



EMERGENCY PROCEDURES GUIDE

★ RANCHO BERNARDO EDUCATION CENTER ★

INTRODUCTION TO GUIDE

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INTRODUCTION TO GUIDE

This guide has been prepared for you as a quick reference during emergency conditions on campus. You will be most effective in an emergency when you are prepared. Please take a few moments to review the material. This document is not meant to cover every scenario that may arise. If you are unsure of what to do in a particular emergency, please ask your supervisor or contact Campus Police by dialing Ext. 2289 or 760-891-7273. Be sure to check with your supervisor for emergency guidelines and policies that are specific to your building or department.

In the event of an emergency, *faculty, staff and supervisors* have the responsibility to give instructions to students and staff, and provide other required safety and first aid measures unless otherwise directed by law enforcement or emergency personnel (see *tab "Quick Reference for Emergencies"*).

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PHONE NUMBERS

If calling from a campus phone:

Campus Police	Ext. 2289 or 760-891-7273
Poison Control	1-800 876-4766
Environmental Health & Safety (EH&S)	Ext. 3677
Facilities Office	Ext. 2629
Rancho Bernardo Administrative Office	Ext. 6681

When calling, calmly state:

- ★ Your full name.
- ★ Exact address or building, floor, and area or department of emergency.
- ★ 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.

QUICK REFERENCE FOR EMERGENCIES

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As a Palomar College employee, you may find yourself in charge of a class or work group when an emergency occurs. This quick reference guide focuses on actions you should take within the first few minutes of an emergency. Tasks may vary depending upon the situation.

During the first few minutes, there will be confusion. It is important for someone to step forward and take charge. Emergency Services may be initially overwhelmed and your actions could have a significant impact on saving lives, reducing injuries and stabilizing the emergency.

Here is how you can help:

Gather Information

- ★ To determine the impact on the people in your immediate environment.

Ask questions.

- ★ What is the number and extent of injuries?
- ★ Do people need to be rescued?
- ★ Will immediate evacuation of the building or work area be necessary?
- ★ Are there any fire, chemical, or electrical hazards?
- ★ Do the telephones work?
- ★ The responding Emergency Services (police, fire, and medical) will require this information.

Keep a Record

Immediately establish a method to gather, record and document information concerning your activities.

- ★ Assign someone to help you.

Involve Others

Involving others helps to establish a calmer atmosphere. In a classroom setting, ask for volunteers. Others may be able to help you:

- ★ Keep a written record.
- ★ Follow your building's emergency evacuation plan. (Is your assembly site accessible or do you need to identify another assembly point?)
- ★ Determine the safest way out of the building.
- ★ Assist the injured with first aid.
- ★ Check the area for fires or other hazards.
- ★ Note whether the telephone works.

QUICK REFERENCE FOR EMERGENCIES

continued

Take Steps to Reduce Hazards

Direct people away from hazards. Items to consider include:

- ★ Windows and broken glass.
- ★ Downed power lines or exposed electrical outlets.
- ★ Fires and chemical spills.
- ★ Damaged walls and ceilings.

Report to Authorities

In all emergencies, contact Campus Police by dialing Ext. 2289 or 760-891-7273. If your campus has emergency phone stations available, you may use them (see *tab* “CAMPUS MAP”). You should also attempt to contact your supervisor and apprise them of the situation.

When calling Ext. 2289:

- ★ Give your name.
- ★ Give your extension number.
- ★ Give building name and room number or other specific location.
- ★ Describe the condition clearly and accurately.
- ★ **Don’t hang up!** Other information may be needed.

The following numbers are provided for non-emergency situations.
Use of these numbers will still provide a prompt response from the responsible personnel.

Campus Police.	Ext. 2289
San Marcos Student Health Center	Ext. 2380
San Marcos Behavioral Health Counseling Services	Ext. 2381
Facilities Office	Ext. 2629

If the telephones do not work:

Please use your cell phone to contact Campus Police by dialing 760-891-7273.

CRIME IN PROGRESS

**IF YOU OBSERVE A CRIME IN PROGRESS, OR SUSPICIOUS ACTIVITY,
IMMEDIATELY NOTIFY CAMPUS POLICE at Ext. 2289 or 760-891-7273**

**DO NOT approach or apprehend the person(s) involved.
DO NOT take unnecessary chances or interfere with
law enforcement authorities and emergency personnel on the scene.**

*If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, sexual assault, etc.,
IMMEDIATELY CALL the Campus Police at Ext. 2289 or 760-891-7273.*

Supply the following information to the police dispatcher:

- ★ Nature of the incident
- ★ Location of the incident
- ★ Description of person(s) involved
- ★ Location of person(s) involved
- ★ Are there any weapons involved?
- ★ Has anyone been injured?
- ★ Your full name, location, department, and contact number

Obtain a good description of the suspect, if personal safety allows:

- ★ Note height, weight, sex, race, approximate age, hair color and style, clothing description, are they carrying anything, direction of travel, on foot, in a vehicle, etc.
- ★ This process only takes a few seconds but can be of vital assistance to investigating officers.
- ★ Should a suspect attempt to flee the scene in a vehicle, on a bicycle, etc., note the make and model, license number, color, any outstanding characteristics of the vehicle, and the direction of travel.
- ★ Remain where you are until a police officer arrives.

BOMB THREAT

**Most bomb threats are received by phone. Bomb threats are serious until proven otherwise.
Remain calm and obtain as much information as possible.**

If a bomb threat is received by phone:

1. Remain calm. Follow “Do Not” instructions at right.
2. If the call is received on your desk top telephone, copy the number and/or letters on the display.
3. The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
4. **Don't hang up!** Have someone call Ext. 2289 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:

1. Call Campus Police at Ext. 2289, or 760-891-7273.
2. Do not handle the note.

Do Not:

- ★ Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- ★ Evacuate the building until police arrive and evaluate the threat.
- ★ Activate the fire alarm.
- ★ Touch or move a suspicious package.

Signs of a suspicious package:

- ★ No return address
- ★ Excessive postage
- ★ Stains
- ★ Strange odor
- ★ Strange sounds
- ★ Unexpected

ACTIVE SHOOTER

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

Information for Police dispatcher:

- ★ 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.

When law enforcement arrives:

- ★ Remain calm and follow directions.
- ★ Keep your hands empty and visible at all times.
- ★ Avoid sudden movements or pointing .
- ★ Provide information if asked.

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.

EXPLOSIONS

IF YOU HAVE INFORMATION ABOUT THE INCIDENT WHICH MAY BE USEFUL TO INVESTIGATORS:

Contact Campus Police at Ext. 2289 or 760-891-7273 to give the dispatcher the details along with your location and nature of the emergency, full name, and contact number.

If inside the building:

- ★ Immediately take cover under tables, desks, or other such objects providing protection against flying glass and debris.
- ★ Listen and follow instructions from the InformaCast Emergency Notification System.
- ★ Remain inside the building until safe to exit.
- ★ If evacuation is in order, take personal items such as car keys, purse, medication, glasses, as you may not be able to return to the building for an extended period of time.

If outside the building:

- ★ Move quickly away from the building.
- ★ Follow your building's emergency evacuation plan.
- ★ Follow the directions of emergency response personnel when they arrive.
- ★ Notify emergency personnel on the scene, if you suspect someone may be trapped inside the building.
- ★ As a precaution, make sure you are aware of the safety equipment in your building and report potential hazards to Campus Police at Ext. 2289 or 760-891-7273.
- ★ DO NOT RE-ENTER the building until instructed to do so by emergency personnel.

HAZARDOUS MATERIALS

Contamination of Equipment or Facilities

- ★ DO NOT attempt any clean-up or decontamination procedures.
- ★ 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.

Release to the Environment (Air, Water, Soil)

- ★ Stop the release, if it is safe to do so.
- ★ Call EH&S immediately at Ext. 3677.
- ★ Follow the procedures described at right for contamination of equipment/facility.

Personnel Exposures/Contamination

1. Follow proper containment procedures for your area.
2. Remove exposed/contaminated individual(s) from area, if appropriate.
3. Call Campus Police at Ext. 2289 or 760-891-7273, if immediate medical attention is required.
4. Administer First Aid as appropriate.
5. Proceed to nearest emergency eyewash/shower station to flush contamination from eyes/skin.
6. Remove contaminated clothing.
7. Stand-by to provide information or assistance (including material safety data sheet) to emergency personnel (in cases where they are dispatched).

FIRE SAFETY

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PREPARE IN ADVANCE

Know your building's emergency evacuation plan and the locations of alternate exits from your area. If your workstation is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door—in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door. Know the location of the closest fire extinguisher.

ALL EMPLOYEES SHOULD LEARN TO USE FIRE EXTINGUISHERS:

Fire Extinguisher Instructions — 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

If you discover a fire in your area, designate someone to calmly and quickly:

- ★ Alert and evacuate people in the room; move everyone away from area of fire.
- ★ Immediately call Ext. 2289. Report your full name, department and location of fire.
- ★ DO NOT HANG UP UNTIL THE CALL IS COMPLETE.
- ★ Use fire extinguishers on small (wastebasket-size) fires ONLY if it is safe to do so.
- ★ Close door after exiting.

FIRE SAFETY

continued

When a fire alarm is activated:

- ★ Follow emergency evacuation plan for your area.
- ★ Walk—DO NOT RUN; proceed to the nearest exit.
- ★ Alarm may not sound continuously. If alarm stops, continue evacuating.
- ★ Feel door, top and bottom, for heat (use back of hand). IF HOT, DO NOT OPEN.
If door is not hot, open slowly.
- ★ Provide assistance to disabled persons (see tab “Assisting People with Disabilities”).
- ★ 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.
- ★ DO NOT interfere in any way with actions of emergency personnel.
- ★ DO NOT return to area until instructed to do so by emergency personnel.
- ★ Notify emergency personnel if you suspect someone may be trapped inside the building.

If trapped in a room:

- ★ Place cloth material around/under door to prevent smoke from entering.
- ★ Retreat. Close as many doors as possible between you and the fire.
- ★ Be prepared to signal from window but DO NOT BREAK GLASS unless absolutely necessary (outside smoke may be drawn in).

If caught in smoke:

- ★ Drop to hands and knees and crawl or crouch low with head 30" to 36" above floor, watching the base of the wall as you go.
- ★ Hold your breath as much as possible.
- ★ Breathe shallowly through nose using blouse or shirt as filter.

If forced to advance through flames:

- ★ Hold your breath. Move quickly, covering head and hair.
- ★ Keep head down and close eyes as often as possible.

UTILITY FAILURE

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**NOTIFY THE FACILITIES OFFICE at Ext. 2629
between the hours of 7:00 a.m. – 4:30 p.m.**

Be prepared to 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.
- ★ Use flashlights to evacuate to your designated assembly area (see tab "EVACUATION MAP").
- ★ Assist any disabled persons and exit by stairway.
DO NOT USE ELEVATORS.

Gas leaks:

- ★ CALL the Facilities Office (San Marcos campus) at Ext. 2629 between the hours of 7:00 a.m. to 4:30 p.m. After hours, call Campus Police at Ext. 2289 or 760-891-7273).
- ★ VACATE AREA IMMEDIATELY.
- ★ If it is an explosive gas (i.e. natural gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., can all initiate a spark with resultant explosions.
- ★ Confine any fumes to the extent that you can by closing any doors to the affected area if you can safely do so. This will help limit the impact of the leak.
- ★ Notify others in the immediate vicinity, if you can safely do so.

UTILITY FAILURE

continued

Plumbing/Flooding:

- ★ Call Facilities Office at Ext. 2629. After hours, call Campus Police at Ext. 2289 or 760-891-7273.
- ★ If personal safety allows, shut off electrical equipment and VACATE AREA.
- ★ Water makes an excellent conductor of electricity and, therefore, electric shock is possible. ***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:

- ★ Call the Facilities Office at Ext. 2629. After hours, call Campus Police at Ext. 2289 or 760-891-7273. For the safety of all occupants and visitors, buildings with minimal or no natural lighting should be evacuated immediately.
- ★ 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 to notify Campus Police at Ext. 2289. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button. Tell passengers to remain calm and that you will get help. Talk with passengers until a police officer arrives.

Do not re-enter the building unless told it is safe to do so.

EARTHQUAKE

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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.
- ★ Keep away from overhead fixtures, windows, filing cabinets, bookcases and other objects that could fall on you.
- ★ DO NOT USE THE ELEVATORS.
- ★ If you are in an elevator, stay calm. Emergency personnel will check elevators and perform a rescue.
- ★ If the power fails, the elevators will stop and the lights will go off. Be patient! Upon rescue, take directions from emergency personnel.

If outside, stay outside:

- ★ Move quickly to an open area away from buildings, trees, power lines, roadways.
- ★ Drop to your knees in a fetal position with head bending to touch the ground. Close eyes and cross arms over back of head and neck for protection.
- ★ Stay in that position until the shaking stops.

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.
- ★ Restore calm among your students. Keep them together.
- ★ Evacuate everyone to the appropriate assembly point, if appropriate.
- ★ DO NOT USE THE ELEVATORS.
- ★ Wait at your assigned assembly area for help and further instructions.
- ★ Report to authorities any missing or trapped persons or hazardous conditions.

If in a vehicle, pull to the right side of the road and stop.

- ★ Proceed away from overpasses, power lines, and structures.
- ★ Stay inside until the shaking stops.

EARTHQUAKE

continued

AFTER THE EARTHQUAKE

- ★ Check for injuries, give or seek first aid. DO NOT MOVE INJURED PERSONS UNLESS NECESSARY.
- ★ Alert emergency responders (police, fire, and medical) to situations requiring their attention.
- ★ Assist any disabled persons in the area and find a safe place for them.
- ★ Replace telephone handsets that have been shaken off. DO NOT try to use the telephones except to report fires or medical emergencies.
- ★ If told to evacuate, follow your building's emergency evacuation plan.
- ★ Use handrails in stairwells; stay to the right. DO NOT USE ELEVATORS.
- ★ Walk — do not run. Do not push or crowd.
- ★ Keep noise to a minimum so that you can hear emergency instructions.
- ★ Move to your assembly point by safest route available unless otherwise instructed.
- ★ Wait for and follow instructions from your building administrator and/or emergency personnel. Be prepared for possible aftershocks.
- ★ If away from your workplace at the time of the quake, DO NOT return to your workplace unless instructed by emergency personnel.

If on campus, but not in a building?

- ★ Move to your assembly point by safest route available unless otherwise instructed.
- ★ Move quickly to an open area away from buildings, trees, power lines and roadways.
- ★ Follow directions of emergency personnel.

When to go home?

- ★ You should not try to go home until campus authorities say it is safe.
- ★ You may be released to go home quickly or may take some time (72 hours or longer). Do not risk becoming a casualty by acting independently of emergency personnel.

What can I do to be better prepared?

Keep on hand such personal items as:

- ★ Medications (must be properly safeguarded)
- ★ Flashlight and batteries
- ★ Books, pack of cards, etc.
- ★ Some food items such as nutrition bars
- ★ Water in bottles or other containers
- ★ Sweater, change of clothes, comfortable shoes

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.

In this event:

- ★ 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.
- ★ Upon exiting the building, maintain a safe distance from the building.
- ★ If time permits, turn off the power to electrical equipment and close doors.
- ★ Seek out and give assistance to any person with disabilities in the area.

Proceed to your Designated Assembly Area (see tab "EVACUATION MAP")

- ★ Assembly Area 1 – *Parking Lot*
- ★ Assembly Area 2 – *Garden*
- ★ Move quickly away from the building. **DO NOT RETURN** until notified by emergency personnel that it is safe to do so.
- ★ Watch for falling glass and other debris.
- ★ Do not attempt to go to your vehicle unless a campus-wide evacuation has been ordered.
- ★ Traffic evacuation will proceed as directed by Campus Police.

ASSISTING PEOPLE WITH DISABILITIES

For non-ambulatory persons, evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other dangers. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

Always consult with the person in the chair regarding how best to assist them.

- ★ Ways of being removed from the wheelchair.
- ★ Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- ★ Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- ★ In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
- ★ Is paramedic assistance necessary?

If immediate evacuation is necessary, be aware of the following considerations:

- ★ Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- ★ You may need to remove the chair batteries. Life support equipment may be attached.
- ★ In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- ★ Wheelchairs should not be used to descend stairwells, if possible.
- ★ Non-ambulatory people may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Most visually impaired people will be familiar with their immediate work area. In an emergency situation:

- ★ Describe the nature of the emergency and offer to act as a “sighted guide” – offer your elbow and escort him/her to a safe location.
- ★ As you walk, describe where you are and advise of any obstacles.
- ★ When you have reached safety, orient the persons to where you are and ask if further assistance is needed.

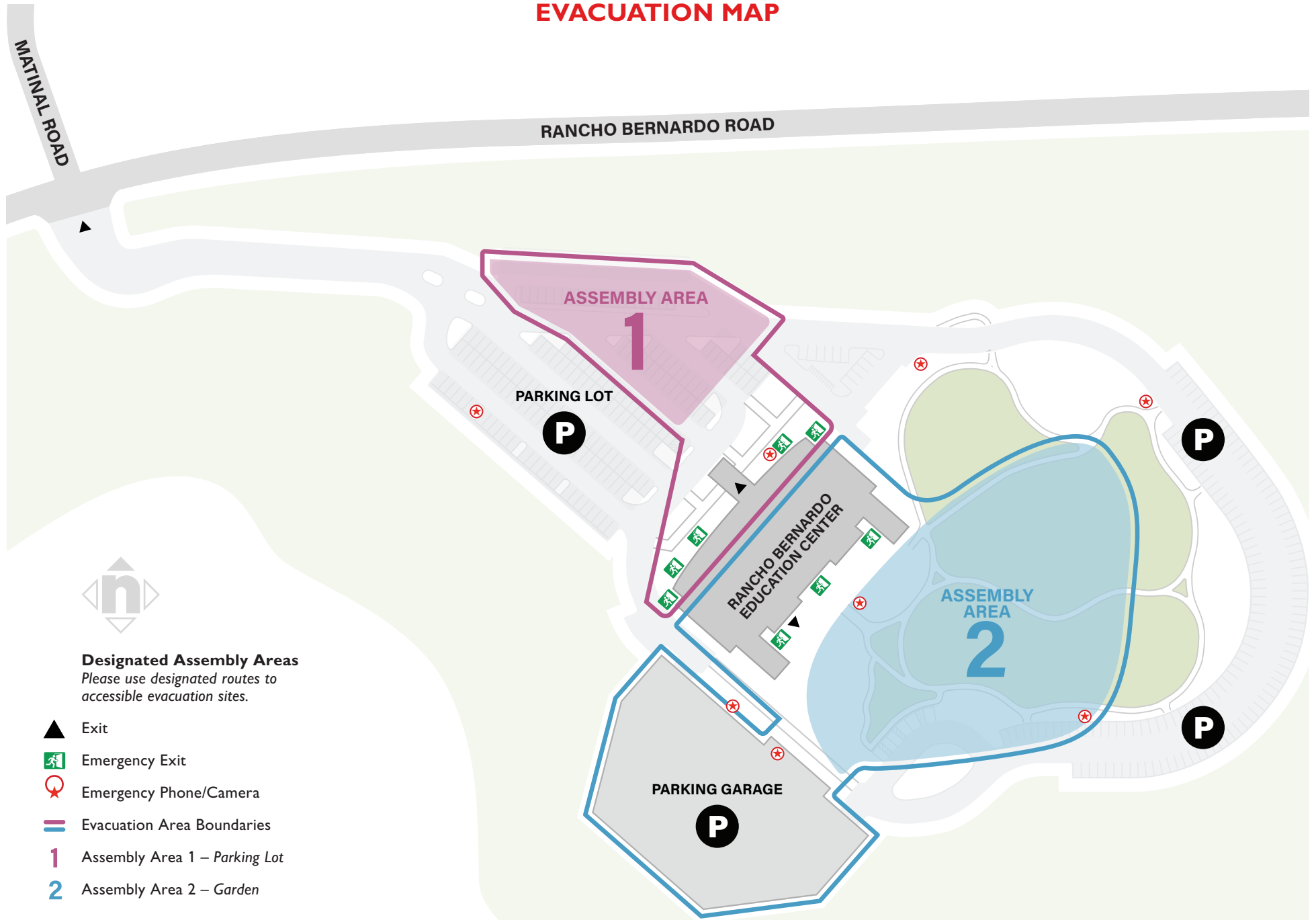
Assist Hearing Impaired Persons:

- ★ Because people with impaired hearing may not perceive emergency alarms, an alternative warning technique is required.
- ★ Flashing lights should signal alarms.
- ★ Have other methods of communication ready (e.g. pen and paper, flashcards, etc.)

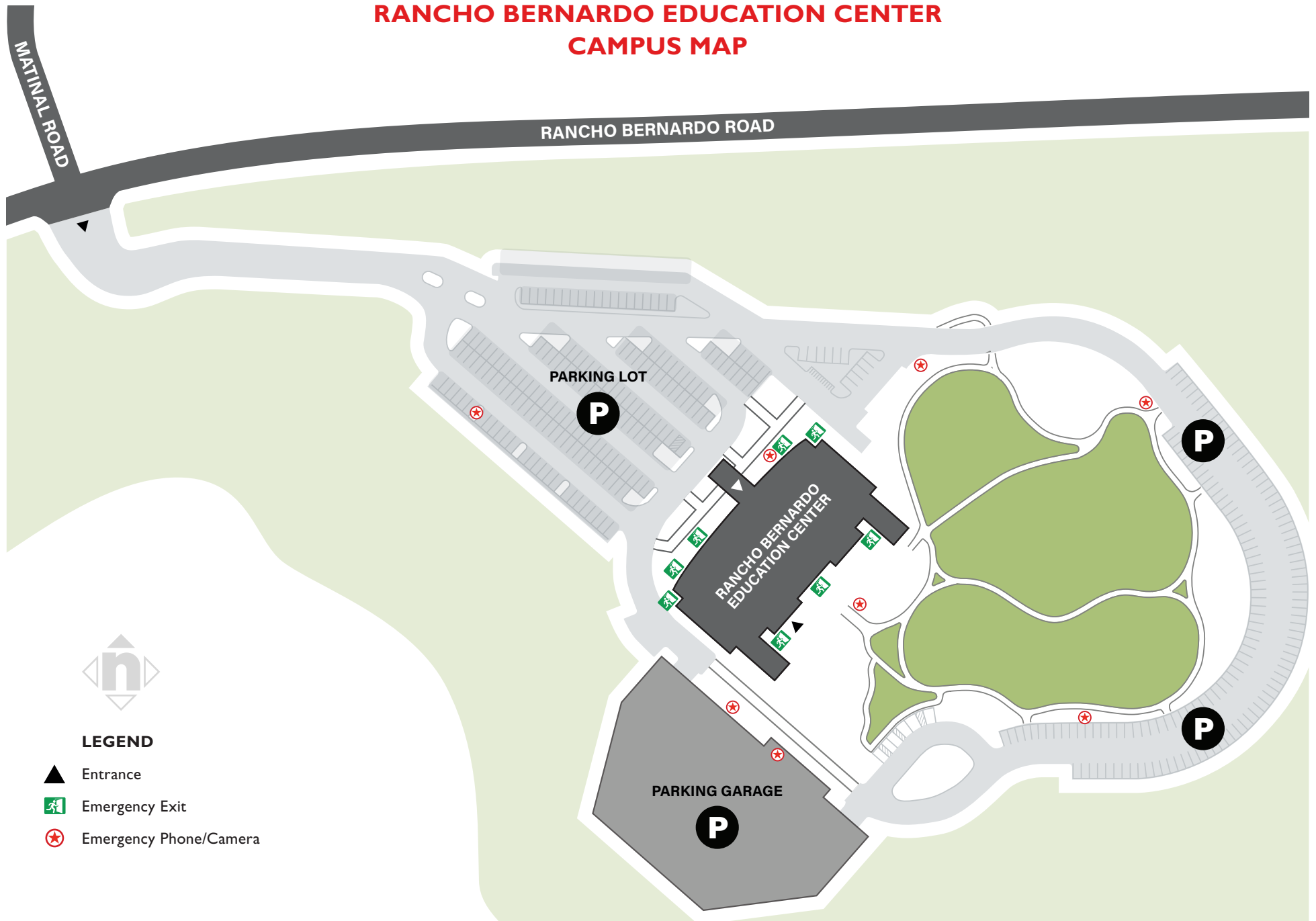
In Most Incidents:

- ★ Follow your building’s emergency evacuation plan.
- ★ All persons should proceed toward the nearest safe emergency exit.
- ★ If assistance is not immediately available, individuals with impairments should stay in the exit corridor and call for assistance. If the exit corridor should become dangerous, proceed into the stairway, if possible, and stay at the stairway landing. Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.

EVACUATION MAP



RANCHO BERNARDO EDUCATION CENTER CAMPUS MAP



LEGEND

- ▲ Entrance
- 🚪 Emergency Exit
- ★ Emergency Phone/Camera