

# EMERGENCY PROCEDURES

## PALOMAR COLLEGE

### EMERGENCY PHONE NUMBERS

- **Campus Police** ..... x2289 or (760) 891-7273
- **Local Emergency Services Agency** ..... .911
- **Environmental Health and Safety** ..... x3677
- **Facilities Office** ..... x2629
- **Health Services** ..... x2380
- **Poison Control** ..... 1(800) 876-4766

x extension to (760) 744-1150

### When calling, calmly state:

1. Your full name
2. Building, floor and area of emergency
3. Whether any injuries have occurred
4. Hazards present
5. Your phone number and location where you can be reached
6. **DO NOT HANG UP** in case additional information is needed or directions are given

### RECEIVE EMERGENCY NOTIFICATION

Official emergency information will be provided as soon as the situation allows. Multiple methods of communication may be used to disseminate information to as many affected individuals as possible.

- **Palomar College** Website: [www.palomar.edu](http://www.palomar.edu)
- Palomar College Mobile App: Download from Apple iTunes Store or Google Play Store
- Palomar College on Twitter and Facebook
- Email Notices/Alerts: Palomar College issued email account (@student.palomar.edu or @palomar.edu)
- Hear Recorded Information Notices/Updates: x7115 or (760) 891-7115
- On Campus Broadcast Alerts: Loudspeakers and campus telephones
- Text Messages for Students: <https://my.palomar.edu> (Sign up to receive)
- Text Messages for Employees: [www.palomar.edu/pages/hr/forms](http://www.palomar.edu/pages/hr/forms) (Select Address/Name Change Form)

### ACTIVE SHOOTER

#### RUN, HIDE OR FIGHT!

- If outdoors, RUN away from the gunshots and find a place of safety.
- If you are in a classroom or office, assess the closeness of the shots. RUN away from the shots if it is safe.
- If it is not safe to RUN, stay where you are and HIDE. Lock and barricade the door with furniture or heavy objects.
- Close the blinds and turn off the lights.
- Remain quiet. Silence your cell phone. If safe to do so, call 9-1-1. If you cannot speak, leave the phone on to allow the dispatcher to listen to what is happening.
- Stay low to the ground and hide if possible until the situation has ended.
- Make an attack plan with others if the shooter were to enter your area.
- Wait for instructions from police officers.
- As a last resort, FIGHT! Throw items at the shooter. DO NOT be a sitting target!
- If there is an escape path, leave your personal items behind, keep your hands visible and empty, and RUN in the direction given by police.

### EARTHQUAKE

- Stay calm. DO NOT PANIC OR RUN!
- DROP, COVER AND HOLD ON under a table, desk or against an inside wall, but NOT IN A DOORWAY.
- Protect your head and neck with your hands and arms.
- If you are in a wheelchair, lock your wheels. Protect your head and neck.
- If you are outdoors, avoid power lines, buildings and trees.

#### AFTER THE SHAKING STOPS

- Check yourself and others for injuries
- Assist the evacuation of injured or disabled persons.
- If it is safe to do so, evacuate the building. DO NOT USE ELEVATORS!
- Assemble at your building's evacuation point and remain there until receiving instructions from emergency personnel.
- Do not re-enter the building unless instructed to do so by emergency personnel.

### FIRE

- Activate the fire alarm
- Only use a fire extinguisher for SMALL fires by pulling the pin, aiming it at the base of the fire, squeezing the handle and sweeping from side to side.
- If your clothes catch fire, STOP where you are, DROP to the ground, and ROLL over to smother the flames.
- If you are trapped in a burning building, stay near a window and close to the floor. Signal for help if possible.
- Crawl or stay near the floor in a smoke-filled building.
- Do not open any doors that feel hot.
- Assist the evacuation of injured or disabled persons.
- Evacuate the building, closing doors to contain the fire. DO NOT USE ELEVATORS!
- Assemble at your building's evacuation point and remain there until receiving instructions from emergency personnel.
- Do not re-enter the building unless instructed to do so by emergency personnel.

### HAZARDOUS MATERIALS

- Move away from the site of the hazard to a safe location.
- Notify emergency personnel if you or others have been exposed to the hazard.
- Remove contaminated clothing. DO NOT ATTEMPT TO CLEAN UP THE HAZARD.
- Avoid spreading contamination by restricting access to the hazardous area.
- If the hazard is outdoors, go indoors to a small, interior room with no or few windows.
- Follow the instructions of emergency personnel.

### POWER OUTAGE

- Remain calm
- Evacuate if instructed to do so. Move cautiously to a lighted area using flashlights if available, taking your personal belongings with you.
- Provide assistance to disabled persons if necessary.
- Turn off and unplug electrical equipment and computers. Turn off light switches.
- Laboratory personnel and staff should secure experiments, activities and equipment that may present a potential danger.
- If instructed to evacuate the building, do not re-enter unless instructed to do so by emergency personnel.

### EVACUATION

- **ALARM = EVACUATE**
- Evacuate the building using the nearest available exit.
- If time and conditions permit, turn off power to electrical equipment, secure hazardous materials or equipment, and take your personal belongings with you.
- WALK, DO NOT RUN, PUSH OR CROWD OTHERS. DO NOT USE ELEVATORS!
- Keep noise to a minimum in order to hear instructions from emergency personnel.
- Assist individuals with disabilities.
- Use handrails and stay to the right in stairwells.
- Assemble at your building's evacuation point and remain there until receiving instructions from emergency personnel.
- Do not re-enter the building unless instructed to do so by emergency personnel.

