

EMERGENCY PROCEDURES

★ PALOMAR COLLEGE ★

PHONE NUMBERS

If calling from a campus phone:

Campus Police.Ext. 2289 or 760-891-7273

Environmental HealthExt. 3677
& Safety (EH&S)

Facilities OfficeExt. 2629

When calling, calmly state:

- ★ Your full name.
- ★ Exact address or building, floor, and area or department location.
- ★ Whether any injuries have occurred.
- ★ Hazards present which may threaten persons on the scene or those responding (chemical storage, compressed gases, etc.).
- ★ Telephone number and location at the scene where you can be reached.
- ★ **Don't hang up!** Additional information may be needed, and emergency directions may be given.

EARTHQUAKE

DURING A MAJOR EARTHQUAKE

- If inside a building, stay inside:**
- Take cover beneath a desk or table or shelter in a doorway. If that's not possible, seek cover against an interior wall and protect your head and neck with your arms.
 - DROP, COVER, and HOLD ON until the shaking stops! Protect your head and neck.
 - DO NOT RUN OUTSIDE! Falling debris can cause major injuries.
 - DO NOT USE THE ELEVATORS.
 - If you are in an elevator, stay calm. Emergency personnel will check elevators and perform a rescue.

- If in a classroom or lab, stay inside.**
- If you are with students, shout "Earthquake! Take cover!" Tell students to drop under tables. If possible, take cover under a desk or table, and hold on.
 - If you are in a hallway, drop to the floor and cover your head and neck.
 - Stay covered until the shaking has clearly stopped.

AFTER THE EARTHQUAKE

- Check for injuries, give or seek first aid.
- Alert emergency responders (police, fire, and medical) to situations requiring their attention.
- Wait for and follow instructions from your building administrator and/or emergency personnel. Be prepared for possible aftershocks.

FIRE SAFETY

TO USE FIRE EXTINGUISHERS: remember "PASS"

- P** Pull safety pin from handle
- A** Aim (nozzle, cone, horn) at base of fire
- S** Squeeze the trigger handle
- S** Sweep from side to side (Watch for re-flash)

IF CLOTHING CATCHES FIRE: STOP...DROP...ROLL

- Immediately call Ext. 2289. Report your full name, department and location of fire.
- DO NOT HANG UP UNTIL THE CALL IS COMPLETE.

When a fire alarm is activated:

- Follow emergency evacuation plan for your area.
- Walk—DO NOT RUN; proceed to the nearest exit.
- Provide assistance to disabled persons.
- Use stairwell for exit (if applies); DO NOT USE ELEVATOR. Close stairwell door behind you.
- Stay low when moving through smoke; proceed to assigned evacuation area.
- Notify emergency personnel if you suspect someone may be trapped inside the building.
- DO NOT return to area until instructed to do so by emergency personnel.

BUILDING EVACUATION

CERTAIN EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING.

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

- Fire alarm or verbal notice will be used to sound the evacuation.
- Follow your building's emergency evacuation plan.
- Remain calm and orderly; walk quickly but DO NOT RUN, PUSH, or CROWD.
- Do not use the elevators.
- Seek out and give assistance to any person with disabilities in the area.

UTILITY FAILURE

**NOTIFY THE FACILITIES OFFICE
at Ext. 2629
or after hours call Campus Police
at Ext. 2289 or 760-891-7273.**

Provide the following information:

- Your full name
- The building and room location of the outage
- Nature of the incident
- Floor or area affected
- Type of incident
- Name of utility: chemical, gas, or electrical

If evacuation of the building is required:

- Follow your building's emergency evacuation plan.

Gas leaks:

- VACATE AREA IMMEDIATELY.
- Confine any fumes to the extent that you can by closing any doors to the affected area if you can safely do so.
- Notify others in the immediate vicinity, if you can safely do so.

Plumbing/Flooding:

- Immediately cease use of all electrical equipment.
- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help.

Electrical failure:

- Elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone or your cell phone to notify Campus Police at Ext. 2289.
- Do not re-enter the building unless told it is safe to do so.

HAZARDOUS MATERIALS

Contamination of Equipment or Facilities

- Restrict access to the hazardous area.
- Call Environmental Health & Safety (EH&S) immediately at Ext. 3677.
- Call Campus Police at Ext. 2289 or 760-891-7273.

Personnel Exposures/Contamination

- Follow proper containment procedures for your area.
- Remove exposed/contaminated individual(s) from area, if appropriate.
- Administer First Aid as appropriate.
- Proceed to nearest emergency eyewash/shower station to flush contamination from eyes/skin.
- Remove contaminated clothing.
- Stand-by to provide information or assistance (including material safety data sheet) to emergency personnel (in cases where they are dispatched).

ACTIVE SHOOTER

**IMMEDIATELY CALL CAMPUS POLICE
at Ext. 2289 or 760-891-7273
or TEXT-A-TIP to 760-891-6154**

- Give your exact location (e.g. room MD-153).
- If there are others with you, how many?
- Is anyone injured?
- If you can describe the shooter, give details.

RUN – HIDE – FIGHT

RUN:

- Know your escape route and run to safety.
- Call Campus Police or 911 when you are safe.
- Do not assume someone else has called the police.

HIDE:

- Stay away from windows and doors.
- Lock the door, if possible.
- Turn off lights and remain quiet; silence cell phones.
- Block the door with heavy object, if possible.

FIGHT:

- Plan of action if shooter enters your space.
- Act with aggression and commit to your action.
- Improvise weapons (fire extinguisher, chair, etc.).
- Incapacitate the shooter to stop the threat.