

## Participant Reference Guide

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using the emergency contact number. No one will re-enter the building, for any reason, until local officials have declared the building safe.

### **Flood**

In the event of a flood, Redlands Community College staff and emergency rescue agencies will be notified as soon as possible. All participants and/or staff will assemble in classroom MM-125 of the Multimedia Lifelong Learning Center Building 9. Class coordinators will conduct a head count to ensure that all participants are present or accounted for. In the event a staff member is not present (after hours) participants will attempt to contact the class coordinator or other emergency contacts listed in this handbook. The contacted staff member will make note of the head count and attempt to coordinate rescue efforts.

### **Hazardous Material Spill**

In the event of a hazardous material spill that affects OCCDC, all participants and/or staff will follow the instructions of the responding emergency personnel. If class participants are required to evacuate, a class coordinator will conduct a head count to ensure that all participants have been evacuated. If a hazardous material spill should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the affected area, for any reason, until emergency personnel have determined that it is safe to do so.

### **Bomb Threat**

The Redlands Community College Security Office (405-422-6200) and the Training Academy Administrator (405-422-6296) will be notified immediately by the person who received the threat. Redlands personnel will search exits before any decision is made to evacuate the building. Should evacuation occur, participants, staff, and guests will meet north of the Cougar Crossing building. A search of all facilities will be conducted by Redlands Security Unit before persons are allowed to return to the building.

### **Gun Fire/Domestic Dispute/Assault**

Any life-threatening situation that is not directly covered in the above procedures should be dealt with as it would at your home or in your neighborhood. Call the Redlands Security office at 405-422-6200 or 911. Take cover or move to a safe, unaffected area. Do not try to intervene in any emergency situation, except to render aid to wounded or injured parties, and then, **only when it is safe to do so**. Notify your class coordinator or other OCCDC staff as soon as possible.