

# Safety Information for Students

Welcome to the College of San Mateo. Please review this safety information carefully. These tips may save you time, money, and save lives in the event of a disaster or emergency.

## *Campus Security and Safety*

For a comprehensive list of safety information, visit the Public Safety website at [smccd.edu/publicsafety](http://smccd.edu/publicsafety).

- Sign up for AlertU at [smccd.edu/alertu](http://smccd.edu/alertu) to receive text messages in the event of campus emergencies.
- Don't leave your valuables unattended. Leave any valuables that you do not need for class in your vehicle trunk, or at home
- If walking at night is a concern to you, consider making friends in class and walk as a group. Public Safety also offers an escort service. Contact them at (650) 574-6415.
- Your family can call Public Safety to attempt to contact you in the event of a family emergency. We will not give your schedule to anyone, but will have Public Safety contact you to let you know that someone is attempting to contact you.
- Follow directions of campus staff for evacuations or sheltering in place.
- Notify your family if you change your routine, so they don't worry about you and unnecessarily report you as a missing person.
- If you are a high school student taking college classes, be aware you are in an "adult environment" here at the college.
- Be familiar with eye-wash stations if taking lab classes, first aid kits, fire alarm pull stations, location of fire extinguishers and exit routes.

## *Parking*

- Come early to class. During peak times, many parking lots will be full.
- Read the signs at the entrance of the parking lots. Some lots are restricted to staff parking only. Observe all posted signs in parking lots available for student parking. Some staff lots convert to student lots after 5 p.m.
- Permits are required during both day and night classes.
- Daily permits may be purchased for \$2.00 per day, from machines located in some parking lots. Keep in mind that machines can be touchy about the dollars or coins you are using, and they may not accept your money. In that event, you **must** go to another machine and purchase a permit to avoid a parking citation. Notify Public Safety at (650) 574-6415 that the machine is not functioning properly.
- When parking, make sure your car is completely within a marked parking stall, and do not leave valuables in plain view in your car.

## *Injuries*

- If you are get sick or are injured while on campus, you should go to the Health Center in Building 1 or contact Public Safety at 574-6415 to assist you. If you are injured in class, your instructor is required to complete an injury report.

## ***Disaster Preparedness***

- Carry a small pocket flashlight.
- Take a moment NOW to locate the following:
  - All exits from classrooms and buildings.
  - Fire Extinguisher (if available).
  - Eye wash stations (if you are taking any science lab or ceramic classes).
- Ask your Instructors for the evacuation areas in the event of an evacuation/emergency. Each CSM building has a designated evacuation area.
- Make a plan with your family of how you will “check-in” after a disaster strikes.
- If you have a cell phone, program in the Public Safety number 650 574-6415
- Understand procedures to follow in the event of a lock down (Take shelter, stay away from doors and windows, pull shades, turn off lights, remain quiet)

## ***Contacting Public Safety***

- Public Safety is located in Building 1.
- For life threatening **EMERGENCIES** or in-progress crimes, call **9-1-1**. 9-1-1 calls will also be immediately routed to Public Safety.
- Courtesy phones are located throughout the campus. For locations, check any of the red 911 posters in classrooms and campus buildings.

## ***Power Outages***

- A power outage can occur at any time. Be prepared and carry a flashlight, even if you attend day classes. Some rooms have few windows or ambient light.
- Some classes can continue if there is sufficient light. If there is not enough light, instructors will let you know if class is to be dismissed. Instructors should take roll before dismissing class, and assist in coordinating students to go in groups to their cars if it’s dark.
- The emergency lighting in buildings is designed to light the way out.
- Use caution when walking, or driving during a power outage.

## ***Behavior***

- Be aware of the rules regarding student conduct, as well as the drug, alcohol, skateboards, and harassment policies. Behavior that is disruptive to the learning environment, or offensive to others, may lead to disciplinary action. The Student Conduct Code and other policies can be found in the college catalog.

**Check the College Catalog, Semester Schedule, or College website for more information. The Public Safety website at [smccd.edu/publicsafety](http://smccd.edu/publicsafety) has more information and tips related to this handout.**