

SAFETY / EMERGENCY PROCEDURES

In Case of an Earthquake: "Duck, Cover, and Hold" - duck and drop to the floor, take cover under a desk or bench, hold on. DO NOT run outside. DO NOT evacuate until tremors cease or you are notified that it is safe to do so.

In Case of Fire: "Evacuate, Alert, Call" - Evacuate to the assembly area via a safe route, pull the nearest fire alarm and alert others, call 9-911.

Evacuation (fire, bomb threat, following an earthquake): From the Science and Math building assemble in parking lot #2 opposite the child care center. Remain there for a head count and further instructions. DO NOT attempt to leave campus, attempting to do so may interfere with emergency vehicle access.

Where are the nearest phones for emergencies: _____

Where is a fire extinguisher: _____

Where is the closest first-aid-kit: _____

WVC EMERGENCY PHONE NUMBERS

Life Threatening Emergency If using a cell phone: 408-299-3233	9-911
District Police (non-emergency) (via County Communications)	9-299-2311 request a WVC police officer
Safety Escort Service	Ext. 2092 Mon-Thu: 4PM-10PM
Student Health Services Emergency http://westvalley.edu/services/health/	Ext. 2027 Mon-Thu: 8:30AM-7PM Fri: 10AM-4PM
Poison Control	9-800-876-4766
Counseling Department http://westvalley.edu/services/counseling/	Ext. 2009 Mon-Thu: 9AM-7PM Fri: 9AM-4PM
Facility Problems	Ext. 4121 Mon-Thu: 7AM-5PM After Hours Ext. 2092 or 299-2311
Evening Administrator	Pager 9-593-2086 Mon-Thu: 6PM-10PM

If college phones are not working, use a cell phone, a pay telephone, emergency phones that are located on the outside of some campus buildings, or a fax telephone.

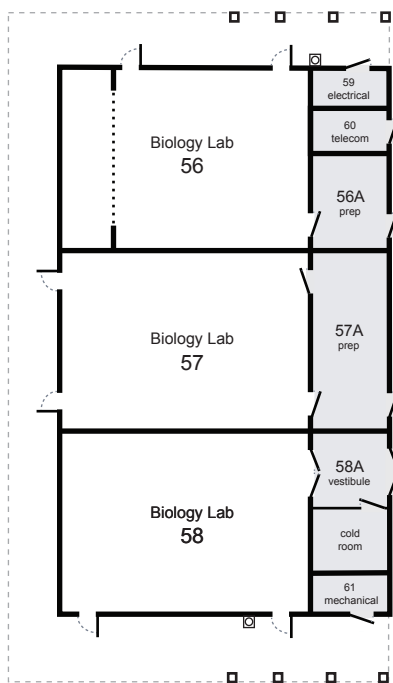
LABORATORY SAFETY

It is important to develop safe habits within the lab. Many of the reagents (chemicals) and equipment in an anatomy and physiology lab are potentially dangerous. However, as long as all participants follow several simple commonsense rules there is no danger. Practicing these simple habits now will protect you from potential injury in the lab and prepare you for a future clinical career where these practices must become second nature. Familiarize yourself with the following list and begin to make these practices habit. In time, safe behavior will become routine.

1. Read the exercise **before** coming into the lab. Poor organization in the lab is inefficient and poses a potential hazard. Not only will proper preparation increase your safety, it will also increase your understanding and enjoyment in the laboratory. A good laboratory practice is to prepare a notebook describing all of the activities to be performed and any potential hazards. All observations may also be recorded in this lab notebook.
2. Familiarize yourself with your surroundings - know where to find exits, fire extinguishers, eyewash stations, chemical showers, first aid kits, fire blankets, and other emergency equipment.
3. Assume that all reagents are poisonous and treat them accordingly. **Never** mouth pipette, use a mechanical pipetting device or bulb.
4. **Do Not** eat, drink, store food, or apply cosmetics in the lab. Beware of all habits that may increase hand to mouth (or skin) transmission.
5. Properly label all glassware (containers, pipettes, slides...). Unlabeled items are an unacceptable hazard. Thoroughly clean all glassware at the end of each exercise.
6. Use gloves when handling blood or other body fluids, preserved specimens, or live animals. Always cover any open cuts or abrasions with a sterile bandage before donning gloves and wash hands immediately after removing gloves.
7. Use safety glasses and protective clothing in all experiments in which solutions or chemicals are heated. Never leave any heat source unattended.
8. Dress appropriately - restrain long hair, loose clothing, and dangling jewelry. Wear protective covering (i.e. a lab coat or apron and covered shoes).
9. Maintain a clean work environment - Disinfect all work surfaces at the beginning and end of lab. Clean and put away all materials at the end of lab. Wash hands and remove protective clothing before leaving the lab.
10. Avoid spills - Do Not leave experiments unattended. Keep spillable and breakable items away from lab bench edges.
11. Use protective aids (i.e. test-tube clamps, hot pads) when handling hot glassware.
12. Report all spills or accidents no matter how minor to the instructor.
13. Keep your work space organized - avoid having to reach over or around items, remove unnecessary items from bench tops.
14. To prevent contamination by needle stick injuries always use new needles and lancets. Do Not replace needles in sheaths, place used needles and sheaths in a labeled puncture proof sharps container.
15. Follow correct disposal procedures - dispose of used materials promptly and in appropriate disposal containers: (if in doubt, check with the instructor)
 - dispose of uncontaminated broken glass in labeled glass disposal containers
 - dispose of needles and lancets in puncture proof sharps container
 - disposal of items contaminated with body fluids:
 - a. decontaminate glassware in 10% bleach prior to re-use or disposal
 - b. dispose of soft items (i.e. gauze, swabs...) in a labeled biohazard container
 - dispose of used chemicals in labeled and capped waste collection containers
16. Adhere to experimental procedures, unauthorized experiments are prohibited. Do Not begin an experiment or operate instrumentation before instruction is given.
17. Horseplay, pranks and other acts of mischief are dangerous and absolutely prohibited.
18. **WASH YOUR HANDS** before leaving the lab.

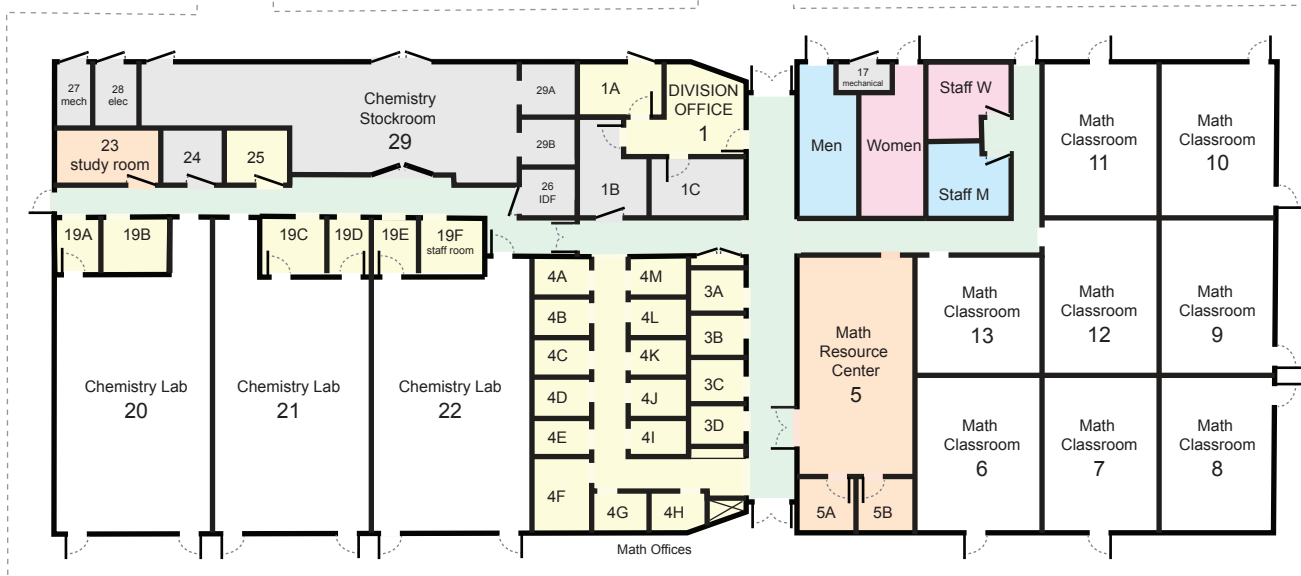
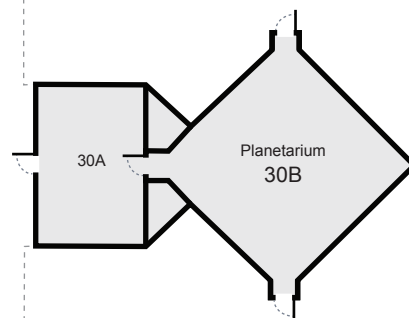
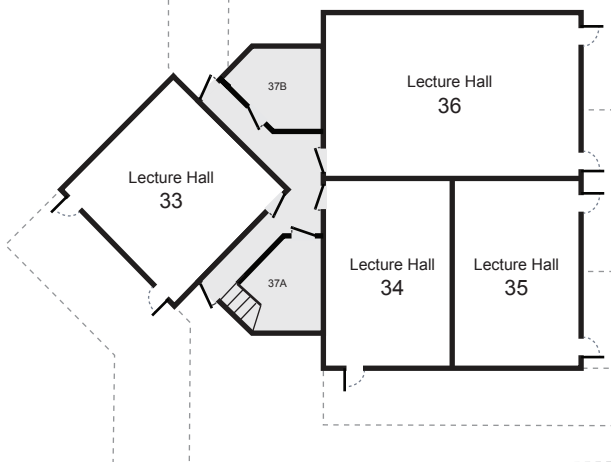
Science and Math Division

white	classroom
yellow	offices
orange	student study areas
grey	no student access
pink	womens restroom
blue	mens restroom



East - Fine Arts

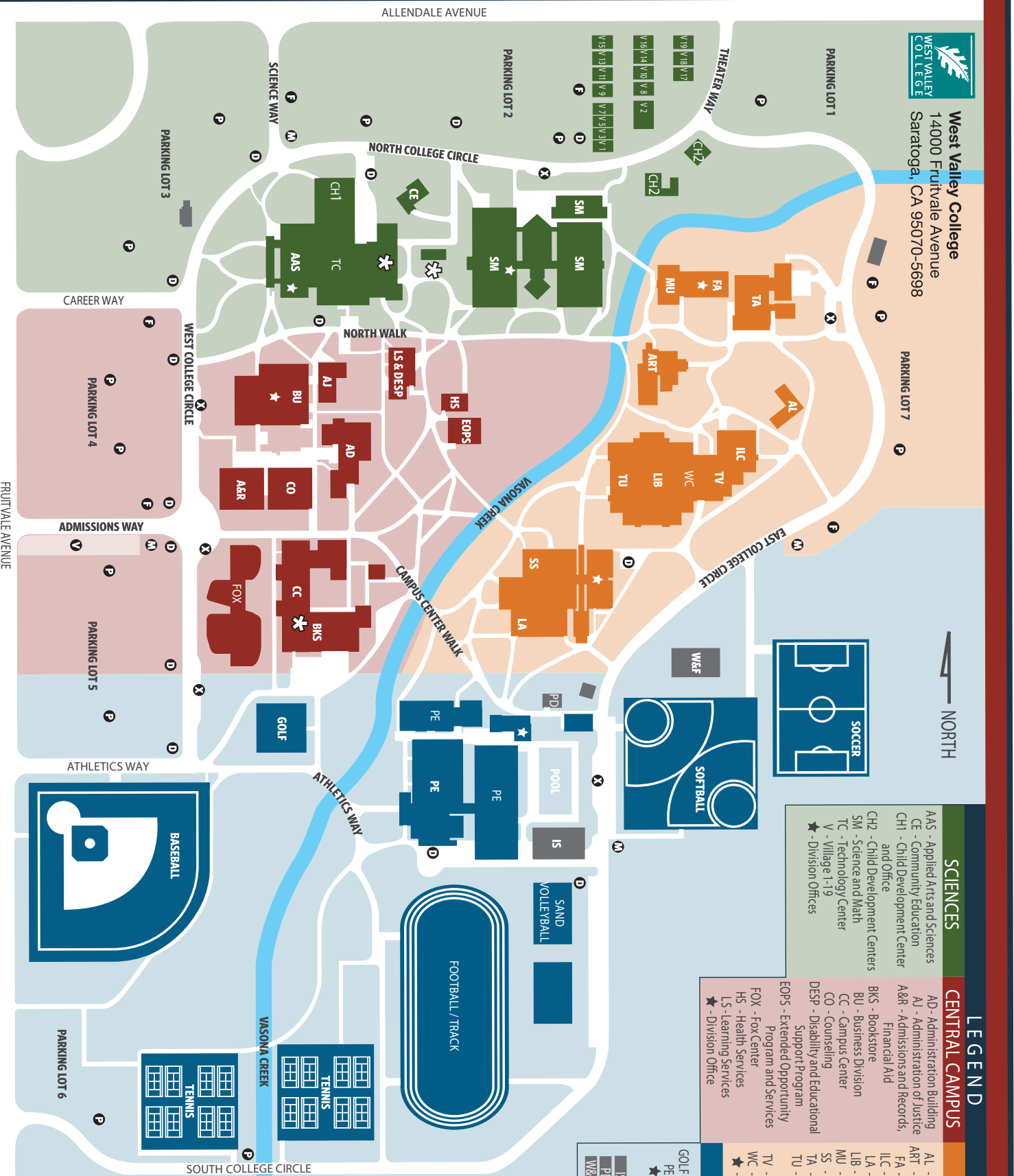
North - Parking Lot #2



West - Applied Arts & Sciences



West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070-5698



NORTH

SCIENCES

- AAS - Applied Arts and Sciences
- CE - Community Education
- CH1 - Child Development Center and Office
- CH2 - Child Development Centers
- SM - Science and Math
- TC - Technology Center
- V - Village 1-19
- ★ - Division Offices

CENTRAL CAMPUS

- AD - Administration Building
- AJ - Administration of Justice
- A&R - Admissions and Records, Financial Aid
- B&S - Bookstore
- BU - Business Division
- CC - Campus Center
- CO - Counseling
- DESP - Disability and Educational Support Program
- EOPS - Extended Opportunity Program and Services
- FOX - Fox Center
- HS - Health Services
- LS - Learning Services
- ★ - Division Office

LIBERAL ARTS

- AL - Art Lab
- ART - Art Studios
- FA - Fine Arts
- ILC - Interactive Learning Classroom
- LA - Language Arts
- LIB - Library
- MU - Music
- SS - Social Science
- TA - Theater Arts
- TU - Tutorial and Assessment Centers
- TV - Television Studio
- WC - Writing Center
- ★ - Division Offices

ATHLETICS

- GOLF - Golf Cage
- PE - Physical Education
- ★ - Division Office
- IS - Information Systems
- PD - Police Department
- W&F - Warehouse and Facilities

- P - Parking Machine
- D - Disabled Parking
- M - Motorcycle Parking
- F - Faculty/Staff Parking
- X - Drop Off Area
- V - Visitor Parking

Pardon Our Adjustments!
Look for updates on our website for alternate locations for the Campus Center and the Bookstore as construction is pending.
The temporary locations will be in AAS and the area next to SM.