

Crisis Management Guide

The Danville Community College quick reference guide of phone numbers and information for medical emergencies, accidents, building evacuations, weather incidents, and lockdowns

Emergency numbers for Danville Community College:

Danville Dept. of Emergency Services: 911 (cell phone) 9-911 (campus phone)

DCC Security: 797-8533 (cell phone) 8533 (campus phone)

DCC Switchboard: 797-2222 (cell phone) 0 (campus phone)

DCC Maintenance: 797-8427 (cell phone) 8427 (campus phone)

Accidents or medical incidents:

If minor injury –

First aid kits are available in Division offices

If serious injury –

Emergency response kits are available in Division Offices

- 1) Call 911 (9-911 from a DCC phone)
- 2) Call Security at 8533
- 3) If a student is involved - Call Student Services at 8490
If an employee is involved - Call Human Resources at 8477
- 4) Call VP's Office at 8409 or Building and Grounds at 8427

Do not attempt to clean up spills of blood or bodily fluids.

Call Security or Maintenance for cleaning. Keep others away from these spills until Security or Maintenance arrives.

An Automated External Defibrillator (AED) is located in the main hallway of each building. These should only be used by trained first aid responders.

Evacuation of a building or buildings:

- 1) Leave the building immediately
- 2) Use appropriate exits. Do not use elevators
- 3) Assist the handicapped or those needing help
- 4) Go at least 50 yards from your building to the closest parking lot
- 5) Remain with your group so that a headcount can be made
- 6) Do not return to your building until instructed to do so by Security or College authorities.

Weather- related emergency:

- 1) Close all windows and blinds in the classroom
- 2) Move to hallways or windowless rooms on the ground floor of the building
- 3) Assist the handicapped or those needing help
- 4) Do not use elevators
- 5) Close doors to adjacent rooms
- 6) Stay away from windows and outside doors
- 7) Remain in the hallway until the all-clear has been given by Security or College authorities.

Lockdown of a building or buildings:

- 1) Students in a classroom should remain there. Students in hallways should seek shelter in the nearest classroom
- 2) Close and lock the classroom door
- 3) Close all windows and blinds in the classroom
- 4) Turn off all lights
- 5) Crouch down in areas that are out of sight from doors and windows
- 6) Remain quiet
- 7) Stay in the room until the Police or Security give the all-clear.