



HEALTH SERVICES May 2014

TO: Adrian Gonzales, Assistant Superintendent, Vice President, Student Services

FROM: M. Jayne Conway, MSN, RN, Director, Health Services

SUBJECT: Urgent Care Summary Report May 2014

Health Services responded to the following number of urgent care responses, and basic first aid for May 2014

	San Marcos Campus				Escondido Center			
	Student	Employee	Other		Student	Employee	Other	TOTAL
Emergency Response on Campus/ ER Cart by RN	0	0	0		0	0	0	0
Emergency Response at Health Services by RN	8	0	0		0	0	0	8
Total RN Contacts	8	0	0		0	0	0	8
Basic First Aid by Medical Reception	101	0	0		27	0	0	128
Psychological Health Crisis	0	0	0		0	0	0	0
Mental Health	0	0	0		0	0	0	0
Medical Injury Reports	2	0	0		0	0	0	2
Urgent Care/Hospital	1	0	0		0	0	0	1
MD Referrals	4	0	0		0	0	0	4
911 Calls	0	0	0		0	0	0	0
Workers' Comp. to HR	0	0	0		0	0	0	0
Total Referrals	5	0	0		0	0	0	5

Urgent Care Report San Marcos May 2014 Safety & Security

[illegible]

Urgent Care Report San Marcos May 2014

<i>Date</i>	<i>Resp. Time</i>	<i>Patient Staff/Student</i>	<i>Diagnoses/ Medical Injury</i>	<i>Location</i>	<i>Treatment</i>	<i>Outcome</i>	<i>Total Time</i>
05/01/14	Walk-in	Student	Chest pain	Health Services	Assessment, vital signs, campus police, O2, OTC meds, 911	Palomar hospital	30 min.
05/05/14	Walk-in	Student	Bee sting	Health Services	Assessment, vital signs, MIR, ice pack, pt. education, MD referral	Class	10 min.
05/06/14	Walk-in	Student	Bee sting	Health Services	Assessment, vital signs, MIR, wound care, pt. education, foreign body removal	Class	20 min.
05/07/14	Walk-in	Student	Grief counseling	Health Services	Assessment, listened to concerns, referrals, pt. education	Class	1.5 hours
05/08/14	Walk-in	Student	Dizziness	Health Services	Assessment, vital signs, Gatorade, pt. education, MD referral	Home	30 min.
05/14/14	Walk-in	Student	Burn to feet	Beach	Assessment, vital signs, wound care, dressing, MD referral, pt. education	Home	20 min.
05/14/14	Walk-in	Student	Palpitations	Health Services	Assessment, vital signs, MD referral, pt. education, relaxation exercises	Home	25 min.
05/18/14	Walk-in	Student	Allergic reaction, hives	Health Services	Assessment, OTC meds, pt. education, telephone consult, observation	ER	35 min.

MAIN CAMPUS EMERGENCY PHONE EXTENSIONS

These phones/extensions go directly to Campus Police - 2289

Building Location	Box #	Extension
T - SOUTH	12	4911
IT	13	4912
N	14	4914
C	15	4919
DOME	16	4918
J	17	4923
POOL	18	4920
NB	19	4922
ADMIN	20	4917
CHILD CARE	25	4925

Palomar College Information Services Pay Telephone Numbers

Number	Building	Location
(760) 471-8482	SU	Student Union
(760) 471-8436	G	Dome
(760) 471-7561	SSC	Student Services Center South
(760) 471-8449	A	Administration
(760) 471-8446	D	Art/Performing Arts Offices
(760) 471-7591	DSPS	Disability Resource Center
(760) 471-8293	LL	Library

PALOMAR COLLEGE

Escondido Center Room & Parking Map

Legend

- 100-300 Wing
 400-500 Wing
 600-700 Wing
 800 Wing



Valley Parkway

Midway Drive

Palomar College
Escondido
Child Development Center

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 emergency situation that may arise. If you are unsure of what you need to do in a particular emergency, please ask your supervisor or contact Campus Police by dialing extension 2289 or 760-891-7273. Be sure to check with your supervisor for emergency guidelines and policies that are specific to your building (example: Chemistry, DRC, etc.).

In the event of an emergency, **faculty, staff and supervisors** have the responsibility to give instructions to students and staff, close and lock doors, and provide other required safety and first aid measures unless otherwise directed by law enforcement or emergency personnel. (See 2nd to last page, for The Employee Quick Reference Guide for Emergencies.)

THIS GUIDE

THE EMPLOYEE QUICK REFERENCE GUIDE FOR EMERGENCIES

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

- 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

Establish from the onset a method to gather, record and document information concerning your activities.

ASSIGN SOMEONE TO HELP YOU.

Involves Others

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

- Keep a written record.
- Put together a plan for evacuating the building. (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.
- Check to see if the telephone works.

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 the Campus Police by dialing ext. 2289 or 760-891-7273. ~~Seven (7) pay telephones are available at the San Marcos campus (refer to enclosed campus map). Fifteen (15) emergency phone extensions are available at the San Marcos campus (refer to enclosed campus map).~~

When Calling extension 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 agency.

- Campus Police 2289
- Health Services ⁸¹⁰⁵⁰ 2380
- Facilities Office ⁸¹⁰⁴ 2629

Escondido center

If the phones do not work:

At the ~~San Marcos Campus~~, send a person to the Campus Police Building located in the Parking Lot 1 near the Howard Brubeck Theatre (HBT). *in the storefront office in Est-801 off Parking Lot 1.*

You should attempt to contact your superiors and apprise them of the situation.

THE EMPLOYEE QUICK REFERENCE GUIDE FOR EMERGENCIES

If calling from a campus phone:

Campus Police	2289 or 760-891-7273
Poison Control	1-800 876-4766
Environmental Health & Safety	3677
Health Services	2380
Facilities Office	2629

8105 or
8104 or

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.

EMERGENCY PHONE NUMBERS FOR PALOMAR COLLEGE

**DURING A MAJOR EARTHQUAKE:
IF YOU ARE INSIDE A BUILDING, STAY INSIDE:
FALLING DEBRIS COULD CAUSE INJURY.**

- 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.
- **DUCK, COVER & HOLD** 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.
- Assist any person in the area and find a safe place for them.
- **DO NOT USE THE ELEVATORS.**

WHAT IF YOU ARE IN AN ELEVATOR?

- If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft, and nothing heavy can fall on you.
- If the power fails, the elevators will stop and the lights will go off. **Be patient!** Upon rescue, take directions from emergency personnel.

IF YOU ARE IN CLASSROOMS AND LABS, STAY INSIDE. Do not evacuate or go outside; falling debris could cause injury.

- If you are with students, shout "Earthquake! Take cover!" Tell students to drop between the rows of classroom seats or 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.
- **DO NOT USE THE ELEVATORS.**
- Wait at your assigned assembly point for help and further instructions. Report to authorities any missing or trapped persons or hazardous conditions.

IF YOU ARE 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 YOU ARE IN A VEHICLE, PULL TO THE RIGHT SIDE OF THE ROAD AND STOP.

- If near an overpass, power lines, or structures, proceed away from these risks and then stop.
- Stay inside until the shaking stops.

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.
- Turn on a battery-powered radio, if you have one, to learn about what has happened (the three San Diego AM stations required to broadcast emergency information are KOGO/AM 600, KPOP/AM 1360, and KSDO/AM 1130).
- Replace telephone handsets that have been shaken off. **DO NOT** try to use the telephones except to report fires or medical emergencies.
- Gather home and office keys, identification and easy-to-carry critical work-in-progress.
- Check doors for heat before opening.
- 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 safety coordinator and/or emergency personnel. Be prepared for aftershocks and be prepared to evacuate to lower floors (if applies), when necessary.
- 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?

- Be prepared to stay on campus overnight and perhaps longer. You should not try to get home until campus authorities say it is safe, which will be when the worst fires are under control and streets are cleared for travel.
- This may happen quickly, or may take some time (72 hours or longer). Do not risk becoming a casualty by acting independently of emergency personnel.

CONTACT WITH LOVED ONES

- Be sure you know the number of your out-of-state family contact (or carry it at all times).
- Payphones should be operating (reference campus map).

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

EARTHQUAKE

**CONTACT THE CAMPUS POLICE, AT EXTENSION
2289 OR 760-891-7273. IN THE EVENT OF A CRISIS SITUATION
CAMPUS POLICE WILL MAKE THE APPROPRIATE NOTIFICATIONS,
AND REQUEST ANY FURTHER ASSISTANCE THAT IS NEEDED.**

Examples of these situations would be:

- Alcohol and drug use emergencies
- Disruptive behavior
- Discipline issues
- Mental health/behavioral incidents or concerns.
- Any assault or incident involving bodily injury
- Threats to public welfare

BEHAVIORAL CONCERNS

8104 or
NOTIFY the FACILITIES OFFICE at extension 2629 (San Marcos campus) between the hours of 7:00 a.m. – 4:30 p.m. *OPERATIONS Escondido Center*

6:00 3:00
After hours, Call Campus Police at extension 2289 or 760-891-7273.

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

If evacuation of the building is required, use flashlights or light sticks to evacuate to your designated assembly area (see campus map). Assist any disabled persons and exit by stairway.

DO NOT USE ELEVATORS.

UTILITY PROBLEMS GENERAL ACTION GUIDE

8104 or
Gas Leaks: *operations Escondido Center*
CALL the Facilities Office (San Marcos campus) at ext. 2629 between the hours of 7:00 a.m. to 4:30 p.m. *6:00 3:00*
AFTER HOURS, call Campus Police at ext. 2289 or 760-891-7273). VACATE AREA.

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 chemical or gas

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.

DO NOT RE-ENTER THE BUILDING UNLESS TOLD IT IS SAFE TO DO SO.

Confine any fire or 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 or fire.

Notify others in the immediate vicinity, if you can safely do so.

Ventilation: *operations Escondido Center*
Call the Facilities Office (San Marcos campus) at ext. 2629. After hours, Call Campus Police at ext. 2289 or 760-891-7273. If smoke or strong burning odors occur, VACATE IMMEDIATELY. *8104 or*

Plumbing/Flooding: *operations Escondido Center 8104 or*
Call Facilities Office (San Marcos campus) 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.

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. Water makes an excellent conductor of electricity and, therefore, electric shock is possible. **Immediately cease use of all electrical equipment.**

Electrical failure: *operations Escondido Center 8104 or*
Call the Facilities Office (San Marcos campus) 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 extension 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.

UTILITY FAILURE

**DURING A CIVIL DISTURBANCE EVERYONE SHOULD ATTEMPT TO
CARRY ON BUSINESS AS NORMALLY AS POSSIBLE.**

1. Avoid provoking or obstructing the demonstrators.
2. Avoid the area of the disturbance.
3. Continue with your normal routine.
4. If the disturbance is outside, stay away from doors or windows.
5. If a class or lecture is disrupted, immediately call Campus Police for assistance at 2289 or 760-891-7273.

CIVIL DISTURBANCE OR DEMONSTRATION

PREPARE IN ADVANCE:

Know the locations of alternate exits from your area. If your work station 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, or may be obscured. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door. **ALL EMPLOYEES SHOULD LEARN TO USE FIRE EXTINGUISHERS:**

FIRE EXTINGUISHER INSTRUCTIONS: PASS

- **PULL** Safety Pin From Handle
- **AIM** (Nozzle, Cone, Horn) At Base Of Fire
- **SQUEEZE** The Trigger Handle
- **SWEEP** From Side to Side (Watch For Re-Flash)

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.
- Close door after exiting.
- Activate nearest fire alarm.
- Immediately call 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.
- Be sure to use the proper extinguisher for the type of fire you are fighting.
- Know the location of the closest fire extinguisher.

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.

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

WHEN A FIRE ALARM IS ACTIVATED:

- Follow emergency personnel's directions.
- Walk – **DO NOT RUN**; proceed to the nearest exit (remove high heels to avoid tripping).
- 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. Stand behind door and to one side; be prepared to close it quickly if fire is present.
- Provide assistance to disabled persons (see "evacuation of disabled persons").
- Notify emergency personnel if you suspect someone may be trapped inside the building.
- 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 (at least 300 feet from the building).
- **DO NOT** interfere in any way with actions of emergency personnel.
- **DO NOT** return to area until instructed to do so by emergency personnel.

FOR YOUR AREA

Alarm Location: _____ Fire Extinguisher Location: _____

FIRE SAFETY

**ANY PERSON WHO RECEIVES OR IDENTIFIES
SUSPICIOUS MAIL SHOULD LEAVE THE ITEM ALONE AND NOT MOVE IT.**

**IMMEDIATELY CONTACT CAMPUS POLICE AT
EXTENSION 2289 OR 760-891-7273.**

Tips for identifying suspicious packages:

- Rigid or bulky
- Lopsided or uneven envelope
- Badly written or misspelled labels
- Generic or incorrect titles
- Foreign writing, postage, or return address
- Missing or nonsensical, or unknown return address
- Unusual odor
- Excessive postage
- No postage
- Excessive securing material such as masking tape, string, etc.
- Excessive weight
- Protruding wires and/or tin foil
- Restrictive markings, such as confidential, personal, title but no name, etc.
- Stains or discoloration

Always remain aware! Look for anomalies.

SUSPICIOUS MAIL

Personnel Exposures/Contamination

1. Remove exposed/contaminated individual(s) from area, unless it is unsafe to do so because of:
 - (1) Medical condition of victim(s) or
 - (2) Potential hazard to rescuer(s).
2. **Call Campus Police at extension 2289 or 760-891-7273 AT ALL TIMES, if immediate medical attention is required.**
3. If incident occurs during normal working hours, **notify the Environmental Health & Safety Office (EH&S) (ext. 3677)**. If after hours, call Campus Police at extension 2289 or 760-891-7273.
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).

Contamination of Equipment/Facilities

- **DO NOT attempt any clean-up or decontamination procedures alone or without wearing proper protective attire**, including appropriate respiratory protection where airborne hazards may exist (personnel **MUST BE** trained and certified before using respiratory protection).
- **Avoid spreading contamination by restricting access to the equipment/area only to individuals**

who are properly protected and trained to deal with the type of hazard which exists.

- **Report details and/or request assistance from the Environmental Health & Safety Office at extension 3677 during normal working hours.** If the incident occurs after hours, call the Environmental Health & Safety Office at 3677.
- **If a liquid spills, attempt to contain it** by using the appropriate absorbent material.
- **Attempt to decontaminate the equipment/area** using appropriate methods.
- Approach spills from: Uphill, Upwind, and Up Stream.

Release to the Environment (Air, Water, Soil)

- **Stop the release**, if it is safe to do so.
- **Follow the procedures described above** for contamination of equipment/facility.
- **Notify the Environmental Health & Safety Office at extension 3677.**

HAZARDOUS MATERIALS INCIDENTS

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

*Contact Campus Police at extension 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.
- Remain inside the building until safe to exit.
- Follow the directions of emergency response personnel when they arrive.
- 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.
- Seek out and assist injured and disabled persons in evacuating the building.
- Once outside, move at least 300 feet away from the building. Keep roadways and walkways clear for emergency vehicles.
- DO NOT RE-ENTER the building until instructed to do so by emergency personnel.

If outside the building:

- Move quickly away from the building
- 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 extension 2289 or 760-891-7273

Listen for additional instructions through the InformaCast Emergency Notification System. Follow the instructions of emergency personnel immediately to ensure your safety.

**IF AN EXPLOSION OF ANY TYPE OCCURS,
Immediately Call Campus Police at ext. 2289 or 760-891-7273.**

Give all information to the dispatcher and stay on the line for emergency directions.

EXPLOSION/AIRPLANE CRASH

NON-AMBULATORY PERSONS

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. 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.

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 at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

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

- The number of people necessary for assistance.
- 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 to carry forward or backward on a flight of stairs.
- 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?

VISUALLY IMPAIRED PERSONS

Most visually impaired persons 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.

HEARING IMPAIRED PERSONS

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required.

Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route: ("**FIRE, Go out rear door to the right and down, now!**")
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

IN MOST INCIDENTS

Evacuation will not be necessary or advisable. **DO NOT** evacuate unless instructed to do so by emergency personnel, the fire alarm has been activated, or danger is imminent.

- 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. **CALL Campus Police at ext., 2289 or 760-891-7273 and advise the operator of your situation. DO NOT** open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
- Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

EVACUATION OF DISABLED PERSONS

**IF YOU OBSERVE A CRIME IN PROGRESS, OR SUSPICIOUS ACTIVITY,
IMMEDIATELY NOTIFY CAMPUS POLICE
AT EXTENSION 2289 OR 760-891-7273.
DO NOT APPROACH OR APPREHEND THE PERSON(S) INVOLVED.
DO NOT TAKE UNNECESSARY CHANCES
(DO NOT INTERFERE WITH THE FOLLOWING):**

• Persons committing the crime/creating the disturbance. • 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 Extension 2289 or 760-891-7273

Supply the following information to the 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 criminal, 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 criminal attempt or accomplish getting away 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.

VIOLENCE OR CRIME IN PROGRESS

Certain emergencies may require evacuation of the building. DO NOT USE ELEVATORS. Notify others in the immediate vicinity.

PREPARE: 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:

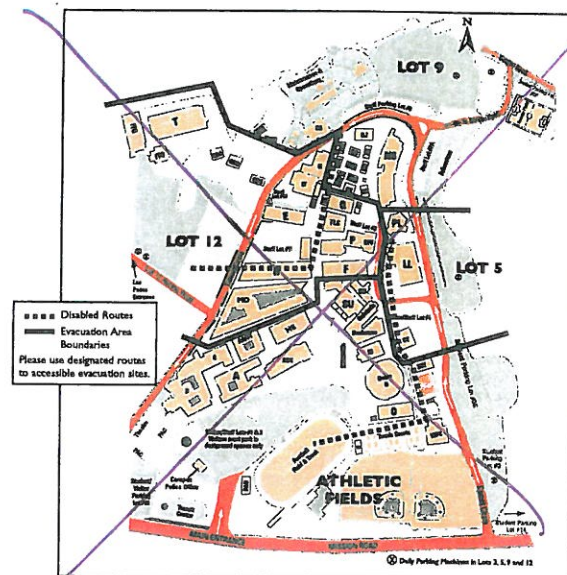
- Fire alarm or verbal notice will be used to sound the evacuation.
- Remain calm and orderly; walk quickly -- **DO NOT RUN, DO NOT PUSH OR CROWD.**
- Upon exiting the building, maintain a safe distance from the building.
- If time permits, turn off the power to electrical equipment and close doors.
- Seek out and give assistance to any persons with disabilities in the area.

PROCEED TO YOUR DESIGNATED ASSEMBLY AREA (see campus map)

- | | |
|-----------------------|-----------------|
| • South Assembly Area | Athletic Fields |
| • East Assembly Area | Lot 5 |
| • North Assembly Area | Lot 9 |
| • West Assembly Area | Lot 12 |

IF RELOCATING OUTSIDE THE BUILDING:

- 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 evacuation has been ordered. Traffic evacuation will proceed as directed by Campus Police.



BUILDING EVACUATION PROCEDURES

see attached for changes

Lot 1 continued

804, 805, 808, 806, 810, 811, 809,
818, 816A, B, C, 819, 820, 821, 822, 824

Emergency Procedures Guide

Building Evacuation Procedures

Certain emergencies may require evacuation of the building. **DO NOT USE ELEVATORS.** Notify others in the immediate vicinity.

PREPARE: 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
- Remain calm and orderly; walk quickly --
DO NOT RUN, DO NOT PUSH OR CROWD.
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 persons with disabilities in the area.

PROCEED TO YOUR DESIGNATED ASSEMBLY AREA (see campus map)

- Rooms 501, 502, 503, 504, 5602, 606, 607, 704, 705, 706 **LOT 3**
- Rooms 103, 104, 105, 204, 205, 206, 207, 301, 302, 303, 304, 402, 403, 404, 405A, 405B, 505 **LOT 2**
- Rooms 101, 102, 200, 201, 201A, 202, 203, 401, 500, 601, 603, 604, 605, 700, 701, 702, 703, HEALTH SERVICES, LIBRARY, STUDENT SERVICES, ADMIN OFFICES, CHILD DEVELOPMENT CENTER and EME **LOT 1**

See changes below

IF RELOCATING OUTSIDE THE BUILDING:

- 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 evacuation has been ordered. Traffic evacuation will proceed as directed by Campus Police.

LOT 3 - 706, 604, 606

LOT 2 - 103, 104, 105, 204, 205, 206

301, 302, 303, 304, 403, 404, 405, 504, 505

LOT 1 - Childcare ctr, admissions lobby area,

101, 102, 202, 203, 201, 207, Bookstore, 401, 402, 501, 502
503, TLC + Library, Campus Police Facilities.

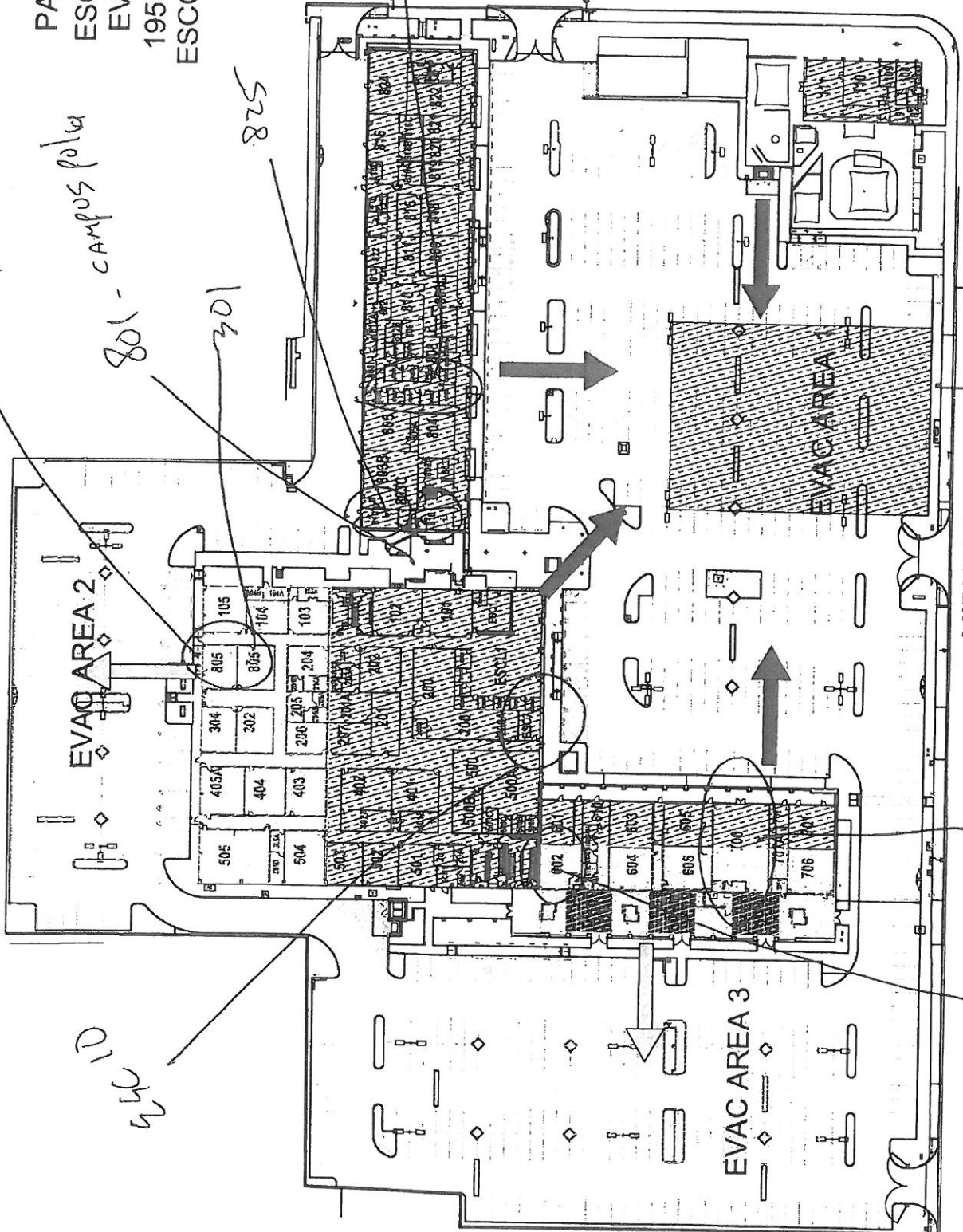
(continued
on top)

PALOMAR COLLEGE
 ESCONDIDO CENTER
 EVACUATION SITES
 1951 E. VALLEY PRKY.
 ESCONDIDO, CA. 92025

EAST VALLEY PARKWAY

MIDWAY

MIDWAY



Should All go to Lot 1
 to Lot 1

TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller.
Notify Supervisor / Police officer of the situation by prearranged signal while caller is on the line.

Today's Date / /					
Information on call					
Date of call:	Time of call:	Duration of call:	Phone number called:		
	☐ AM ☐ PM		()		
Name of person receiving the call:			Phone number to call for follow up:		
			()		
Questions for caller (Try to ask these questions and document responses)					
When will the bomb explode?		What kind of bomb is it?		What will cause the bomb to explode?	
Where is the bomb located?		What does the bomb look like?		Did you place the bomb?	
Why did you place the bomb?		Where are you now?		What is your name?	
Document exact wording of threat:					
Information on caller:					
Gender of caller:		Approximate age of caller:		Does the voice sound familiar:	
☐ Male ☐ Female ☐ Unknown				If yes, who does it sound like?	
Description of caller: (Check all that apply)					
Voice	Speech	Language	Behavior	Background Noise	
☐ Clean	☐ Accented	☐ Educated	☐ Agitated	☐ Airport	☐ Quiet
☐ Distorted	☐ Deliberate	☐ Foreign	☐ Angry	☐ Animals	☐ Restaurant
☐ Hoarse	☐ Distinct	☐ Foul	☐ Blaming	☐ Baby	☐ Static
☐ Loud	☐ Fast	☐ Intelligent	☐ Calm	☐ Birds	☐ Street Noise
☐ Muffled	☐ Hesitant	☐ Irrational	☐ Clearing Throat	☐ General Noise	☐ Talking
☐ Nasal	☐ Lisp	☐ Rational	☐ Crying	☐ Guns Firing	☐ Tavern/Bar
☐ Pitch-High	☐ Slow	☐ Slang	☐ Fearful	☐ Gymnasium	☐ Television
☐ Pitch-Med	☐ Slurred	☐ Taped/Recorded	☐ Intoxicated	☐ Machinery	☐ Traffic
☐ Pitch-Low	☐ Stuttered	☐ Uneducated	☐ Laughing	☐ Motor	☐ Train
☐ Pleasant	☐ Other:	☐ Unintelligible	☐ Nervous	☐ Music	☐ Typing
☐ Raspy	☐ If Accented, Describe:	☐ If Foreign, Describe:	☐ Self-Righteous	☐ Party	☐ Water/Wind
☐ Smooth			☐ Other	☐ PA System	☐ Other
☐ Soft					
☐ Squeaky					
☐ Unclear					
☐ Other					

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

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

If a bomb threat is received by phone:

1. Remain calm. Use checklist above.
2. If the call is received on a Voice over IP phone, 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 2289 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:

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

Telephone BOMB THREAT

**IMMEDIATELY CALL CAMPUS POLICE AT EXTENSION 2289
OR 760-891-7273.**

**Give all information to the dispatcher and stay on the line for emergency directions.
Listen for additional instructions through the InformaCast
Emergency Notification System.
Follow the instructions of emergency personnel immediately to ensure your safety.**

Response to an active shooter on campus requires a survival mindset.

This mindset entails:

1. AWARENESS – Be aware of your surroundings; use all your senses, where are the gunshots coming from?
2. PREPARATION – Know your area, how many exits are there in your classroom or building, what rooms can you lockdown in? Prepare yourself to do whatever it takes to survive.
3. REHEARSAL – Mentally and physically practice your plan to build confidence and react quickly.

Supply the following information to the Dispatcher

Actions to take

- DO NOT assume someone else has called.
- Give your exact location, (e.g. room MD-153.) **ESC-402**
- If you can see the shooter(s) relay their exact location to the dispatcher, take a picture if you can do so without endangering yourself.
- If others are with you, how many?
- Is anyone with you injured?
- Lock the door, if possible.
- Turn off the lights and close the blinds.
- Stay away from windows and doors
- Block the door with heavy objects.
- Keep quiet, put cell phones and pagers on silent/vibrate.
- Quietly plan what to do if the shooter enters the area.
- Maintain a "survival mindset" and commit to working together to survive.
- If a shooter enters your space, assume their intentions are lethal.
- Stick to your plan to take out the shooter.
- Use anything you have with you and in the room as weapons.
- When the shooter enters, yell loudly and throw things at the shooter, aim at the face.
- Act as a team to overcome shooter.
- Total commitment is critical; do not give up until you have won!

REMEMBER, those in immediate danger are the "real First Responders"

ACTIVE SHOOTER

MAIN CAMPUS EMERGENCY PHONE EXTENSIONS

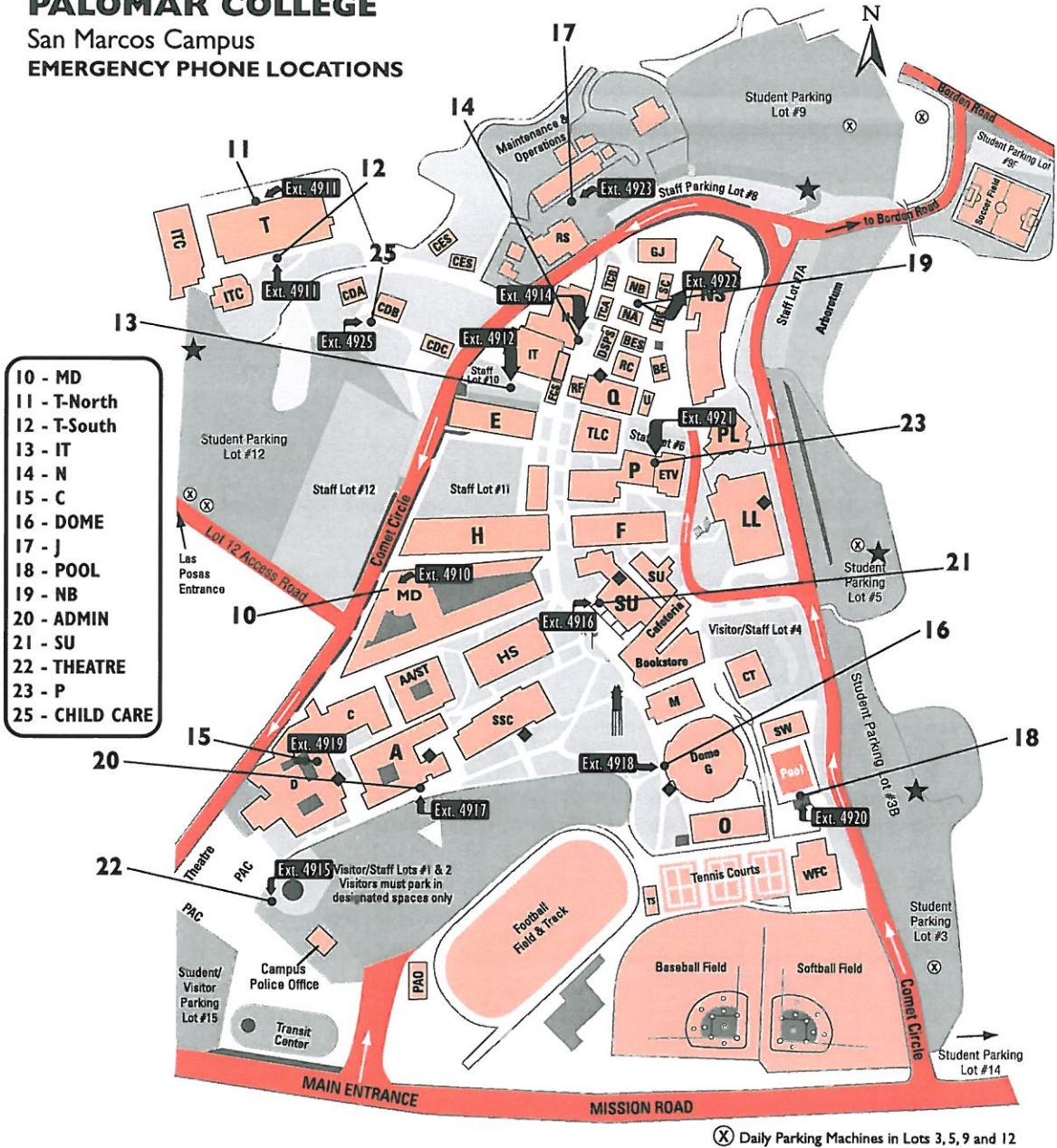
These phones/extensions go directly to Campus Police - 2289

Building Location	Box #	Extension
T - SOUTH	12	4911
IT	13	4912
N	14	4914
C	15	4919
DOME	16	4918
J	17	4923
POOL	18	4920
NB	19	4922
ADMIN	20	4917
CHILD CARE	25	4925

Palomar College Information Services Pay Telephone Numbers

Number	Building	Location
(760) 471-8482	SU	Student Union
(760) 471-8436	G	Dome
(760) 471-7561	SSC	Student Services Center South
(760) 471-8449	A	Administration
(760) 471-8446	D	Art/Performing Arts Offices
(760) 471-7591	DSPS	Disability Resource Center
(760) 471-8293	LL	Library

San Marcos Campus EMERGENCY PHONE LOCATIONS



Students with Disabled Resource Center permits may park in any student lot. There are a limited number of reserved spaces in lots 5, 8 and 12 on the San Marcos campus to accommodate the DRC permits, and students are encouraged to use these spaces designated for "State Handicapped Permits". Daily parking permits are available for \$3 per day from machines in lots 3, 5, 9 and 12 on the San Marcos campus. These receipts are valid in any student lot.

See back of map for information on box and ext. numbers.

KEY

- Emergency Phones
- ◆ Pay Phones
- ★ Talk a Phones

CAMPUS MAP - SAN MARCOS

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 emergency situation that may arise. If you are unsure of what you need to do in a particular emergency, please ask your supervisor or contact Campus Police by dialing extension 2289 or 760-891-7273. Be sure to check with your supervisor for emergency guidelines and policies that are specific to your building (example: Chemistry, DRC, etc.).

In the event of an emergency, **faculty, staff and supervisors** have the responsibility to give instructions to students and staff, close and lock doors, and provide other required safety and first aid measures unless otherwise directed by law enforcement or emergency personnel. (See 2nd to last page, for The Employee Quick Reference Guide for Emergencies.)

THIS GUIDE

THE EMPLOYEE QUICK REFERENCE GUIDE FOR EMERGENCIES

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

- 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

Establish from the onset a method to gather, record and document information concerning your activities.
ASSIGN SOMEONE TO HELP YOU.

Involves Others

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

- Keep a written record.
- Put together a plan for evacuating the building. (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.
- Check to see if the telephone works.

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 the Campus Police by dialing ext. 2289 or 760-891-7273. Seven (7) **pay telephones** are available at the San Marcos campus (refer to enclosed campus map). Fifteen (15) **emergency phone extensions** are available at the San Marcos campus (refer to enclosed campus map).

When Calling extension 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 agency.

- | | |
|---------------------|------|
| • Campus Police | 2289 |
| • Health Services | 2380 |
| • Facilities Office | 2629 |

If the phones do not work:

At the San Marcos Campus, send a person to the Campus Police Building located in the Parking Lot 1 near the Howard Brubeck Theatre (HBT).

You should attempt to contact your superiors and apprise them of the situation.

THE EMPLOYEE QUICK REFERENCE GUIDE FOR EMERGENCIES

If calling from a campus phone:

Campus Police	2289 or 760-891-7273
Poison Control	1-800 876-4766
Environmental Health & Safety	3677
Health Services	2380
Facilities Office	2629

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.

EMERGENCY PHONE NUMBERS FOR PALOMAR COLLEGE

**DURING A MAJOR EARTHQUAKE:
IF YOU ARE INSIDE A BUILDING, STAY INSIDE:
FALLING DEBRIS COULD CAUSE INJURY.**

- 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.
- **DUCK, COVER & HOLD** 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.
- Assist any person in the area and find a safe place for them.
- **DO NOT USE THE ELEVATORS.**

WHAT IF YOU ARE IN AN ELEVATOR?

- If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft, and nothing heavy can fall on you.
- If the power fails, the elevators will stop and the lights will go off. **Be patient!** Upon rescue, take directions from emergency personnel.

IF YOU ARE IN CLASSROOMS AND LABS, STAY INSIDE. Do not evacuate or go outside; falling debris could cause injury.

- If you are with students, shout "Earthquake! Take cover!" Tell students to drop between the rows of classroom seats or 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.
- **DO NOT USE THE ELEVATORS.**
- Wait at your assigned assembly point for help and further instructions. Report to authorities any missing or trapped persons or hazardous conditions.

IF YOU ARE 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 YOU ARE IN A VEHICLE, PULL TO THE RIGHT SIDE OF THE ROAD AND STOP.

- If near an overpass, power lines, or structures, proceed away from these risks and then stop.
- Stay inside until the shaking stops.

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.
- Turn on a battery-powered radio, if you have one, to learn about what has happened (the three San Diego AM stations required to broadcast emergency information are KOGO/AM 600, KPOP/AM 1360, and KSDO/AM 1130).
- Replace telephone handsets that have been shaken off.
DO NOT try to use the telephones except to report fires or medical emergencies.
- Gather home and office keys, identification and easy-to-carry critical work-in-progress.
- Check doors for heat before opening.
- 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 safety coordinator and/or emergency personnel. Be prepared for aftershocks and be prepared to evacuate to lower floors (if applies), when necessary.
- 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?

- Be prepared to stay on campus overnight and perhaps longer. You should not try to get home until campus authorities say it is safe, which will be when the worst fires are under control and streets are cleared for travel.
- This may happen quickly, or may take some time (72 hours or longer). Do not risk becoming a casualty by acting independently of emergency personnel.

CONTACT WITH LOVED ONES

- Be sure you know the number of your out-of-state family contact (or carry it at all times).
- Payphones should be operating (reference campus map).

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

EARTHQUAKE

**CONTACT THE CAMPUS POLICE, AT EXTENSION
2289 OR 760-891-7273. IN THE EVENT OF A CRISIS SITUATION
CAMPUS POLICE WILL MAKE THE APPROPRIATE NOTIFICATIONS,
AND REQUEST ANY FURTHER ASSISTANCE THAT IS NEEDED.**

Examples of these situations would be:

- Alcohol and drug use emergencies
- Disruptive behavior
- Discipline issues
- Mental health/behavioral incidents or concerns.
- Any assault or incident involving bodily injury
- Threats to public welfare

BEHAVIORAL CONCERNS

NOTIFY the FACILITIES OFFICE at extension 2629 (San Marcos campus) between the hours of 7:00 a.m. – 4:30 p.m.

After hours, Call Campus Police at extension 2289 or 760-891-7273.

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

If evacuation of the building is required, use flashlights or light sticks to evacuate to your designated assembly area (see campus map). Assist any disabled persons and exit by stairway.

DO NOT USE ELEVATORS.

UTILITY PROBLEMS GENERAL ACTION GUIDE

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.**

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 chemical or gas

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 fire or 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 or fire.

Notify others in the immediate vicinity, if you can safely do so.

Ventilation:

Call the Facilities Office (San Marcos campus) at ext. 2629. After hours, Call Campus Police at ext. 2289 or 760-891-7273. If smoke or strong burning odors occur, VACATE IMMEDIATELY.

Plumbing/Flooding:

Call Facilities Office (San Marcos campus) 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.

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. Water makes an excellent conductor of electricity and, therefore, electric shock is possible. **Immediately cease use of all electrical equipment.**

Electrical failure:

Call the Facilities Office (San Marcos campus) 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 extension 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.

UTILITY FAILURE

**DURING A CIVIL DISTURBANCE EVERYONE SHOULD ATTEMPT TO
CARRY ON BUSINESS AS NORMALLY AS POSSIBLE.**

1. Avoid provoking or obstructing the demonstrators.
2. Avoid the area of the disturbance.
3. Continue with your normal routine.
4. If the disturbance is outside, stay away from doors or windows.
5. If a class or lecture is disrupted, immediately call Campus Police for assistance at 2289 or 760-891-7273.

CIVIL DISTURBANCE OR DEMONSTRATION

PREPARE IN ADVANCE:

Know the locations of alternate exits from your area. If your work station 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, or may be obscured. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door. **ALL EMPLOYEES SHOULD LEARN TO USE FIRE EXTINGUISHERS:**

FIRE EXTINGUISHER INSTRUCTIONS: PASS

- **PULL** Safety Pin From Handle
- **AIM** (Nozzle, Cone, Horn) At Base Of Fire
- **SQUEEZE** The Trigger Handle
- **SWEEP** From Side to Side (Watch For Re-Flash)

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.
- Close door after exiting.
- Activate nearest fire alarm.
- Immediately call 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.
- Be sure to use the proper extinguisher for the type of fire you are fighting.
- Know the location of the closest fire extinguisher.

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.

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

WHEN A FIRE ALARM IS ACTIVATED:

- Follow emergency personnel's directions.
- Walk – **DO NOT RUN**; proceed to the nearest exit (remove high heels to avoid tripping).
- 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. Stand behind door and to one side; be prepared to close it quickly if fire is present.
- Provide assistance to disabled persons (see "evacuation of disabled persons").
- Notify emergency personnel if you suspect someone may be trapped inside the building.
- 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 (at least 300 feet from the building).
- **DO NOT** interfere in any way with actions of emergency personnel.
- **DO NOT** return to area until instructed to do so by emergency personnel.

FOR YOUR AREA

Alarm Location: _____ Fire Extinguisher Location: _____

FIRE SAFETY

**ANY PERSON WHO RECEIVES OR IDENTIFIES
SUSPICIOUS MAIL SHOULD LEAVE THE ITEM ALONE AND NOT MOVE IT.**

**IMMEDIATELY CONTACT CAMPUS POLICE AT
EXTENSION 2289 OR 760-891-7273.**

Tips for identifying suspicious packages:

- Rigid or bulky
- Lopsided or uneven envelope
- Badly written or misspelled labels
- Generic or incorrect titles
- Foreign writing, postage, or return address
- Missing or nonsensical, or unknown return address
- Unusual odor
- Excessive postage
- No postage
- Excessive securing material such as masking tape, string, etc.
- Excessive weight
- Protruding wires and/or tin foil
- Restrictive markings, such as confidential, personal, title but no name, etc.
- Stains or discoloration

Always remain aware! Look for anomalies.

SUSPICIOUS MAIL

Personnel Exposures/Contamination

1. Remove exposed/contaminated individual(s) from area, unless it is unsafe to do so because of:
 - (1) Medical condition of victim(s) or
 - (2) Potential hazard to rescuer(s).
2. **Call Campus Police at extension 2289 or 760-891-7273 AT ALL TIMES, if immediate medical attention is required.**
3. If incident occurs during normal working hours, **notify the Environmental Health & Safety Office (EH&S) (ext. 3677).** If after hours, call Campus Police **at extension 2289 or 760-891-7273.**
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).

Contamination of Equipment/Facilities

- **DO NOT attempt any clean-up or decontamination procedures alone or without wearing proper protective attire**, including appropriate respiratory protection where airborne hazards may exist (personnel **MUST BE** trained and certified before using respiratory protection).
- **Avoid spreading contamination by restricting access** to the equipment/area only to individuals

who are properly protected and trained to deal with the type of hazard which exists.

- **Report details and/or request assistance from the Environmental Health & Safety Office at extension 3677 during normal working hours.** If the incident occurs after hours, call the Environmental Health & Safety Office at 3677.
- **If a liquid spills, attempt to contain it** by using the appropriate absorbent material.
- **Attempt to decontaminate the equipment/area** using appropriate methods.
- Approach spills from: Uphill, Upwind, and Up Stream.

Release to the Environment (Air, Water, Soil)

- **Stop the release**, if it is safe to do so.
- **Follow the procedures described above** for contamination of equipment/facility.
- **Notify the Environmental Health & Safety Office at extension 3677.**

HAZARDOUS MATERIALS INCIDENTS

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

*Contact Campus Police at extension 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.
- Remain inside the building until safe to exit.
- Follow the directions of emergency response personnel when they arrive.
- 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.
- Seek out and assist injured and disabled persons in evacuating the building.
- Once outside, move at least 300 feet away from the building. Keep roadways and walkways clear for emergency vehicles.
- DO NOT RE-ENTER the building until instructed to do so by emergency personnel.

If outside the building:

- Move quickly away from the building
- 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 extension 2289 or 760-891-7273

Listen for additional instructions through the InformaCast Emergency Notification System. Follow the instructions of emergency personnel immediately to ensure your safety.

**IF AN EXPLOSION OF ANY TYPE OCCURS,
Immediately Call Campus Police at ext. 2289 or 760-891-7273.**

Give all information to the dispatcher and stay on the line for emergency directions.

EXPLOSION/AIRPLANE CRASH

NON-AMBULATORY PERSONS

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. 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.

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 at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

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

- The number of people necessary for assistance.
- 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 to carry forward or backward on a flight of stairs.
- 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?

VISUALLY IMPAIRED PERSONS

Most visually impaired persons 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.

HEARING IMPAIRED PERSONS

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required.

Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route: ("FIRE. Go out rear door to the right and down, now!")
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

IN MOST INCIDENTS

Evacuation will not be necessary or advisable. **DO NOT** evacuate unless instructed to do so by emergency personnel, the fire alarm has been activated, or danger is imminent.

- 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. **CALL Campus Police at ext., 2289 or 760-891-7273 and advise the operator of your situation. DO NOT** open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
- Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

EVACUATION OF DISABLED PERSONS

**IF YOU OBSERVE A CRIME IN PROGRESS, OR SUSPICIOUS ACTIVITY,
IMMEDIATELY NOTIFY CAMPUS POLICE
AT EXTENSION 2289 OR 760-891-7273.
DO NOT APPROACH OR APPREHEND THE PERSON(S) INVOLVED.
DO NOT TAKE UNNECESSARY CHANCES
(DO NOT INTERFERE WITH THE FOLLOWING):**

• Persons committing the crime/creating the disturbance. • 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 Extension 2289 or 760-891-7273

Supply the following information to the 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 criminal, 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 criminal attempt or accomplish getting away 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.

VIOLENCE OR CRIME IN PROGRESS

Certain emergencies may require evacuation of the building. DO NOT USE ELEVATORS. Notify others in the immediate vicinity.

PREPARE: 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:

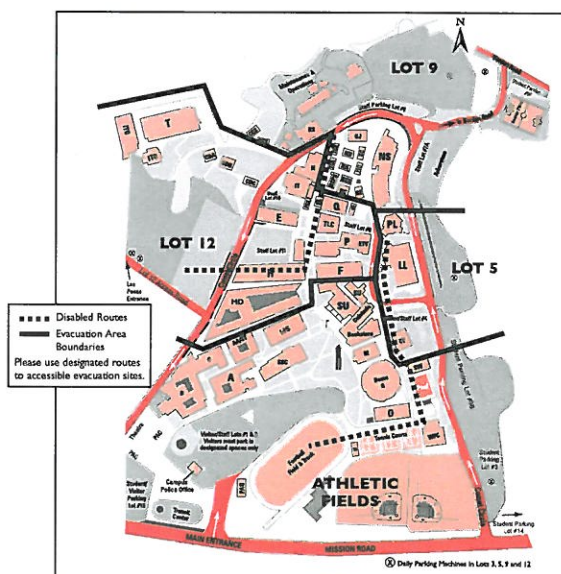
- Fire alarm or verbal notice will be used to sound the evacuation.
- Remain calm and orderly; walk quickly -- DO NOT RUN, DO NOT PUSH OR CROWD.
- Upon exiting the building, maintain a safe distance from the building.
- If time permits, turn off the power to electrical equipment and close doors.
- Seek out and give assistance to any persons with disabilities in the area.

PROCEED TO YOUR DESIGNATED ASSEMBLY AREA (see campus map)

- | | |
|-----------------------|-----------------|
| • South Assembly Area | Athletic Fields |
| • East Assembly Area | Lot 5 |
| • North Assembly Area | Lot 9 |
| • West Assembly Area | Lot 12 |

IF RELOCATING OUTSIDE THE BUILDING:

- 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 evacuation has been ordered. Traffic evacuation will proceed as directed by Campus Police.



BUILDING EVACUATION PROCEDURES

TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller.
Notify Supervisor / Police officer of the situation by prearranged signal while caller is on the line.

Today's Date / /					
Information on call					
Date of call:	Time of call:	Duration of call:	Phone number called:		
	☐ AM ☐ PM		()		
Name of person receiving the call:			Phone number to call for follow up:		
			()		
Questions for caller (Try to ask these questions and document responses)					
When will the bomb explode?		What kind of bomb is it?		What will cause the bomb to explode?	
Where is the bomb located?		What does the bomb look like?		Did you place the bomb?	
Why did you place the bomb?		Where are you now?		What is your name?	
Document exact wording of threat:					
Information on caller:					
Gender of caller:		Approximate age of caller:		Does the voice sound familiar:	
☐ Male ☐ Female ☐ Unknown				If yes, who does it sound like?	
Description of caller: (Check all that apply)					
Voice	Speech	Language	Behavior	Background Noise	
☐ Clean	☐ Accented	☐ Educated	☐ Agitated	☐ Airport	☐ Quiet
☐ Distorted	☐ Deliberate	☐ Foreign	☐ Angry	☐ Animals	☐ Restaurant
☐ Hoarse	☐ Distinct	☐ Foul	☐ Blaming	☐ Baby	☐ Static
☐ Loud	☐ Fast	☐ Intelligent	☐ Calm	☐ Birds	☐ Street Noise
☐ Muffled	☐ Hesitant	☐ Irrational	☐ Clearing Throat	☐ General Noise	☐ Talking
☐ Nasal	☐ Lisp	☐ Rational	☐ Crying	☐ Guns Firing	☐ Tavern/Bar
☐ Pitch-High	☐ Slow	☐ Slang	☐ Fearful	☐ Gymnasium	☐ Television
☐ Pitch-Med	☐ Slurred	☐ Taped/Recorded	☐ Intoxicated	☐ Machinery	☐ Traffic
☐ Pitch-Low	☐ Stuttered	☐ Uneducated	☐ Laughing	☐ Motor	☐ Train
☐ Pleasant	☐ Other:	☐ Unintelligible	☐ Nervous	☐ Music	☐ Typing
☐ Raspy	☐ If Accented,	☐ If Foreign,	☐ Self-Righteous	☐ Party	☐ Water/Wind
☐ Smooth	Describe:	Describe:	☐ Other	☐ PA System	☐ Other
☐ Soft					
☐ Squeaky					
☐ Unclear					
☐ Other					

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

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

If a bomb threat is received by phone:

1. Remain calm. Use checklist above.
2. If the call is received on a Voice over IP phone, 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 2289 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:

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

Telephone BOMB THREAT

**IMMEDIATELY CALL CAMPUS POLICE AT EXTENSION 2289
OR 760-891-7273.**

**Give all information to the dispatcher and stay on the line for emergency directions.
Listen for additional instructions through the InformaCast
Emergency Notification System.
Follow the instructions of emergency personnel immediately to ensure your safety.**

Response to an active shooter on campus requires a survival mindset.

This mindset entails:

1. AWARENESS – Be aware of your surroundings; use all your senses, where are the gunshots coming from?
2. PREPARATION – Know your area, how many exits are there in your classroom or building, what rooms can you lockdown in? Prepare yourself to do whatever it takes to survive.
3. REHEARSAL – Mentally and physically practice your plan to build confidence and react quickly.

Supply the following information to the Dispatcher

Actions to take

- DO NOT assume someone else has called.
- Give your exact location, (e.g. room MD-153.)
- If you can see the shooter(s) relay their exact location to the dispatcher, take a picture if you can do so without endangering yourself.
- If others are with you, how many?
- Is anyone with you injured?
- Lock the door, if possible.
- Turn off the lights and close the blinds.
- Stay away from windows and doors
- Block the door with heavy objects.
- Keep quiet, put cell phones and pagers on silent/vibrate.
- Quietly plan what to do if the shooter enters the area.
- Maintain a "survival mindset" and commit to working together to survive.
- If a shooter enters your space, assume their intentions are lethal.
- Stick to your plan to take out the shooter.
- Use anything you have with you and in the room as weapons.
- When the shooter enters, yell loudly and throw things at the shooter, aim at the face.
- Act as a team to overcome shooter.
- Total commitment is critical; do not give up until you have won!

REMEMBER, those in immediate danger are the "real First Responders"

ACTIVE SHOOTER

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
❖ PURPOSE	2
❖ SCOPE	2
❖ RESPONSIBILITIES	2
❖ PRECAUTIONS / LIMITATIONS	3
❖ PREREQUISITES / INITIAL CONDITIONS	3
❖ PROCEDURE	3
Eligibility Requirements	3
Environmental Health & Safety (EH&S) Training Program Implementation	4
Training Requirements.....	4
Training Requirements for Individuals Based On Job Duties.....	5
Initial Training.....	5
Exemptions.....	6
❖ ACCEPTANCE / FUNCTIONAL CRITERIA	6
❖ RETENTION / RECORDS	6
❖ REFERENCES	6

ATTACHMENT

1	Safety Training Needs Analysis.....	7
2	PCCD EH&S Training Requirements.....	8

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

PURPOSE

The purpose of the Environmental, Health & Safety (EH&S) Training Program Description (TPD) is to establish the training requirements for initial and continuing training for PCCD personnel and provide a systematic process for implementation.

SCOPE

Required Training is designed to train the general college population, i.e. Executive Administration, Senior Administration, Administration Association, Faculty, CAST, Classified, Temporary, Student, and Volunteer employees with the regulatory required training necessary for individuals working at the Palomar Community College District locations.

Specialized Worker Safety Training is comprised of various courses and topics to ensure compliance with District and regulatory commitments, and to ensure the appropriate level of training to safely perform job functions.

RESPONSIBILITIES

The Supervisor, EH&S, is responsible for implementing the Safety Training Program.

Environmental, Health & Safety (**EH&S**) is responsible for:

- Providing technical review for all safety classrooms, web based (WBT), and vendor safety lessons developed and implemented as part of this training program.
- Providing technical review for all environmental classrooms, web based training (WBT), and vendor safety lessons developed and implemented as part of this training program.
- Tracking and reviewing regulatory requirement changes for impacted training program.

Palomar College Administrators and CAST members, or administrative and supervisory designees appointed by administrators and CAST members, are responsible for determining the training needs of employees under their supervision based upon the requirements listed in Attachment 2, PCCD EH&S Training Requirements, and when new job assignments warrant additional training.

- Determination of training needs is documented using Form (Safety Training Needs Analysis) (Attachment 1)

Human Resource Services is responsible for the delivery of EH&S training.

Palomar administrative and supervisory personnel are responsible for scheduling new personnel within their division/work group for training and re-qualification training required by this procedure.

Palomar Community College Safety & Security Committee Team is responsible for reviewing and approving training recommendations and determining the training frequency for Palomar College personnel.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

PCCD Personnel are responsible for completing assigned training and maintaining awareness of their re-qualification requirements.

Administrators and Supervisors are responsible for ensuring that employees under their supervision complete assigned safety training.

PRECAUTIONS / LIMITATIONS

Precautions

- Employees SHALL not perform job functions for which they have not completed safety training requirements.

Limitations

None

PREREQUISITES / INITIAL CONDITIONS

Prerequisites

VERIFY this document is current by checking Palomar College website, Environmental Health & Safety section (General Information) tab.

Initial Conditions

None

PROCEDURE

Eligibility Requirements

Individual(s) must be able to comprehend PCCD policies, procedures, signs, and announcements.

All EH&S exams, including questions built into courses will be administered through “Keenan SafeColleges” website. Keenan SafeColleges provides Palomar College employees with a comprehensive, web-based training solution that provides legally-compliant courses developed by content experts on a variety of topics in a multimedia (audio/video) format. The Environmental and Health modules contain over 30 trainings on developing and maintaining a safe and healthy working and learning environment. In addition to the trainings developed by Keenan, Palomar College can develop and upload its own trainings to the SafeColleges website. Trainings can be assigned to individual employees or specific, appropriate groups of staff and employees. Participation can be designated as either mandatory or optional. The SafeColleges website provides a customizable reporting system to track employees’ completion of trainings.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

Environmental Health & Safety (EH&S) Training Program Implementation

NOTES

1. **New Employee** Orientation for new PCCD personnel who work at PCCD is provided in accordance with General Employee Training.
2. **Specialized Worker** Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Safety Training is identified by the responsible supervisor or designee for individuals who need training to perform certain functions.
3. Required EH&S training must be completed before an employee is assigned a task requiring that specific training.
4. Employees are required to sign a waiver at time of hire indicating that they acknowledge that the District has notified them of EH&S trainings that are relevant to their assigned responsibilities to ensure their safety and reduce liability to the District in the performance of their duties.

The EH&S Training Program provides employees with the knowledge necessary to perform assigned job functions in accordance with applicable occupational safety and health standards and requirements (Reference Attachment 2).

The EH&S Training Program is applicable to PCCD personnel working at District locations. Specific training requirements are determined by the applicable Administrator or Supervisor, or administrative or supervisory designee, using the PCCD EH&S Training Requirements table, Attachment 2.

Training Requirements

NOTE

Specialized Worker Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Training is required by the cognizant supervisor for individuals who need training to perform certain functions.

An assessment of training needs SHALL be completed when a new employee is hired or reports to PCCD for work (on a permanent or temporary basis), or change in job duties/assignments warrant.

The assessment is documented on Form (Safety Training Needs Analysis)(Attachment 1) which lists all available Safety training topics.

WHEN an employee is in an occupation covered by an accredited Training Program Description (TPD) which contains requirements for safety training, THEN the accredited TPD requirements should be met in addition to the requirements of this procedure.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

Training Requirements for Individuals Based On Job Duties

Mandatory Training

Employee training based on position or job duties and mandated by regulatory agencies or PCCD requirements, as identified in Attachment 2, SHALL be completed.

EH&S required and assigned training requirements have been established for PCCD employees. Minimum campus specific needs and commitments include the following:

- Hazard Communication
- Emergency Action Plan
- Fire Prevention Plan
- HAZWOPER Awareness
- Ergonomics and Repetitive Motion
- Personnel Protective Equipment
- Injury and Illness Prevention Plan
- Material Handling
- Hazard Recognition (OSHA 10, OSHA 30)

The Administrator or Supervisor, or administrative or supervisory designee, determines the training requirements for each job assignment.

Retraining requirements for Mandatory training are listed in Attachment 2. Required retraining either on a periodic basis or when triggered by a change in the applicable program, individual job duties, or a change in the expected risk, SHALL be performed in a timely manner.

Contractor Training Requirements

Contractor personnel SHALL be trained by their employer, or in accordance with the applicable contract between their employer and Southern California Edison, in areas of Occupational Safety and Health.

Contractor training programs/courses should be provided to the EH&S designee, for review.

All identified safety training should be completed before contractor personnel are allowed to begin work.

Initial Training

Classroom/Computer Based Training/Laboratory training and evaluations include:

- Written and/or computer based examinations
- Practical exercises

Individuals who do not complete retraining prior to training expiration SHALL have their qualification on the Keenan SafeColleges portal depicted as past due in Keenan's electronic training database.

Individuals who complete their EH&S required training after it expires, may have their qualifications restored.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

Exemptions

PCCD may accept training of individuals who have been subject to another training program that meets the requirements of this procedure and who have either had initial or refresher training, or have successfully passed a comprehensive examination.

ACCEPTANCE / FUNCTIONAL CRITERIA

None

RETENTION / RECORDS

The records of individuals participating in the EH&S Training Program SHALL be maintained in the Keenan SafeColleges electronic training database, unless otherwise specified in an approved procedure.

REFERENCES

Title 8 of the California Code of Regulations (CalOSHA)

29CFR Occupational Safety & Health Administration (OSHA)

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

SAFETY TRAINING NEEDS ANALYSIS

(Use black ink only)

Name	Last	First	MI
Classification	Supervisor		Work #

Complete a Safety Training Needs Analysis on all new PCCD workers or workers who have assumed new job responsibilities. Assign additional training based on an assessment of the employee's work location and job assignment. Mark applicable courses below with an "X" to adjust employee training requirements based on your evaluation.

Hazard Communication: Right to Understand (GHS) (Full Course)	X	Confined Space		Lockout/Tag Out	
Emergency Action Plan	X	Hearing Conservation		Forklifts/Powered Industrial Trucks	
Fire Prevention Plan	X	First Aid		Eye & Face Protection (Full Course)	
Injury Illness and Prevention Program (IIPP) (Supervisor)		AED Training		Cranes & hoists	
Ergonomics & Repetitive Motion	X	Lead Awareness		Hand and Power Tool Safety Overview (Full Course)	
Personal Protective Equipment (PPE)	X	HAZWOPER Awareness	X	Fire Prevention & Suppression	
Injury Illness and Prevention Program (IIPP) (Employee)	X	HAZWOPER Operational		Scaffold Users	
Respiratory Protection		HAZWOPER HazMat Technician		Chemical Spills Overview (Full Course)	
Asbestos Class III		HAZWOPER Incident Commander		Elevating Work Platforms	
Asbestos Awareness IV		Bloodborne Pathogen Exposure Prevention (Full)		Aerial Devices	
Fuel Gas Cylinders		Integrated Pest Management (Full)		Confined Spaces (Full Course (California))	
Pesticide Safety		Fire Extinguisher Safety (Full)		Material Handling	X
Changing & Charging Storage Batteries		Fire Brigades		Slips, Trips, & Falls (Full Course)	
Fall Protection		Heat Illness Prevention		Trenching and Excavation Safety (Full Course)	
Ladder Safety (Full Course)		Utility Cart Safety (Full Course)		Electrical Safety	
Office Ergonomics (Full Course)		Back Injury & Lifting (Full Course)		Distracted Driver	
Van Safety (Full)		Hazard Recognition (OSHA 10, OSHA 30)	X		

Performed By: _____
Signature

Date: _____

Print Name: _____

Classification # _____

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION**PCCD EH&S TRAINING REQUIREMENTS**

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Hazard Communication: Right to Understand (GHS) (Full Course)	Hazard Communication: Right: New Employee Training (L)	Provided by Keenan	Title 8 CCR.5194 29CFR1910.1200 Employees who work with or around hazardous substances, and who may be exposed to them under normal conditions or use, or in a reasonably foreseeable emergency.
Emergency Action Plan	Emergency Action Plan: New Employee EH&S Trng (L)		Title 8 CCR 3220 29CFR1910.38 Employees who may take designated actions to ensure employee safety in emergencies, such as fires, at facilities that have a written plan .
Fire Prevention Plan	Fire Prevention Plan: New Employee Training (L)		Title 8 CCR 3221 29CFR1910.38 Employees who may be affected by fires and their related hazards, such as combustible materials, at facilities that have a written plan.
Injury Illness and Prevention	Injury Illness and Prevention Program (IIPP) (Supervisor) (L)	Provided by Keenan	Title 8 CCR 3203 Employees who work at sites with established written Injury & Illness Prevention Programs.
Injury Illness and Prevention Program	Injury Illness and Prevention Program (IIPP) (New Employees) (L)	Provided by Keenan	Title 8 CCR 3203 Employees who work at sites with established written Injury & Illness Prevention Programs.
Ergonomics & Repetitive Motion (RMI)	Ergonomics & Repetitive Motion (RMI) New Employee Training (L)	Provided by Keenan	Title 8 CCR 5110 Employees who perform in a work activity where a work related repetitive motion injury (RMI) has occurred to more than one employee at the same facility location in the last 12 months.
Personal Protective Equipment (PPE)	Personal Protective Equipment (PPE) New Employee Training (L)	Provided by Keenan	Title 8 CCR 3380 29CFR1910.132 Employees who use any type of personal protective equipment (PPE), such as head, eye, face, body, hand, and or foot protection.
Respiratory Protection	Initial respirator (L) Respiratory Retraining (Y) Medical Exam & Fit Test (Y)	WBT Provided by Keenan WBT Provided by Keenan	Title 8 CCR 5144 29CFR1910.134 Employees who use any respirator except for disposable dust masks worn in nuisance type situations.
Asbestos Class III	Class III Initial (L) Class III Retraining (Y)	Provided by Keenan	Title 8 CCR 1529 29CFR1926.1101 Employees who disturb ACM and/or who perform small scale (< 1 bag) of ACM during repair & maintenance operations.
Asbestos Awareness IV	Asbestos Awareness (Y)	Provided by Keenan	Title 8 CCR 1529 29CFR1926.1101 Employees who have incidental contact with ACM during maintenance activities, and/or perform minor cleanup of ACM dust & debris.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION**PCCD EH&S TRAINING REQUIREMENTS CONTINUED**

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Fuel Gas Cylinders	Storage & Use of (Fuel Gas Cylinders) (AR)	Provided by Keenan	Title 8 CCR 1740 29CFR1910/253 Employees who handle and use compressed fuel gas cylinders.
Pesticide Safety	Pesticide Safety (AR)	Provided by Keenan	Title 8 CCR Employees who handle and use pesticides.
Changing & Charging Storage Batteries	Storage Battery Safety (AR)	Provided by Keenan	Title 8 CCR 5185 Employees who are assigned to work with storage batteries in battery charging installations (campus carts equipped with batteries) & who may have to deal with battery acid spills.
Fall Protection	Fall Protection (AR)	Provided by Keenan	Title 8 CCR Employees who work in unguarded elevations > 6 feet above ground.
Ladder Safety (Full Course)	Ladder Safety (AR)	Provided by Keenan	Title 8 CCR Employees who use ladders on campus.
Back Injury and Lifting (Full Course)	Back Injury & Lifting New Employee Training (L)	Provided by Keenan	Title 8 CCR All employees
Office Ergonomics	Office Ergonomics (Full Course) New Employee Training (AR)	Provided by Keenan	Employees who spend more than 2 hours per shift using a computer workstation.
Van Safety	Van Safety (Full) (AR)	Provided by Keenan	Employees who drive PCCD vehicles.
Hazardous Chemicals in Laboratories	Chemical Spills Overview (Full Course) (AR)	Provided by Keenan	Title 8 CCR 5191 29CFR1910.1450 Employees who are engaged in the laboratory use of hazardous chemicals, and who fall under the requirements of a Chemical Hygiene Plan.
Confined Space	Confined Space Training (AR)	Provided by Keenan	Title 8 CCR.5157 29CFR1910.146 Employees who are involved with permit required & other confined space entry operations.
Hearing Conservation	Hearing Conservation Audiometric Exam (AR) (Y)	Provided by Keenan	Title 8 CCR.5098 29CFR1910.95 Employees who are exposed to workplace noise levels An 8 hour TWA of 85dBA, or a dose of 50% for longer work
First Aid	First Aid (AR)	Provided by Keenan (WBT) OR Provided by Project Heart Beat	Title 8 3400 29CFR1910.151 Employees who administer first aid in the absence of an infirmary, clinic or hospital in near proximity to the workplace.
AED Training	AED Training (AR)	Provided by Project Heart Beat	Title 8 3400 29CFR1910.151 Employees who administer first aid in the absence of an infirmary, clinic or hospital in near proximity to the workplace.
Lead Awareness	Lead Awareness (AR)	Provided by Keenan	Title 8 CCR 1532.1 29CFR1910.1025 Employees who are exposed to lead at or above the Action Level of 30 ug/m3 on any one day.
HAZWOPER Awareness	First Responder Awareness (FRA) New Employee Training (Y)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who witness or discover, and subsequently report, a hazardous material release.
HAZWOPER Operational	First responder Operational (FRO) (AR)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who witness or discover, and subsequently report, a hazardous material release.
Hazmat Tech	HAZWOPER HazMat Technician (AR)	CSTI Training	Title 8 CCR 5192 29CFR1910.120 Employees who respond to a hazardous material release by approaching the point of release (or hazard zone) in order to plug, patch or stop it (Offensive Measures).

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

PCCD EH&S TRAINING REQUIREMENTS CONTINUED

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Incident Commander	HAZWOPER Incident Commander (AR)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who are the highest ranking people on-campus, and who take control of the incident scene by coordinating & directing the spill/release response activities.
Blood borne Pathogen	Bloodborne Pathogen Exposure Prevention (Full) (AR)	Provided by Keenan Does not apply to one time first aid administered as part of a good Samaritan act.	Title 8 CCR 5193 29CFR1910.1030 Employees who may contact or be exposed to blood or other potentially infectious materials during their normal job duties.
Pest Management	Integrated Pest Management (Full)	Provided by Keenan	Title 8 CCR
Fire Extinguisher	Fire Extinguisher Safety (Full)	Provided by Keenan	Title 8 CCR 6151 29CFR1910.157 Employees who are expected to use portable fire extinguishers for incipient stage firefighting, or specific employees who have been designated to use portable fire extinguishers as part of a facility's emergency action plan.
Fire Brigades	Fire Brigades (AR)	Department Training Program (Only) assigned by EH&S	Title 8 CCR 3411 29CFR1910.156 Employees who are part of a fire brigade established by the employer.
Heat Illness Prevention	Heat Illness Prevention (AR)	Provided by Keenan	Title 8 CCR3395(b) & 8CCR3395(e)(1) All employees performing work that are at risk of occurrence of heat illness.
Utility Cart	Utility Cart Safety (Full Course) (L)	Provided by Keenan	All PCCD employees & students who operate utility carts on campus.
Distracted Driver	Distracted Driver (Y)	Provided by Keenan	All PCCD employees who operate PCCD vehicles.
Hand and Power Tools	Hand and Power Tool Safety Overview (Full Course) (AR)	Provided by Keenan	Title 8 CCR 1685 29CFR1926.302 Employees who operate power actuated tools.
Lockout/Tag Out	Lockout/Tag Out (AR)	Provided by Keenan	Title 8 CCR.3314 29CFR1910.147 Employees who perform cleaning, repair, servicing, and adjusting of prime movers, machinery & equipment that is capable of movement or being energized during operations & maintenance activities.
Forklifts/Powered Industrial Trucks	Forklifts/Powered Industrial Trucks (AR)	Provided by Keenan	Title 8 CCR.3668 29CFR1910.178 Employees who operate or drive forklifts & other powered industrial trucks (order pickers).
Eye & Face Protection	Eye & Face Protection (Full Course) (AR)	Provided by Keenan	Title 8 CCR
Cranes & hoists	Cranes & hoists (AR)	Provided by Keenan	Title 8 CCR.5006 29CFR1926.550 Title 8 CCR.5006.1 29CFR1910.179 Employees who operate various types of cranes & hoists.
Fire Prevention & Suppression	Fire Prevention & Suppression (AR)	Provided by Keenan	Title 8 CCR.4848 Employees who perform hot work (welding & cutting) in areas that have been made fire safe, and employees who act as fire watchers.
Scaffold Users	Scaffold Users (AR)	Provided by Keenan	Employees who use scaffolding on campus.
Elevating Work Platforms	Elevating Work Platforms (AR)	Provided by Keenan	Title 8 CCR.3638 29CFR1910.269 Employees who use scissor lift work platforms for positioning personnel, tools & materials.
Aerial Devices	Aerial Devices (AR)	Provided by Keenan	Title 8 CCR.3638 29CFR1926.453 Employees who use scissor lift work platforms for positioning personnel, tools & materials.

ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

PCCD EH&S TRAINING REQUIREMENTS CONTINUED

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Slips, Trips, & Falls	Slips, Trips, & Falls (Full Course) (L)	Provided by Keenan	All PCCD employees
Material Handling	Material Handling (L)	Provided by Keenan	All PCCD employees
Electrical Safety	Electrical Safety (AR)	Provided by Keenan	Title 8 CCR.3314 29CFR1910.147 Employees who perform cleaning, repair, servicing, and adjusting of prime movers, machinery & equipment that is capable of movement or being energized during operations & maintenance activities.
Trenching and Excavation	Trenching and Excavation Safety (Full Course)	Provided by Keenan	Title 8 CCR Employees who are involved with working in trenching & excavation areas.

Note: Cycle Indicators: L = Lifetime, Y = Yearly, P = Permanent Retraining Date, C = Calendar Year, M = Monthly, AR = As Required