



## In Case of Emergency: Quick Reference Guide

Be in the know. Sign up for [Brightpoint Alert](#). Review [additional information about safety and security](#).

### IN THE EVENT OF AN EMERGENCY

Call 911, or call the appropriate security number below. Note: If you call 911, you must still report the incident to the college's Security Services. You may also contact Security Services by using one of the emergency call boxes located in each building on the Chester and Midlothian campuses.

### COLLEGE SECURITY INFORMATION

If using a campus phone, dial 9. Note: If your call is not immediately answered, do not hang up. The security officer may be handling other calls or may be away from the desk. If they are away from the desk, your call will forward to the cell phone carried by the officer.

#### ***Chester Campus***

804-796-4025 (security desk)

Desk locations:

- Beacon Hall – B136 (next to lounge)
- Discovery Hall – lobby
- Goyne Hall – lobby
- Moyar Hall – 1st floor near M101
- Nicholas Center – lobby

#### ***Midlothian Campus***

804-897-6678 (security desk)

Desk locations:

- Administration Building – 1st floor lobby
- Hamel Hall – 1st floor in H113 (near H109)
- Eliades Hall – 2nd floor next to E215

- Trailblazer Hall – 1st floor lobby

## POWER OUTAGE AND TELEPHONE USE

If an emergency occurs that causes a power outage, campus phones may not operate. In such a case, if you need to report emergency information, the following locations have phones that will work:

Chester Campus – Nicholas Center security desk

Midlothian Campus – Administration Building security desk

## EMERGENCY NOTIFICATION

The college uses the following tools to notify employees, students and the public of an emergency situation: Brightpoint Alert (go to [brightpoint.edu/brightpointalert](http://brightpoint.edu/brightpointalert) to sign up for alerts), fire alarms, the public address system, email, employee voicemail, indoor security call boxes, electronic bulletin boards, website ([brightpoint.edu](http://brightpoint.edu)), security staff, area emergency coordinators, Facebook, Twitter and media outlets.

## EVACUATION OF BUILDING(S)

If a fire alarm sounds or you are ordered by security to evacuate, leave the building by the nearest marked exit (noted on the evacuation maps posted in each room). Do not use elevators. Unless otherwise instructed, you should proceed to the following locations:

### ***Chester Campus***

- Beacon Hall – Parking Lot A
- Discovery Hall – Parking Lot C
- Facilities – Parking Lot H
- Goyne Hall – Parking Lot A
- Moyar Hall – Parking Lot F
- Nicholas Center – Parking Lot I

### ***Midlothian Campus***

- Administration Building – Parking Lot C
- Eliades Hall – Parking Lot A
- Facilities – Parking lot next to Facilities building
- Hamel Hall - Parking Lot D
- Trailblazer Hall - Parking Lot C

## SEVERE WEATHER/TORNADO WARNING SHELTERS

In the case of severe weather, you may be instructed to proceed to the college's severe weather shelters. Go to the shelter closest to where you are at the time of the warning.

### ***Chester Campus***

- Beacon Hall – B112, B113, B118, B119, B121, hallways between B117/B119 and between B112/B115
- Discovery Hall – D116, D122, D125, D128, D130
- Facilities – P102 (mail room), restrooms
- Goyne Hall – A102
- Moyar Hall – M122, M130, M132, M134, M136, 1st floor hallways near M110/M114 and M132/M134
- Nicholas Center – N102

### ***Midlothian Campus***

- Administration Building – B115b, 1st floor hallway near B108
- Eliades Hall – E113, E115, E117
- Facilities – Restrooms
- Hamel Hall – H105, H107, H109
- Trailblazer Hall – The Lynn Theatre, T112

## EARTHQUAKES

If an earthquake occurs, immediately take the following steps:

If you are indoors:

- Drop to the ground.
- Take cover by getting under a sturdy desk or table.
- Hold on until the shaking stops.

If you are outdoors: Move quickly away from buildings, utility poles and other structures.

If you are in an automobile: Stop in the safest place available, preferably away from power lines and trees, and stay in your vehicle for shelter.

After the earthquake stops, college personnel will examine Brightpoint's facilities to determine if evacuations are needed.

## LOCKDOWN

Certain emergency situations may require the college to go on lockdown. If a lockdown is issued, you must remain in your office or classroom and lock or barricade all doors and windows. You must remain in place until an all clear is given by the Incident Commander or authorized college personnel.

## FIRE

In the case of a fire, follow these steps as you evacuate the building:

- If it can be done safely, close all windows and internal doors.
- If you are in an area filled with smoke, drop to the floor, and keep your head no more than 8–12 inches off the floor.
- Before opening any door, feel it for heat. Do not open doors that are hot.
- Do not use elevators.

## BOMB THREAT OR SUSPICIOUS DEVICE/PACKAGE FOUND

If you find a suspicious device/package, do not attempt to pick up the device/package. Do NOT sound the fire alarm, use 2-way radios or use cell phones as they may trigger an explosive device. Evacuate the immediate area, and report the device to the nearest security officer. Should you receive a phoned-in bomb threat, try

to get as much information as possible from the caller, and immediately report the call to Security Services.

## HAZARDOUS SPILL

In the event of a hazardous or suspected hazardous spill, secure the area, notify college personnel and those who work nearby, and report the incident to Security Services.

## SUSPICIOUS/DISRUPTIVE PERSON

If you have reason to believe that a person at a Brightpoint facility may represent a potential danger to themselves or others or if you have concerns about a person or their behavior, please report your concerns to the college's Threat Assessment Team using the [incident report](#). If the threat is immediate, call 911 or college security.

## ACTIVE SHOOTER

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your life.

1. Evacuate the area if possible.
  - a. Have an escape route and plan in mind before attempting to evacuate.
  - b. Leave your belongings behind.
  - c. Keep your hands visible.
2. If it is too dangerous to leave the area, hide.
  - a. Do not remain in an open hallway or area.
  - b. Hide in an area out of the shooter's view.
  - c. Block entry to your hiding place by barricading and/or locking the doors.
  - d. Silence your cell phone, mobile device, and/or pager.
3. Take action as a last resort and only if your life is in imminent danger.
  - a. Attempt to incapacitate the shooter.
  - b. Act with physical aggression and use nearby objects as improvised weapons.
4. Call 911 when it is safe to do so.

Note: The previous information cannot cover every possible situation that might occur.

## AREA EMERGENCY COORDINATORS

Area Emergency Coordinators (AEC) are available throughout the college to notify, direct and assist in the event of an emergency. You can review additional information about the [college's AEC program](#) online.

## AUTOMATED EXTERNAL DEFIBRILLATORS

### ***Chester Campus***

- Beacon Hall – outside B132A, outside B156
- Discovery Hall – wall outside restrooms Facilities
- Goyne Hall – outside room A101
- Moyar Hall – behind 1st floor security desk, outside M216
- Nicholas Center – outside N113, outside room N106, outside N150 reception area, outside N168, security desk in lobby

### ***Midlothian Campus***

- Administration Building – behind 1st floor security desk, next to stairwell (2nd floor)
- Eliades Hall – outside E117, outside E217, outside E321
- Facilities
- Hamel Hall – outside H110, outside H206, outside H320
- Trailblazer Hall – behind 1st floor security desk, Fitness Center (1st floor), elevators (2nd floor), elevators (3rd floor)

### **FIRST AID KITS**

#### ***Chester Campus***

- Discovery Hall – security desk
- Facilities
- Goyne Hall – security desk
- Moyar Hall – 1st floor security desk
- Nicholas Center – security desk in lobby, security office in N147

#### ***Midlothian Campus***

- Administration Building – 1st floor security desk
- Eliades Hall – 2nd floor security desk
- Facilities
- Hamel Hall – 1st floor security office in H113
- Trailblazer Hall – 1st floor security desk, Fitness Center (1st floor)