936	HR937	HR938	HR939	HR940	HR941	HR942	HR943	HR944	HR945	HR946	HR947	HR948	HR949	HR950	HR951	HR952	HR953	HR954	HR955	HR956	HR957	HR958	HR959	HR960	HR961	HR962	HR963	HR964	HR965	HR966	HR967	HR968	HR969	HR970	HR971	HR972	HR973	HR974	HR975	HR976	HR977	HR978	HR979	HR980	HR981	HR982	HR983	HR984	HR985	HR986	HR987	HR988	HR989	HR990	HR991	HR992	HR993	HR994	HR995	HR996	HR997	HR998	HR999	HR1000
Academic Services	001	12																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								





# Hanford Campus Evacuation Map

