

Safety Information for Faculty/Staff

Programming Your Cell Phone:

- Sign up for AlertU in WebSMART to receive text messages in the event of campus emergencies.
- “ICE” your cell phone – Here’s how...

ICE stands for “In Case of Emergency.” If you add an entry in the “Contacts List” in your cell phone under ICE, with the name and phone number of the person that the emergency services should call on your behalf, you can save them a lot of time and have your loved ones contacted quickly. Emergency Personnel will turn to a victim's cell phone for clues to that person's identity.

Add Public Safety to your cell phone “contacts”.

If you are on campus with a cell phone and have an emergency, you may either need to call Public Safety or 9-1-1. Add "CSM Public Safety (650) 574-6415" to your contacts list. Just remember whenever you call 911 the call will also route to the Public Safety Office.

Disaster Preparedness:

- At the start of the semester you should:
 - Review the procedures to follow in the event of a major disaster at smccd.edu/publicsafety/emergencypreparedness.shtml.
 - Review the red 911 posters located in all classrooms. Locate your nearest exits, fire alarm, evacuation chairs, and AED.
 - Tell your students your pre-determined evacuation area. If evacuated, take roll once you get to the pre-determined area.
 - Consider putting emergency information in your course syllabus
- If you are teaching in labs and other areas that may have chemicals or other potential hazardous materials, be aware of safety hazards and requirements

Campus Security and Safety:

- Report suspicious people or something out of place immediately to Public Safety at (650) 574-6415. Question a person who seems out of place. They may be lost, or need help, or they may be waiting for the right moment to steal a purse or wallet from a desk or locker.
- If you are the last instructor to use a room for the evening, secure the room. Close the door and lock it if you have a key.
- You are responsible for your class. Do not leave students unattended in class, or arrange for them to be in buildings without supervision.
- Do not leave your door open or unlocked when you step out. Lock and secure all personal items.
- If you see a potential safety hazard anywhere on campus, report it to Public Safety at (650) 574-6415 or the Facilities Department at (650) 574-6113.

- Develop a mental plan for what you will do if instructed to “lock down and stay in place” or evacuate. (Can you lock yourself/barricade yourself in your office or classroom? What is your escape route?)

Employee Injuries:

- If you are injured at work, notify your supervisor immediately, and file a report with Human Resources.

Student Injuries:

- If a student is injured during class, notify Health Services at 650 574-6396 or Public Safety at (650) 574-6415 for assistance. An injury report will need to be completed.

Power Outages:

- Typically, classes will continue if there is sufficient light to effectively function. You will be notified by the administration if classes are to be dismissed.
- If classes are dismissed, close and lock the classroom if possible.
- If it is dark, contact Public Safety and your Building Monitor for assistance. They will assist those that need help in evacuating the buildings.

Parking:

- Always lock your vehicle. Do not leave valuables in plain view in your car.
- Do not drive onto the campus walkways. If you need to deliver something to a building or class, contact Public Safety who will assist you.

Computer and Records Information:

- DO NOT write your password down for others to see. Change your password frequently
- Spam, and attempts to get your info, is never ending. Just delete the bogus email.
- Be sure to secure confidential student documents.