



This is a refresher for staff at the College of Marin. The Police Department has assembled a few suggestions, based on frequently asked questions, or problems. Please read them carefully. They may save you time, property, energy, and save lives in the event of a disaster.

Disaster Preparedness:

- **Read and KNOW all the suggestions in the “Student Safety Information”** handout.
- You will need to help students safely leave the buildings.
- Tell your students your pre-determined assembly point. Take roll before you evacuate.
- After your students are safely dismissed from your personal assembly point, you must report to the Emergency Assembly Area as designated in the Emergency Guidelines Booklet.
- Be aware of safety hazards and requirements of the subject you instruct.
- Don't forget Govt Code 3100 and 3101. You may be needed in the event of a campus emergency. Read the Emergency Guidelines Book and Emergency Operations Plan **NOW**, before you need it.
- Register your cell phone at www.alertu.org/mccd to receive text messages in the event of campus emergencies.

Campus Security and Safety:

- Report suspicious people or something out of place when you see it! Get the emergency contact numbers and put them in your cell phone **NOW**, before you need them (dialing 911 from a cell may get you CHP).
- 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, please turn off the lights and any equipment. Close the door and lock it if you have a key.
- Custodians secure the exterior doors to the buildings. Make sure the exterior doors close securely behind you when you leave. Our “automatic” closers are old and need your help.
- A College Police Officer will unlock the exterior doors to the buildings at KTD. For the majority of buildings at IVC, the first staff member present opens their particular building. Staff typically opens their own classrooms and offices.
- Access to campus buildings is limited during “off hours”. You must contact your supervisor and the police if you plan to be in a building during other than regular scheduled hours. (Board Policy 8.001 DP3)
- If you need a key issued to you for a room, contact your supervisor immediately to have one ordered. If you lose your key, contact the Police Department and District Locksmith to get a replacement. The police department can assist you in getting into your office or classroom, but it may take up to an hour for them to respond if they are dealing with urgent activities. Do not give keys to students. (Board Policy 8.0012)
- Do not leave students unattended in class, or arrange for them to be in buildings without supervision.
- If you have an office with public access, do not leave your door open or unlocked when you step out. Purses, personal items, computers, and briefcases have been stolen in moments. Even from office desks!
- If you see a potential safety hazard, report it to the Police Department 485-9455
- Report maintenance problems to Maintenance and Operations 485-9451.
- Check that you can lock yourself in your office or classroom, in the event of a “shelter in place” order.

Injuries:

- If you are injured at work, notify your supervisor immediately, and file a report with HR. If a student is injured during class, the instructor is required to complete an injury report. Injury report forms are available at the Health Center.
- The Health Center hours are: KTD: M-F 8AM to 3PM 485-9458
 IVC: Tues and Thur 1PM to 3PM (subject to change) 883-2211 xt 8120

Power Outages:

In addition to the items in the “Student Safety Information” handout, remember:

- Wait at least 15 minutes for power to restore.
- Take roll before dismissing class. Confirm students were okay when they left class.
- Close and lock up the classroom if possible.
- Assign groups to help each other get to their cars. Assist those that need help in evacuating the buildings.

Parking:

- If you are an instructor, tell students about the parking situation and give the “Student Safety Information” handout at your first day of class. It may help keep them out of the staff parking
- If you invite a guest to campus, be sure to explain the parking regulations to them in advance. The guest will need to have a permit. Contact your supervisor if you need a temporary permit for an official business guest. They are limited in availability.
- When parking, make sure your car is completely within a marked parking stall, and 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 police to receive authorization and traffic control prior to driving onto campus walkways.
- Remember your staff permit expires October 1st of every year. It is your responsibility to request a renewal. Forms are available on the Intranet, and in the mailrooms at both campuses. Forms are accepted at the Police Dept beginning in August. Send your renewal request at least a month in advance, in order to receive your permit, and not receive a citation. Put on the new permit as soon as you get it.
- If you receive a parking citation, law requires you contest any citation through the Marin Parking Authority. A form is available on the College Police website for your assistance.

Alarm Systems:

- If your office or area has an alarm system, be sure to get the code to the alarm.
- If you enter an area that you know has an alarm, go and look at the panel to be sure it is turned off. Don't assume someone has already turned it off.
- Arrange with fellow workers or custodians who will be the last one out, to set the alarm.
- If you have difficulty setting or turning off the alarm, call the police dispatcher at 485-9696 for help.
- If you THINK you turned off the alarm but the lights are still flashing, call the dispatcher for help. If the lights are still flashing, the system has called police to report a burglary. Please call the dispatcher immediately to avoid an unnecessary response.

Computer and Records Information:

- Set up a **password protected** screen saver. The screen will automatically “time-out” if you step away from your desk. This will guard from others accessing your computer in the event you forget to log off.
- DO NOT write your password down for others to see. Change your password occasionally.
- Install Anti-Virus and Spyware Removal software. Contact Information Technologies Dept.
- Don't open attachments that you didn't ask for, or expect to receive, even if it “appears” to come from a colleague. A virus can find legitimate email addresses, and then send from those addresses.
- Protect all documents that have personal data of others.
- Protect your own privacy. Don't respond to email requests to “verify your personal data for our records” (‘phishing’). The web sites for this look very convincing, but the data is used for ID Theft.
- Spam, and attempts to get your info, is never ending. Just delete the bogus email.

**Please contact the Police Department if you have questions or comments on this handout.
The College Police website has more information and tips related to this handout.
<http://www.marin.edu/police>**