

C | Mt. San Jacinto
College

EMERGENCY PLANNING GUID





STAFF AND FACULTY

Staff and faculty duties are as follows:

- 1) Take roll or ensure there is an accountability system for determining who is under your supervision at any given time.
- 2) Communicate necessary information to all students, staff, and investigating agencies.
Discuss procedures with students and staff.
- 3) Help with any emergency procedures such as evacuation, lockdown, shelter-in-place, etc.
- 4) Provide emergency guidance to students and other staff.
- 5) React as calmly as possible during an emergency and follow the directions of their Building/Area Captain, department head or the Incident Commander.
- 6) Know what individuals in your class or office may need extra assistance in evacuations.
- 7) Know location of the building's evacuation routes and emergency resources (fire extinguishers, evacuation chairs, AEDs, etc.)



CLASSROOM EVACUATION PLAN

Evacuation plan is as follows:

- 1) Evacuation team leader is the instructor.
- 2) Evacuation routes are posted on the wall. Evacuation chairs are available in buildings over two (2) stories.
- 3) Duties of the team leader during an evacuation:
 - a) Quickly remind class of evacuation procedure.
 - b) Remind class of established emergency assembly area and safely lead the class to the assembly area.

General Evacuation procedures:

(Instructor's Responsibility)

EVACUEE GUIDELINES FOR STUDENTS & STAFF

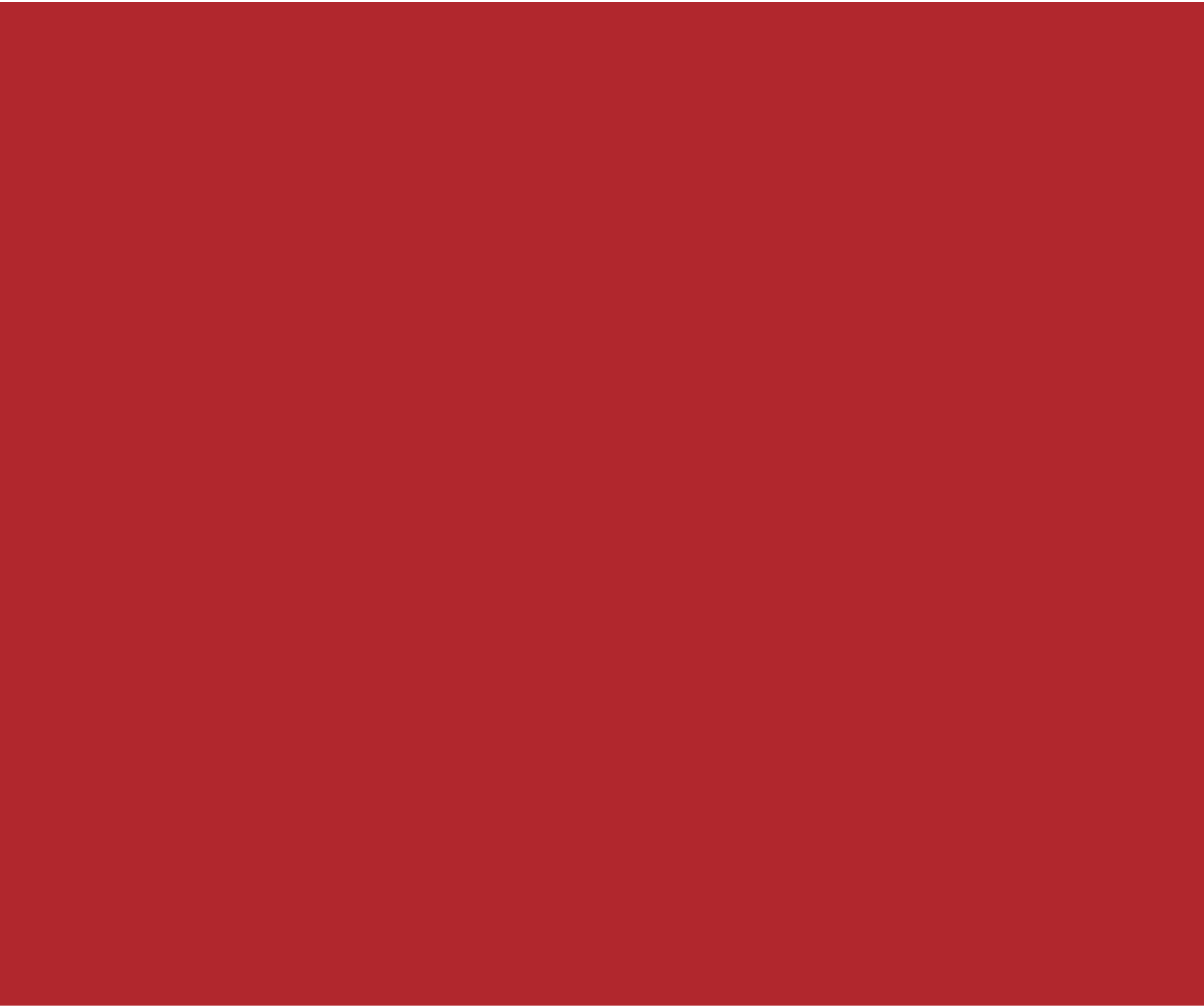
Evacuation plan is as follows:

- 1) When asked to evacuate the building – start evacuation immediately – do not speculate – wait to ask questions until a er evacuation.
- 2) Close desk/cabinet drawers to clear passageway for easy evacuation.
- 3) Shut o any electrical equipment.
- 4) Terminate all phone calls immediately.
- 5) Walk. Do not run. Do not panic.
- 6) Only take personal belongings (purse/wallet) if they are easily accessible. If not, leave them behind and evacuate quickly.
- 7) Last person out of the classroom or o ce should close doors.
- 8) Report to assigned emergency assembly area for further instructions.
- 9) Do not use elevators.



FLOOD

- 1) Call Campus Safety at (951) 639-5188 – they will call the necessary agencies/individuals.
- 2) Director of Maintenance and Operations will:
 - a) Determine the extent of the flood.
 - b) Work with executive cabinet/incident command to close the campus, as necessary.
 - c) Work with executive cabinet/incident command to evacuate designated buildings, as necessary.
 - d) Direct the assessment of the affected areas.
 - e) Determine if gas and electrical need to be shut off and will execute as necessary.
- 3) The President/Superintendent or designee will notify Board of Trustees.
- 4) Depending on the decisions made, staff and students may be requested to evacuate or shelter-in-place.
- 5) Follow any directions given by Campus Safety, Building/Area Captains, or provided by mass notification.



BOMB THREAT

If you receive the threat via phone, if possible, obtain information from caller and keep caller on the line

Delay call with such statements as - "I am sorry; I did not understand you. What did you say?"

Ask questions such as - "Where is the bomb located?" "What kind of bomb is it?" "When it is set to detonate?"

Note the following if possible:

- a) Perceived gender and age of caller, and any other characteristics of the caller.
- b) Voice quality: Calm, excited, accent, or speech impediment.
- c)

EARTHQUAKE

In the event of an earthquake:

- 1) Keep calm.
- 2) Stay in building.
- 3) Take shelter under table, desk, doorway, or similar places. If no shelter is available, use book, notebook, or other surface to protect head and neck.
- 4) Keep away from overhead fixtures, windows, skylights, hanging cabinets and bookcases.
- 5) If outside, stay in the open away from buildings or things that can fall on you.
- 6) Do not use elevator.

If evacuation is ordered:

- 1) Evacuate as per Classroom Evacuation Plan.
- 2) Beware of falling debris and electrical wires as you exit.
- 3) Proceed to evacuation area.
- 4) Take precautions against additional shock waves.
- 5) Follow all emergency instructions.

After earthquake:

- 1) Evacuate when feasible and go to a safe, open area.
- 2) Report to Building/Area Captain as soon as students and staff are secured.
- 3)

ACTIVE SHOOTER

RIOT AND CIVIL DISORDER

- 1) Contact Campus Safety immediately at (951) 639-5188 or call 911.
- 2) During a Riot/Civil Disorder incident, staff and students may be asked to Lockdown or evacuate. Please follow all instructions of Building/Area Captains, Campus Safety, Law Enforcement or provided by mass notification systems (ReGroup, AlertUs, intercom systems, bullhorns, etc...
- 3) Report individual(s) attempting to destroy or damage District property via cell phone, email or any other means of communication.
- 4) Follow instructions given by Superintendent/President, designee or Incident Commander.

CALL 911 IN AN EMERGENCY

- 1) Speak slowly and controlled. Don't panic or yell.
 - 2) Give your name and position with the District.
 - 3) Give exact location, if possible (campus, building name and/or area, room number, etc.).
 - 4) State exact nature of problem.
 - 5) Give call-back phone number, when possible.
 - 6) When using 911: State what emergency unit you need - i.e., fire, paramedics or police.
- » These six (6) steps are the minimum information needed by a dispatcher before emergency units can be sent.
 - » Make sure to identify which campus you need assistance.
 - » Following the above steps will save time and possibly lives.



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