

EMERGENCY ACTION PLAN**EARTHQUAKE**

1. If indoors, stay there. Get under a desk or table or stand in a corner or doorway.
2. If outdoors, get into an open area away from trees, buildings, wall and power lines.
3. After the shock subsides, get out of doors, well clear of buildings and trees.
4. In event of major damage or disruption, the Sheriffs will announce and implement evacuation procedures.
5. Identify and assist the injured.
6. Notify the Sheriff at extension 5311 of any serious hazards or injuries.
7. Do not return to an evacuated building unless directed to do so by Sheriff's personnel

FIRE

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm. Know where fire alarms are located in your building. **Write in location on front page space.**
2. Next, call the Sheriff's station at extension 5311. Give your name, department, and location of fire.
3. If the fire is small, you may wish to fight it with a fire extinguisher. **Write in location on front page space.**
4. If the fire is large, very smoky or spreading rapidly, evacuate immediately. Inform others in the building. If time permits, take purses and lock files and office doors before leaving. Walk, do not run, to the nearest exit. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to nearest exit, shout for help and wait until help arrives.
5. When fire alarms do sound, do not use elevators. Use stairwells only. Give assistance to (help carry, if necessary) all disabled persons using the stairs.
6. Evacuate to designated area on campus. Do not return to building until directed to do so by Sheriff's personnel.
7. Notify the Sheriff or firefighters on the scene if you suspect someone may be trapped inside the building.

CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with the criminal except in cases of self protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and her/his name, if known. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.
3. Call the Sheriff's station at extension 5311. Give your name, location and department. Advise dispatcher of situation, and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue, as much as possible, with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with persons creating the disturbance or with authorities on the scene.

EMERGENCY ACTION PLAN**SERIOUS INJURY**

1. Do not move a seriously injured person unless there is a life-threatening situation.
2. Call the Sheriff's station at extension 5311. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury of the injury or illness. Officers will arrange for paramedics/ambulance if required.
3. Keep victim as calm and comfortable as possible. You should list below the names of persons in your building/office who are trained in First Aid or C.P.R

BOMB THREAT

1. Bomb threats are usually received by telephone.
2. The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller.
3. Call the Sheriff's station at extension 5311, giving your name location and telephone. Inform the dispatcher of the situation, including any information you may have as to the location of the bomb, time it is set to explode and the time you received the call.
4. Inform your supervisor and/or department head.
5. Campus authorities will be responsible for the decision to evacuate buildings.
6. If you should observe a suspicious object, package, etc., report it to the Sheriff's station but under no circumstances should you touch it, tamper with it, or move it in any way.
7. If instructed to evacuate, move to the designated evacuation area.

CHEMICAL SPILLS/FIRES

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water. Use chemical showers if available.
2. IMMEDIATELY notify Sheriff's station at extension 5311.
3. Notify your supervisor/professor of the extent and location of spill, if possible.
4. If there is any possible danger, evacuate your area immediately.

POWER OUTAGE

The College has an emergency generator, which provides emergency lighting to many areas. All buildings are equipped with battery operated emergency lights mounted near all exit paths.

1. Call the Sheriff's station at extension 5311. Give your name, location and department. The dispatcher will immediately notify Plant Facilities of the outage and, if necessary, the Department of Water and Power.
2. Provide assistance to students, visitors and staff in your immediate area.
3. If you are trapped in an elevator, stay calm. Use the intercom or emergency button. Officers will be dispatched to your location.

8/14/2006

2006 Emergency Procedures and Information

In the event the emergency involves an injury please call 911 and then the sheriff's office and let them know that you called 911.

In the event of non-injury emergency, first contact the sheriff's office (Extension 5311) and then the appropriate office and your senior administrator.

Type of Emergency	Contact	DAYTIME Conditions for Closing Affected Area	EVENING Conditions for Closing Affected Area
<u>Electrical/Electricity</u> <ul style="list-style-type: none"> • Gerald Lee • Charles Jones 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • 20 ft. of candle light if there are no windows • If power will be off more than 2 hours 	<ul style="list-style-type: none"> • If power will be off more than ½ hour
<u>Water/Plumbing</u> <ul style="list-style-type: none"> • Gary Mayo 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • No restroom within 200 ft. 	<ul style="list-style-type: none"> • No restroom within 200 feet
<u>Telephone/Computers</u> <ul style="list-style-type: none"> • Vibha Gupta 	I.T. 5372 Sheriff 5311	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
<u>Air Conditioning</u> <ul style="list-style-type: none"> • Nick Crown • Charles Jones 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • If the air conditioner malfunctions causing the room temperature to go above 90 degrees or below 65 degrees for more than 4 hours 	<ul style="list-style-type: none"> • If the air conditioner malfunctions causing the room temperature to go above 90 degrees or below 65 degrees for more than 4 hours
<u>Gas</u> <ul style="list-style-type: none"> • Bill Englert 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • Immediate evacuation of the area (i.e. classroom, office) if there is an odor of gas as determined by the sheriff's office 	<ul style="list-style-type: none"> • Immediate evacuation of the area (i.e. classroom, office) if there is an odor of gas as determined by the sheriff's office
<u>Elevators</u> <ul style="list-style-type: none"> • Bill Englert 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • None—except for students with physical limitations will be excused 	<ul style="list-style-type: none"> • None—except for students with physical limitations will be excused
<u>Flooding</u> <ul style="list-style-type: none"> • Bill Englert 	Facilities 5238 Sheriff 5311	<ul style="list-style-type: none"> • Room declared inhabitable by sheriff's office 	<ul style="list-style-type: none"> • Room declared inhabitable by sheriff's office
<u>Construction</u>	Sheriff 5311	<ul style="list-style-type: none"> • If the construction activities initiate any of the conditions outlined to close the campus 	<ul style="list-style-type: none"> • If the construction activities initiate any of the conditions outlined to close the campus
<u>Other Emergencies and/or Security (Fire, Earthquake, Bomb Threat)</u>	Sheriff 5311	<ul style="list-style-type: none"> • Life threatening situation 	<ul style="list-style-type: none"> • Life threatening situation

Closing of the campus occurs under the following conditions:

- Conditions listed above occurs
- Campus wide outage of electricity or water for a period beyond 3 hours
- A campus, state or national security alert.

Closing of the campus will be announced; it is not necessary to call; you will be notified by a supervisor.

Spring 2007 Emergency Evacuation Plan

All individuals are to evacuate a building.

- At the sound of the fire alarm bell or directive to evacuate a building, please direct everyone to gather their belongings and immediately exit the building. Pay particular attention to disabled students and contact Sheriff to help disabled students and/or Sheriff will contact other rescue personnel.
- Individuals are to use the stairs.
- Everyone is to evacuate to the designated area and remain until information is received to return or exit the campus.
- All college personnel are to assist with the evacuations.

The highest ranking individual in the building is the Building Evacuation Lead (BEL). The lead is to do the following:

1. Contact the Sheriff Office (ext. 5311) to notify and to assist with evacuation.
2. Starting on the top floor make sure everyone leaves.
3. Walk through the building to make sure that everyone has left.
4. Remain with the evacuees until told to re-enter a building or to leave the campus.

Building	Evacuation area and other information	Senior Administrator	Administrator	Department Chair	Facilities/ Supervisor	Assembly Communication
Child Care Center	Lot 2 - (Exit it fenced off area East of Child Care Yard – with option to exit to Imperial via removable fence panel)	Henderson	Martinez	Cliff	Jones, C.	Paul Richards
Cox Building	Lot 2 – (Exit building following red painted arrows to the West and South unless otherwise directed)	Daniels	Walden	Brady	Cohen	Frank Le
Lecture Lab	Practice Field (Exit Building West and South)	Craig	Robertson	Carter	Campuzano	Gene Zamora
PE Complex Plant Facilities Sheriff	Practice Field (Exit Building South)	Zamora	Jefferson	Washington	Paniagua	Gene Zamora
Student Services	Lot 8 (Exit building South then East)	Robledo	Moy	Morris	Crown	Phil Jones
Tech Ed. Building	Lot 8 (Exit building East)	Gallagher	Norwood	Saakian	Tello	Phil Jones