

# San Diego Mesa College



## Student Services Center, I-400 Building Emergency Evacuation Plan

**-Public Edition-**

*For public areas, classrooms, and internet posting.*

## **Set Hand-Held FRS Radio to**

**7 2**

- 1. Turn button on top of radio.**
- 2. Use MENU and +/- buttons to set to 72.**
- 3. Push bar on side to speak.**

**San Diego Mesa College  
Student Services Center, I-400  
Building Emergency Evacuation Plan**

## **Table of Contents**

### **Responsibility of Employees in the Event of An Emergency**

<b>Introduction .....</b>	<b>1</b>
Scope and Objectives.....	1
Emergency Notification .....	1
Building Emergency Evacuation Plan Review .....	1
<b>In-House Emergency Team .....</b>	<b>2</b>
Responsibility of Emergency Facilitator .....	3
Responsibility of Emergency Facilitator Liaison .....	3
Responsibility of the Floor Captains .....	4
Responsibility of the Evacuation Area Coordinator .....	4
<b>Evacuation: General Emergency Procedures .....</b>	<b>5</b>
Employee Evacuation Procedure.....	5
Reentering the Building .....	6
<b>Evacuation: Procedures to Assist People with Disabilities.....</b>	<b>7</b>
Visually Impaired Persons.....	7
Deaf and Hard of Hearing Persons .....	7
Persons Using Crutches, Canes, or Walkers .....	7
Persons Using Wheelchairs .....	8
Using an Evacuation Chair .....	9
How to Use an Evacuation Chair .....	9
Assisting those with Unobservable Disabilities .....	9
<b>Evacuation Routes.....</b>	<b>10</b>
<b>Emergency Response Procedures.....</b>	<b>14</b>
Emergency Procedures for Specific Types of Incidences.....	15
<b>Emergency Medical Procedures for Staff and Students.....</b>	<b>19</b>
Medical Emergencies: Staff .....	19
Medical Emergencies: Students .....	19
<b>Facilities: Locations of Emergency Systems .....</b>	<b>20</b>
<b>Emergency History Record .....</b>	<b>25</b>
<b>Table of Appendices .....</b>	<b>26</b>
Observation Report .....	28
Student Accident/Injury Report .....	29
Telephone Phone Threat Report.....	30
Important Personnel Contact List .....	31
Building Occupancy List.....	<b>Error! Bookmark not defined.</b>

# Introduction

## Scope and Objectives

This plan has been prepared to ensure orderly and complete evacuation of the **I-400 Student Services Center** whenever an emergency occurs or the alarm sounds.

The primary objectives of this evacuation plan are:

1. To ensure that everyone leaves the building safely.
2. To develop and implement procedures to safely evacuate individuals who are injured or cannot negotiate stairs.
3. To have a building occupancy accountability system in place to account for employees in the emergency evacuation zone.
4. To have procedures for personnel, who are among building occupants, with defined functions to ensure the plan's objectives can be achieved.

For the purpose of this plan, the following are considered emergencies for which a total or partial evacuation of the building is necessary:

- fire
- explosion
- chemical spill
- earthquake
- power outage (evacuate only when instructed by manager or designee)
- bomb threat

The following emergency may require sheltering in place:

- active shooter (when a shooter is elsewhere on campus or their location is uncertain)

## Emergency Notification

Building occupants are notified of emergencies through the use of the following signals and notifications:

- Fire alarm
  - Sound: Whooping Electronic Horn
  - Visual: Strobe Lights
- Announcements Through Building PA System (may not be heard in all offices)
- Word of Mouth
- District/Campus Text Messaging System

## Building Emergency Evacuation Plan Review

The plan will be evaluated and updated annually. An evacuation drill and/or table-top exercises should be conducted on an annual basis.

# In-House Emergency Team

The in-house emergency team consists of the –

- **Emergency Facilitator:** The Emergency Facilitator is stationed outside the building, serving as the incident coordinator.
- **Floor Captains:** Floor Captains assist in the orderly evacuation of the building and communicate information to the Emergency Facilitator.
- **Evacuation Area Coordinator:** The Evacuation Area Coordinator accounts for all evacuated building personnel and communicates with the Emergency Facilitator.
- **Other:** Additional personnel will be assigned as needed.

➤ **PLEASE NOTE:** Assigned duties are to be carried out only if personnel are not putting themselves in danger or risking their personal safety.

		Name	Office Phone	Cell
<b>Emergency Facilitator</b>				
	Primary	Ashanti Hands	2881	
	Designee	Vicki Miller	2698	
	Liaisons	Trina Larson	2678	
		Courtney Lee	2699	
<b>Floor Captains</b>				
1 <sup>st</sup> Floor	Lead Captain	Karla Trutna	2632	
	Co-Captain	Skyler Dennon	2952	
2 <sup>nd</sup> Floor	Lead Captain	Suzanne Khambata	2774	
	Co-Captain	Agustin Rivera	5991	
3 <sup>rd</sup> Floor	Lead Captain	Alicia Lopez	5975	
	Co-Captain	Leroy Johnson	2413	
4 <sup>th</sup> Floor	Lead Captain	Dawn Stoll	2579	
	Co-Captain	Johanna Aleman	2967	
<b>Evacuation Area Coordinator</b>				
	Primary	Ailene Crakes	2720	
	Designee	Larry Maxey	2884	
<b>Other Assigned Personnel</b>				
Building	Primary	Ashanti Hands	2881	
PA System	Designee	Trina Larson	2678	

**Evacuations are fluid events**, so our evacuation leadership must be flexible and prepared to assume any role and to commandeer others who can perform these duties, as necessary.

## Responsibility of Emergency Facilitator

1. To collect information on building occupants known or suspected to still be in the building from the Floor Captains.
2. To meet emergency responders at building entrance.
3. To report information about occupants needing evacuation assistance and other personnel suspected to still be in building to emergency responders or to Mesa’s Site Incident Commander (SIC) if there is a college-wide emergency response.
4. To transmit the all-clear signal to Floor Captains or to other building emergency evacuation personnel.
5. To transmit to the Evacuation Area Coordinator that people can be released from the evacuation zone and that it is ok to re-enter the building.
6. To conduct a post-emergency meeting, if necessary.
7. To complete the “Emergency History Report” form (located in the Appendix).

Emergency Facilitator Liaison Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
➤ Safety Goggles	➤ Hard Hat
➤ Blue Tape, Signs (Bldg/Elev Closed)	➤ Marker, Dry-Erase Marker, Pen
➤ Hand Sanitizer & Towel	➤ Post-Its
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

## Responsibility of Emergency Facilitator’s Liaison

1. To stand with the Emergency Facilitator and collect information from Floor Captains, emergency responders and others and relay it to the Emergency Facilitator.
2. To convey information from the Emergency Facilitator to others.
3. To designate a note-taker who will note any significant occurrence with time signatures, as necessary.
4. To complete the “Emergency History Report” form (located in the Appendix).

Emergency Facilitator Liaison Equipment	
➤ Hand-Held FRS Radio w/Earphones	➤ 2 Clipboards*
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

## Responsibility of the Floor Captains

1. To check all rooms on assigned floors, including all private offices, classrooms, restrooms, copier rooms, closets, etc., to ensure they have been evacuated.
2. To monitor corridors on the assigned floor, ensuring personnel are moving toward exits.
3. To assist and/or direct all occupants to the emergency exits, as depicted on the evacuation map.
4. If a disabled person is encountered, to either assist them down the stairway or to direct them to an area of refuge and notify Emergency Facilitator and/or emergency personnel of their location.
5. To ensure the **2<sup>nd</sup> floor fire doors** and other doors are closed and not blocked open.
6. To leave the building as soon as possible and to ensure assigned building entryways are being monitored.
7. To report to the Emergency Facilitator, and/or directly to emergency responders, whether or not anyone is still within the building.
8. To prevent re-entry into the building until the Emergency Facilitator or emergency responders announces the all-clear signal.
9. To fill out the building evacuation "Observation Report" form (located in the Appendix).

Floor Captains' Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
➤ Safety Goggles	➤ Hard Hat
➤ Blue Tape, Signs (Bldg/Elev Closed)	➤ Marker, Dry-Erase Marker, Pen
➤ Hand Sanitizer & Towel	➤ Post-Its
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

## Responsibility of the Evacuation Area Coordinator

1. To liaise with department supervisors/leads and ensure all personnel have been evacuated. To serve as the communications liaison between the evacuation area and the Emergency Facilitator.
2. To release employees, students, and visitors back into the building.

➤ PLEASE NOTE: The release of people from the evacuation area will only occur when word is given by the Emergency Facilitator.

Evacuation Area Coordinator's Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
➤ Safety Goggles	➤ Hard Hat
➤ Blue Tape, Signs (Bldg/Elev Closed)	➤ Marker, Dry-Erase Marker, Pen
➤ Hand Sanitizer & Towel	➤ Post-Its
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

# Evacuation: General Emergency Procedures

## Employee Evacuation Procedure

In advance, all building personnel should:

1. Read and understand this evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from their regular work space.

**When you hear the evacuation alarm or are told to evacuate the building:**

**DO NOT IGNORE THE ALARM OR INSTRUCTION**

1. **Remain CALM.**
2. **Immediately SHUT DOWN ANY HAZARDOUS OPERATIONS.**
  - A hazardous operation is anything that can contribute to or increase the dangers of an emergency by being left unattended.
3. **EXIT THE BUILDING, regardless of the reason the alarm sounded (real, accidental, or drill).**
  - Do NOT use elevators during an active alarm; only use the designated stairways.
  - Classes in session MUST be dismissed, with faculty and students exiting to the designated evacuation area/assembly point.
  - Take: Car Keys, Purse, Briefcase, Medicines
    - Do not attempt to take large or heavy objects.
  - **WHEN EXITING:**
    - Advise and direct any other people to exit the building.
    - Assist or accompany anyone who is immobile or physically impaired.
      - If you are unable to assist, note their location and disability, exit the building, and inform the Floor Captain, Emergency Facilitator and/or emergency responders of his/her location.
    - If someone absolutely refuses to leave the building, note their location, continue to exit the building and inform the Floor Captain, Emergency Facilitator and/or emergency responders of his/her location.
    - Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
      - When practical, lock doors as you leave to secure property and sensitive information.
    - Check work areas to ensure that all others are leaving as instructed.
      - However, the Floor Captain, or other assigned person, is responsible for ensuring all individuals on their respective floor have evacuated.



## Once you have exited the building:

**NOTE: ALL BUILDING PERSONNEL MUST CHECK-IN WITH THE EVACUATION AREA COORDINATOR.**

1. Do not go back into the building for any reason.
2. Proceed to the designated emergency evacuation assembly point and **check in** with the Evacuation Area Coordinator.
3. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to an alternate assembly point.
4. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the alarm doesn't mean the emergency is over.

## Reentering the Building

1. Once the all-clear is given by emergency personnel, the Emergency Facilitator will communicate to the Evacuation Area Coordinator that the all clear has been given.
2. The Evacuation Area Coordinator will then release those in the evacuation zone and allow them to reenter the building.

## The building will be evacuated for the following conditions:

- fire
- explosion
- chemical spill
- earthquake
- power outage
- bomb threat

## The following emergency may require sheltering in place:

- active shooter (when shooter is **in other buildings**/locations or their **location is uncertain**)

## The following emergency may require evacuating:

- active shooter (when shooter is **in the building** and it's possible to escape safely; may be based on individual judgment and initiative rather than in response to a formal evacuation)

# Evacuation: Procedures to Assist People with Disabilities

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Building personnel should familiarize themselves with these procedures.

- **FIRST:** Ask aloud if anyone requires assistance.
- **SECOND:** Communicate the nature of the emergency to those requiring assistance.
- **THIRD:** Ask how they would like to be assisted.
- **FOURTH:** Keep mobility aids or service animals with persons, if possible.

## Visually Impaired Persons

In the event of an emergency or building evacuation –

- Tell the person what the nature of the emergency is and offer to guide him/her to the nearest exit.
- Have the person take your elbow and escort him/her (this is the proper method when acting as a “sighted guide”) advising of any obstacles, such as stairs, narrow passageways, or overhanging objects.
- When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

## Deaf and Hard of Hearing Persons

To warn an **individual** of an emergency –

- It is best to get the person’s attention with a gesture or a light tap on the arm or shoulder.
- Write a note indicating what the emergency is and the nearest evacuation route.  
Example: *Fire—go out back door, turn right, and go down and exit the building now!*
- Use simple gestures to indicate that the person should come with you.
- It is always best to personally escort people with disabilities from the building.

To warn a **group** of an emergency –

- Try and get the group’s attention by flashing the room lights on and off – then gesture to indicate that the group should come with you.
- If there is a whiteboard write a note that all can see, indicating what the emergency is.

## Persons Using Crutches, Canes, or Walkers

- Ask the person what method of assistance they prefer.
- Check for the availability of an evacuation chair and always evacuate mobility aids with the person, if possible.
- If an evacuation chair is not available, other carry methods include: the two-handed seat, the four-handed seat, or the human crutch.

## Persons Using Wheelchairs

**Unless necessary due to an imminent danger, do not lift an individual in a wheelchair.**

There is too much risk for both the lay rescuer and the non-ambulatory person. In addition, wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting. Instead, move the person to an area of refuge and notify a first responder.

If it is necessary to move a person in a wheelchair before a first responder can reach them or if they request assistance and you feel equipped to provide it, use these guidelines.

When assessing your ability to evacuate a person using a wheelchair -

- Ask the individual what type of assistance they prefer and how they would like to be moved.
  - Note that some people have minimal ability to move, little upper body strength, and little neck strength so that lifting them is dangerous to their well-being.

When assessing the urgency or appropriate areas of refuge, remember:

- Some people using wheelchairs have respiratory complications making it important to remove them from smoke or fumes immediately.

## Methods for Moving Persons Using Wheelchairs

If the person wants to be moved **in their wheelchair**, keep the following in mind:

- They should be moved down stairs in a forward-facing position.
- Two people should assist on a staircase; one in the back and one in the front. If possible, a third person should act as a “spotter.”
- Wheelchairs have many moveable or weak parts.
- Some people have no upper trunk or neck strength, so move them with caution.
- Power wheelchairs have heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.
- A seat belt should be used, if available.
- Remember, in the event of an emergency the elevators will not be a viable option to move an individual that is in a wheelchair.

If the person prefers to be **removed from their wheelchair** for evacuation, ask for the individuals’ preferences for the following:

- Ways of being removed from the wheelchair.
- Whether to move extremities or not.
- Whether to move forward or backwards down stairs.
- Whether a seat cushion or pad should be brought.
- What is necessary for aftercare.
- NOTE: Power wheelchairs have heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.

If you have moved a person without their wheelchair or mobility aids, note the location of these so that they may be retrieved as soon as possible.

## Using an Evacuation Chair

If an evacuation chair is to be used, make sure the directions are read and followed to avoid injuries to the individual and to yourself.

### Evacuation Chair Locations

**Second Floor:** In the small corridor between Student Health Services and classroom (I4-213).

**Third Floor:** At the top of the staircase closest to EOPS.

## How to Use an Evacuation Chair

Evacuation chairs are specially constructed for evacuating non-ambulatory persons from multi-level facilities. Most designs enable 1 or 2 assistants to control movement down stairs without lifting.

- Use an evacuation chair if you feel prepared to do so.
  - Do not make an emergency situation worse. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Your first option is always to move the person to an area of refuge.
- Before attempting to transfer a person to an evacuation chair:
  - Ask the person how you can help transfer them to the evacuation chair.
  - Ask them if they have any special condition you should be aware of.
  - Discuss how you intend to lift them and where you are going before you begin.

## Assisting those with Unobservable Disabilities

Be alert for those who may have unobservable disabilities such as:

- A learning or psychological disability
- Arthritis
- Asthma
- Cardiac conditions
- Chronic back problems

Inform them of:

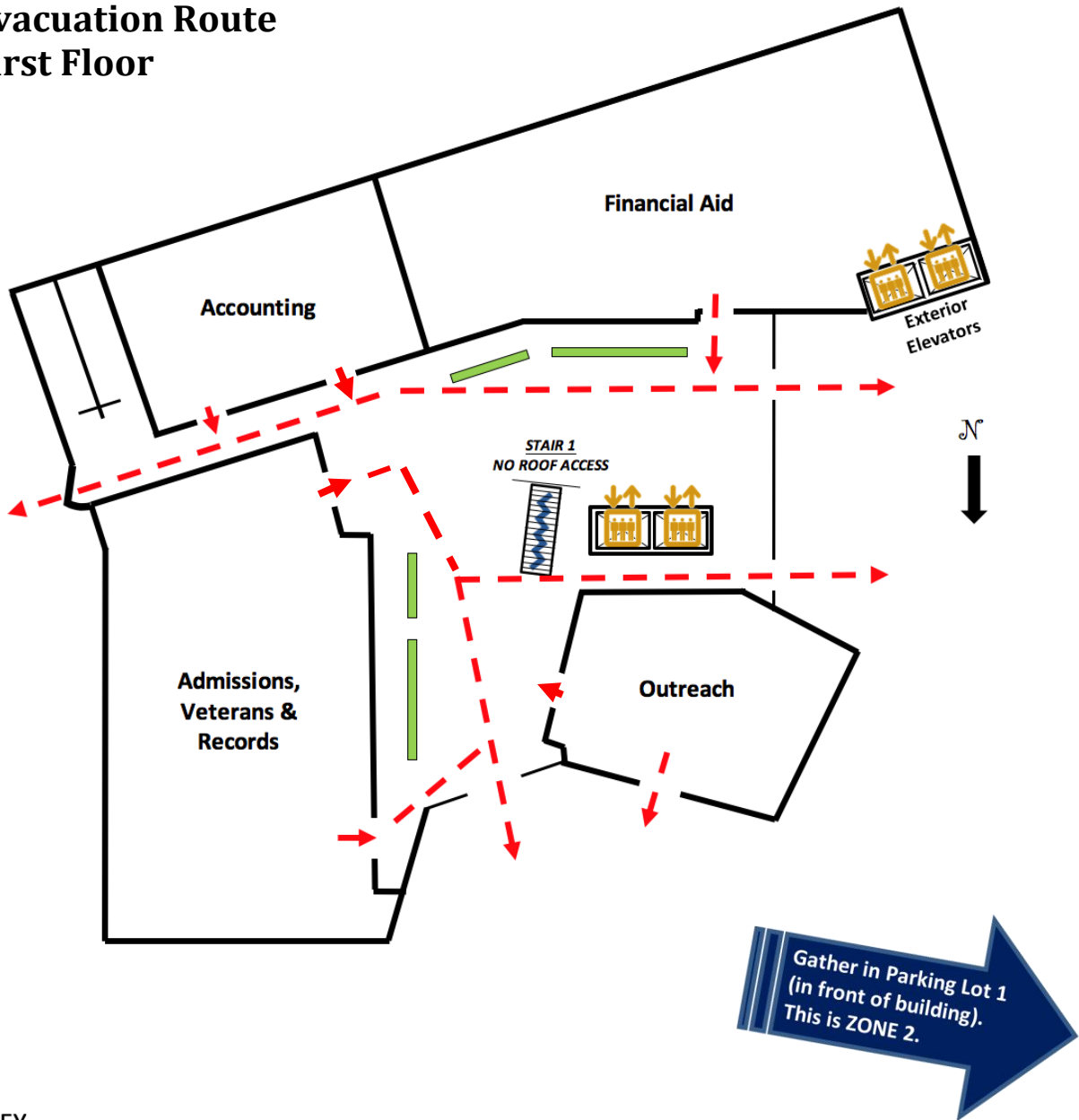
- Evacuation routes
- Who will assist them
- Areas of refuge where they can wait for assistance

Prepare before an evacuation:

- Departments should ask if any employees will or may require assistance in an evacuation. Employees may choose to share this on a voluntary basis.
- Establish a buddy system for those known to require assistance.

# Evacuation Routes

## Evacuation Route First Floor



### KEY



STAIRS



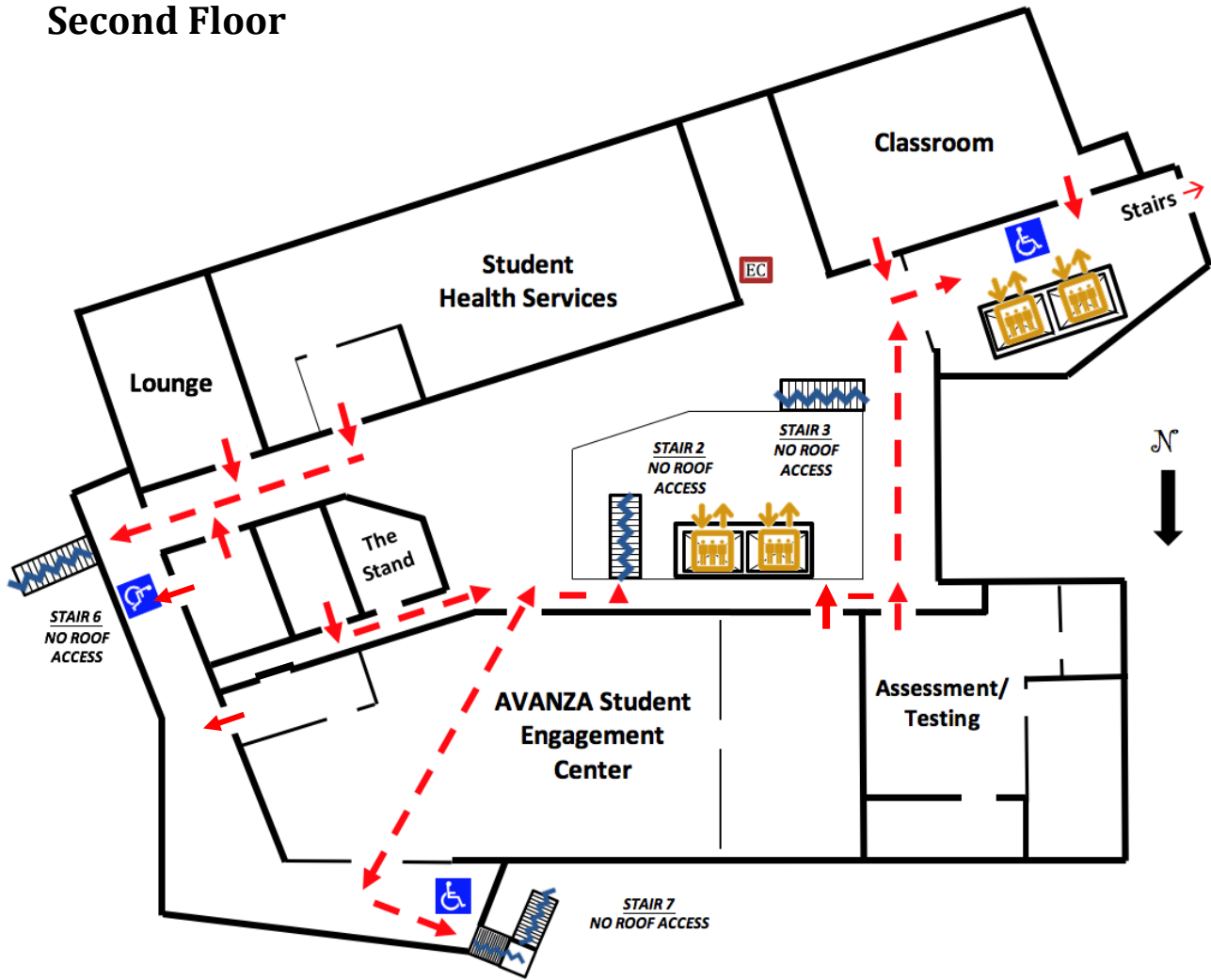
ELEVATOR



EXIT ROUTE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN  
AND STROBE LIGHTS

# Evacuation Route Second Floor



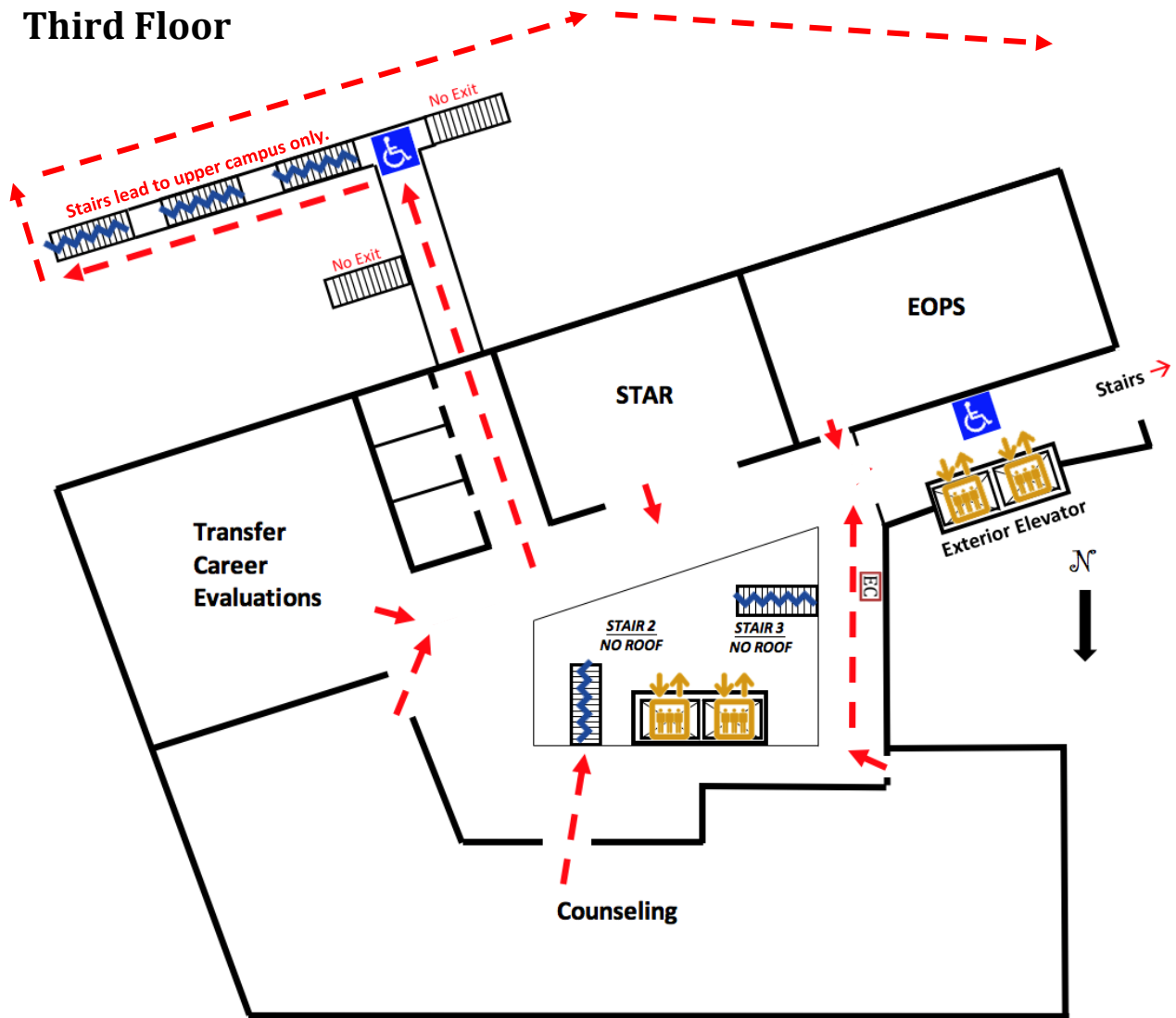
Gather in Parking Lot 1  
(in front of building).  
This is ZONE 2.

## KEY





-  STAIRS
-  ELEVATOR
-  EXIT ROUTE
-  EVACUATION CHAIR
-  AREA OF REFUGE OR RESCUE ASSISTANCE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN  
AND STROBE LIGHTS

# Evacuation Route Third Floor



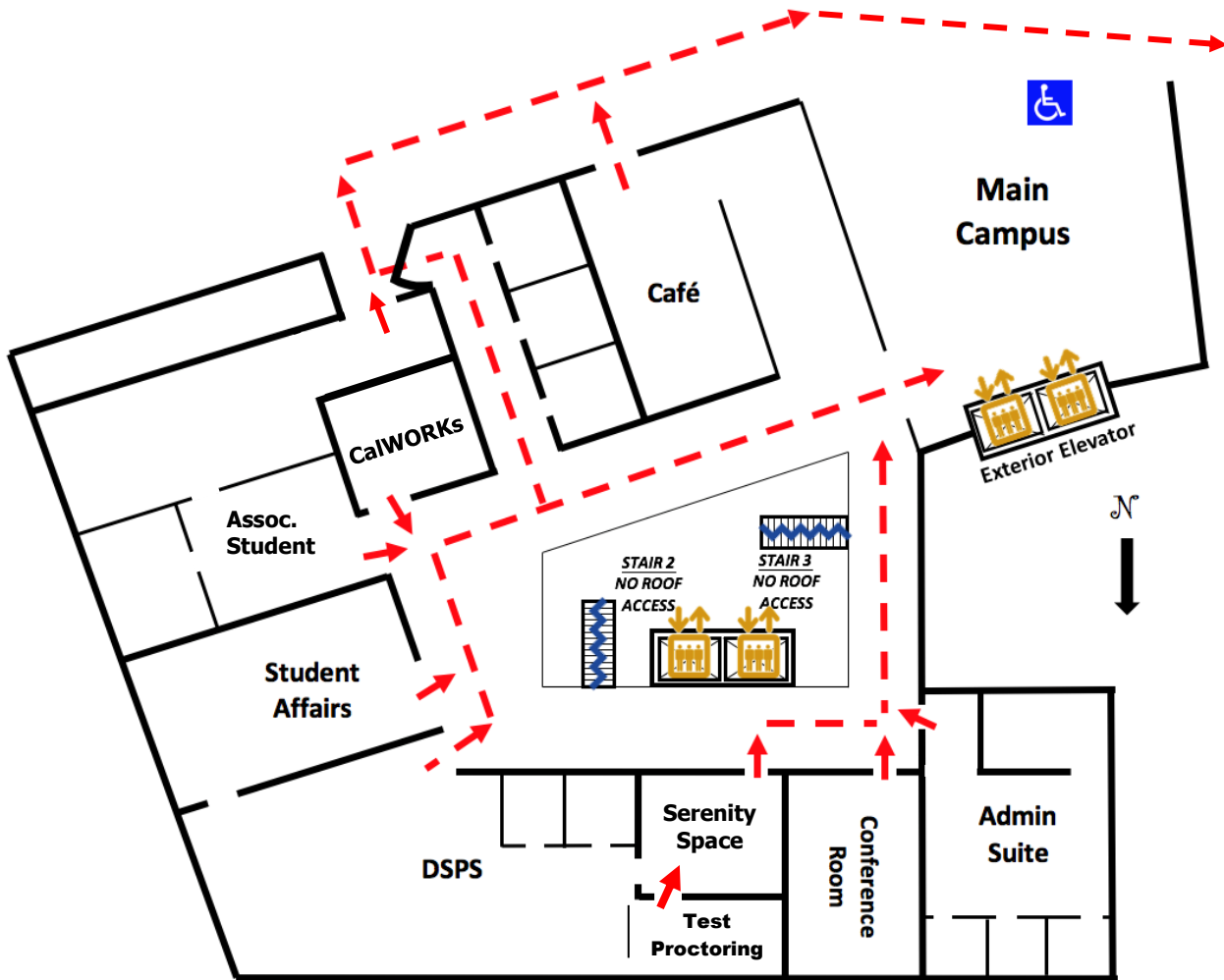
**KEY**

-  STAIRS
-  ELEVATOR
-  EXIT ROUTE
-  EVACUATION CHAIR
-  AREA OF REFUGE OR RESCUE ASSISTANCE




FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN AND STROBE LIGHTS

**Gather in Parking Lot 1  
(in front of building).  
This is ZONE 2.**

# Evacuation Route Fourth Floor



**KEY**

-  STAIRS
-  ELEVATOR
-  EXIT ROUTE
-  AREA OF REFUGE OR RESCUE ASSISTANCE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN AND STROBE LIGHTS

**Gather in Parking Lot 1  
(in front of building).  
This is ZONE 2.**



# Emergency Response Procedures

**Immediate Incident Response**

- Assess your own safety and act accordingly.
- Act to protect lives first, then physical property.
- If needed, ask for help from a co-worker or another person in the area.

First Call Made		
Type of Incident	When to Call	Who to Call
Fire	When too large for a fire extinguisher to handle.	College Police Dispatch: 619-388-6405 <i>and/or</i> Fire Department: 9-911
Serious Injury*	When the injury is serious and requires more than first aid.	College Police Dispatch: 619-388-6405 <i>and/or</i> Fire Department: 9-911
Structure/Utility Damage	When the emergency relates to the building, equipment, water, or electrical.	Facilities Call Center: x6422

Second Call Made	
Timing of Incident	Who to Call
During Working Hours	Vice President, Student Services x2678 --or-- Dean, Student Development, x2896 --or-- Dean, Student Affairs, x2699 --or-- Dean, Student Success and Equity, x5940
After Hours (after 5:00 pm)	College Police Dispatch: 619-388-6405

**\*Serious injuries** would include the following: death, amputation, concussion, loss of consciousness, heart attack, stroke, crushing (internal injuries), fracture, burn, laceration requiring stitches or having significant bleeding.

Calls should be made for all indicated incidents. For injuries to either students or staff complete the appropriate form (see Appendix) and send it to your supervisor.

## Emergency Procedures for Specific Types of Incidences

### Fire

If a fire occurs in your area or the alarm is activated:

1. Remain calm.
2. If needed, call College Police x6405, or push the button on the red emergency box, or dial 911.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker) or perform any emergency shutdown procedures.
6. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
7. Notify your supervisor of the location and extent of the fire.
8. Do not break windows. Oxygen feeds a fire.
9. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
10. Do not use elevators during an evacuation.
11. Do not attempt to save possessions at the risk of personal injury.
12. Do not return to the area until cleared by emergency personnel.

**All fires, no matter how small, must be reported to a supervisor.**

### Explosion

1. Remain calm.
2. Be prepared for possible further explosions.
3. If needed, call College Police x6405, or push the button on the red emergency box, or dial 911.
4. Crawl under a table or desk.
5. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
6. If an evacuation is ordered, go to the designated area (see map).
7. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
8. Inform the Emergency Facilitator, Floor Captain, or emergency responders of the materials involved in the explosion, if known.
9. Open doors carefully. Watch for falling objects.
10. Do not use elevators.
11. Do not use matches or lighters.
12. Avoid using telephones.
13. Do not spread rumors.

## Chemical Events; Spills and Fires

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water. Use chemical shower if available.
2. Notify your supervisor of the extent and location of the spill.
3. If there is any possible danger, evacuate your area and contact the school Administrator.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. If needed, call College Police x6405, or push the button on the red emergency box, or dial 911.
3. If the fire is small, attempt to put it out with a chemical fire extinguisher. Do not jeopardize your personal safety.
  1. Never allow the fire to come between you and an exit.
  2. Notify your supervisor of the location and extent of the fire.
  3. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
  4. Do not break windows. Oxygen feeds a fire.
  5. Do not attempt to save possessions at the risk of personal injury.
  6. Do not return to the area until cleared by emergency personnel.

**All chemical spills and fires, no matter how small, must be reported to a supervisor.**

## Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to the designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

## Earthquake - DROP, COVER, AND HOLD!

### In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Immediately drop to the floor and take cover under a sturdy piece of furniture like a strong desk or table, try to make yourself as small as you can to avoid having debris fall on top of you.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
4. Do not attempt to leave the building while the earthquake is happening, as there could be falling debris, shattering glass, exit stairwells may have collapsed or be jammed with people.

### After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Assist those who have been trapped or injured by falling debris or glass, for example. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
3. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
4. Once evacuated, go to the designated evacuation point (see map).
5. Listen to local radio stations for instructions.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.

## Bomb Threat, Phone Threat, Mail Threat, or Suspicious Object

### If you receive a telephone threat:

1. Remain calm.
2. Record the phone number that appears on the phone's caller ID system.
3. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
4. If possible, signal a colleague to inform administration for you or call yourself as soon as the caller hangs up.
5. Call College Police at x6405.
6. Promptly complete a **telephone threat report**, writing down as many details as you can remember. This information will be needed by the police interviewers.
7. Do not discuss the threat with other staff.
8. If evacuation is ordered, go to a designated area (see map).

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify your supervisor immediately.
3. Call College Police at x6405.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by the police interviewers.
5. Remain calm. Do not discuss the threat with other staff members.
6. If evacuation is ordered, go to the designated area (see map).

## Active Shooter

When there is an active shooter in the Student Services Center, follow these procedures.

First and foremost, **RUN**.

1. If you can get out, do; always try to escape or evacuate.
2. Encourage others to come with you, but do not let others slow you down with indecision.
3. Leave belongings behind.
4. Once outside of the building and out of the line of fire, call 911. Try to prevent others from entering the danger zone.

If you cannot get out safely you need to **HIDE**.

1. Act quickly and quietly, and secure the room you're in the best you can.
2. Lock the door.
3. Turn out the lights.
4. Turn off your cell phone's ringer and vibrate mode.
5. Hide behind large objects.
6. Remain quiet and calm.

The hiding place should:

- Be out of sight.
- Provide protection if shots are fired.
- Not trap or restrict your option for movement.

As a last resort, and only if your life is at risk, **FIGHT**.

1. Act with aggression.
2. Attempt to incapacitate the shooter.
3. Improvise weapons.
4. COMMIT to your actions.

When there is an active shooter on campus or in other buildings, all buildings should go into lockdown.

1. Everyone in hallways or open areas must seek shelter in the nearest room.
2. Lock and barricade doors.
3. Close windows and window treatments.
4. Turn off lights.
5. Everyone is to remain quiet (quietly contact 911) and do not enter hallways or open areas.
6. Crouch down in areas that are out of sight from doors and windows.
7. Should the fire alarm sound, **do not evacuate** the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by police/security to evacuate the building, or
  - There is imminent danger in the immediate area.
8. Do not leave the classroom or office until there is an announcement by the building administrator (or designee) and/or the police.

# Emergency Medical Procedures for Staff and Students

## Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. If needed, call College Police x6405, or push the button on the red emergency box, or dial 911.
3. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
4. Do not attempt to move a person who has fallen and who appears to be in pain.
5. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
6. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
7. Contact Personnel for any questions concerning Workers' Compensation.

## Medical Emergencies: Students

When an employee observes a student or visitor who appears to be ill or injured:

1. Notify your supervisor immediately.
2. If needed, call College Police x6405, or push the button on the red emergency box, or dial 911.
3. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
4. Do not attempt to move a person who has fallen and who appears to be in pain.
5. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
6. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
7. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
8. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a Student Accident Report (see appendix).

# Facilities: Locations of Emergency Systems

**Building: Student Services Center, I-400**

## Main Utilities

Utility	Location		
Generator			
Main Water Shut-Off Valve			
Sprinkler Shut-Off Valve			
Irrigation System Valves			
Main Electrical Breaker			
Main Gas Shut-Off Valves			
Cooling System Controls			
Heating System Controls			
Communications Room			

## Fire Alert and Suppression Systems

Fire Equipment	Location		
Fire Fighters Control Panel			
Fire Alarm Panel			
Fire Alarm Pull Boxes and ABC Fire Extinguishers			
Fire Department Valves (Standpipes)			
Main Fire Department Connection/Standpipe			
Fire Riser			

## First Aid Kits

- A first aid kit is located in each department.

## AED

- **First Floor:** Located to the east of the Accounting office toward the bathroom corridor.
- **Second Floor:** Located in Student Health Services.
- **Third Floor:** Located on the western wall across the hallway from the interior elevators.

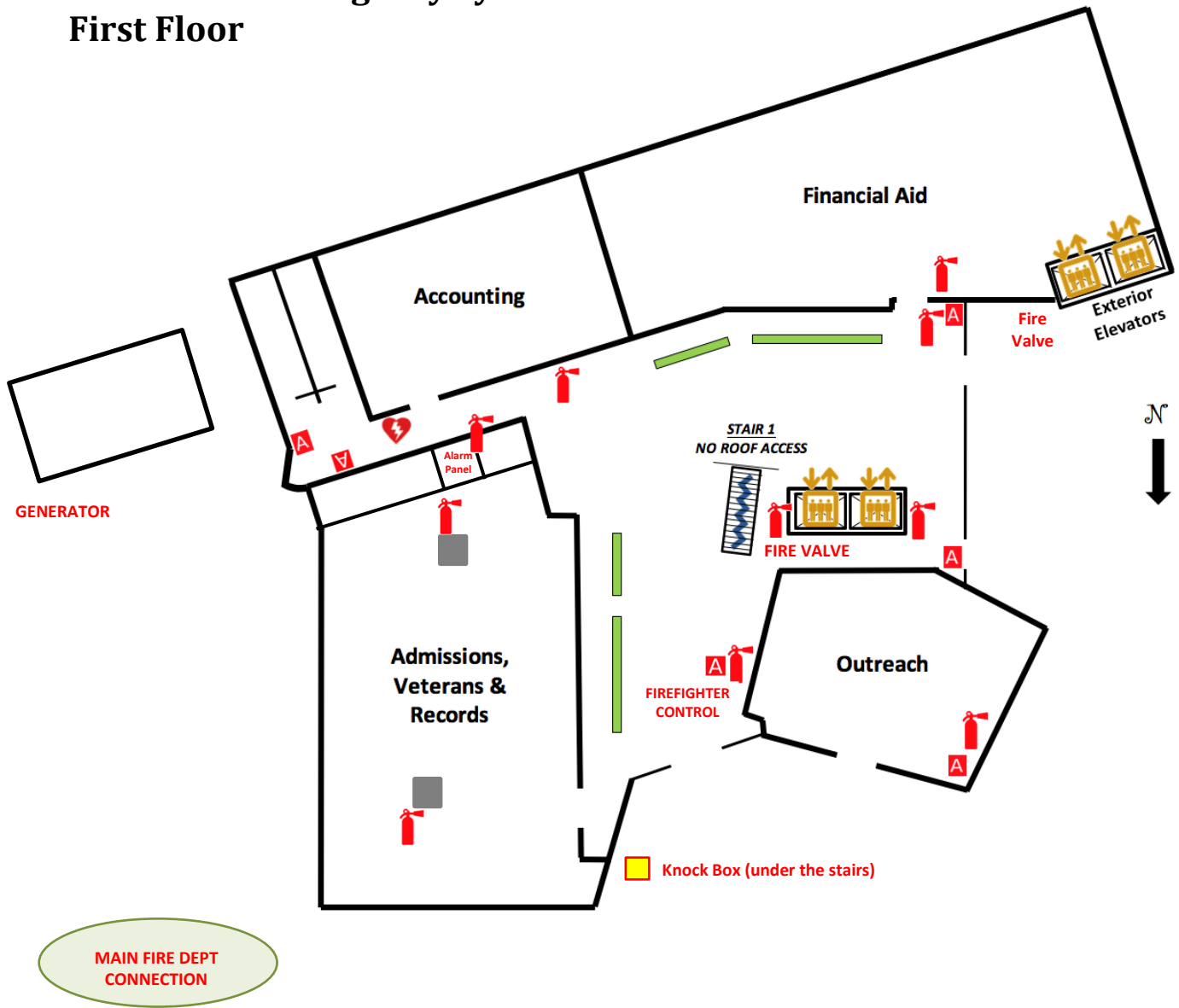
## Evacuation Chairs

- **Second Floor (1 Chair):** In corridor between classroom I4-213 and Student Health.
- **Third Floor (1 Chair):** At top of the staircase nearest EOPS.

## Public Address System

- Emergency announcements will be made by a building manager or their designee.
- To make an announcement using any desk phone, dial x2985, press 00 and speak. When finished, hang up.

# Location of Emergency Systems First Floor



MAIN FIRE DEPT  
CONNECTION

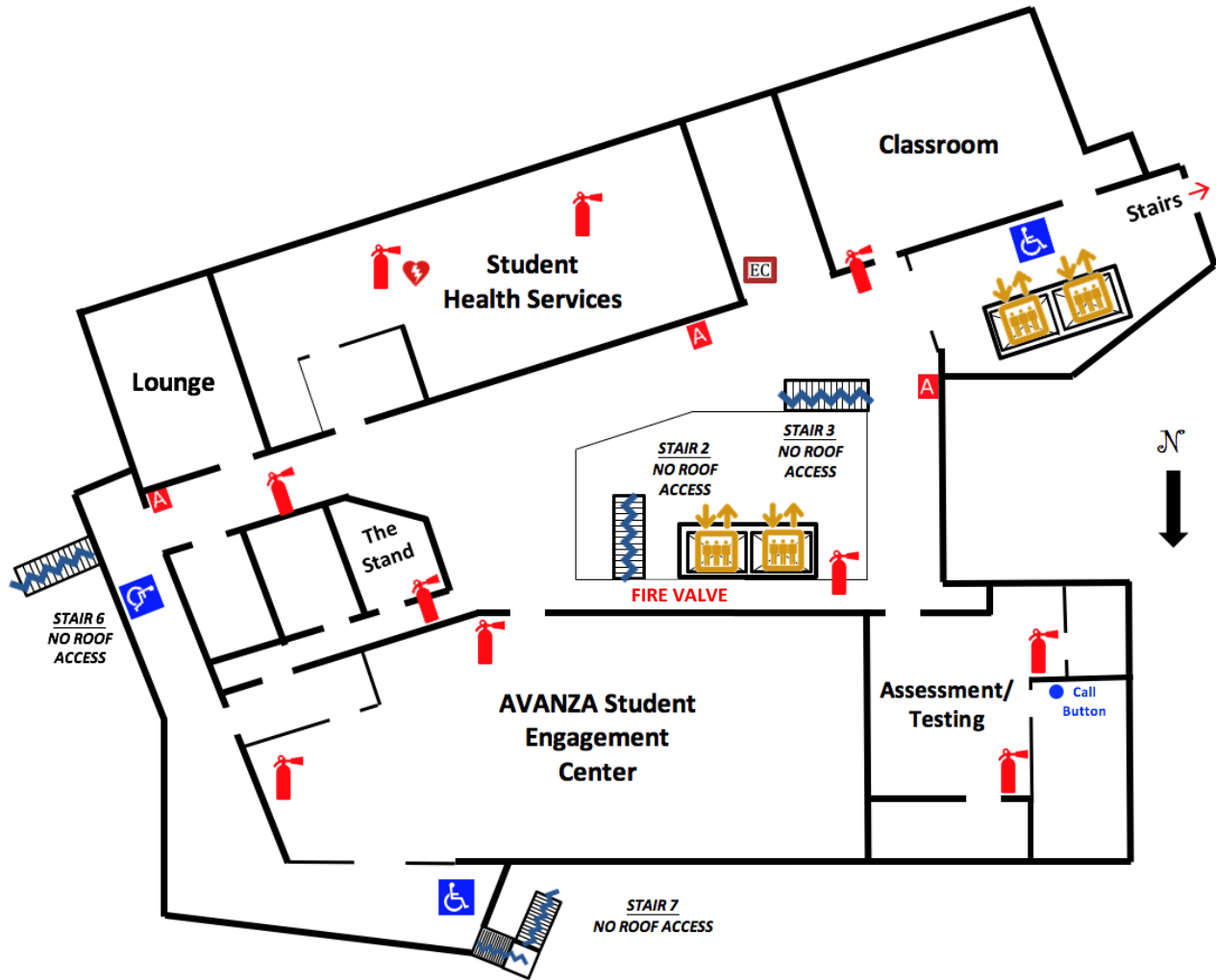
## KEY

-  STAIRS
-  ELEVATOR
-  EXIT ROUTE
-  AED
-  FIRE EXTINGUISHER
-  ALARM PULL

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN  
AND STROBE LIGHTS



# Location of Emergency Systems Second Floor

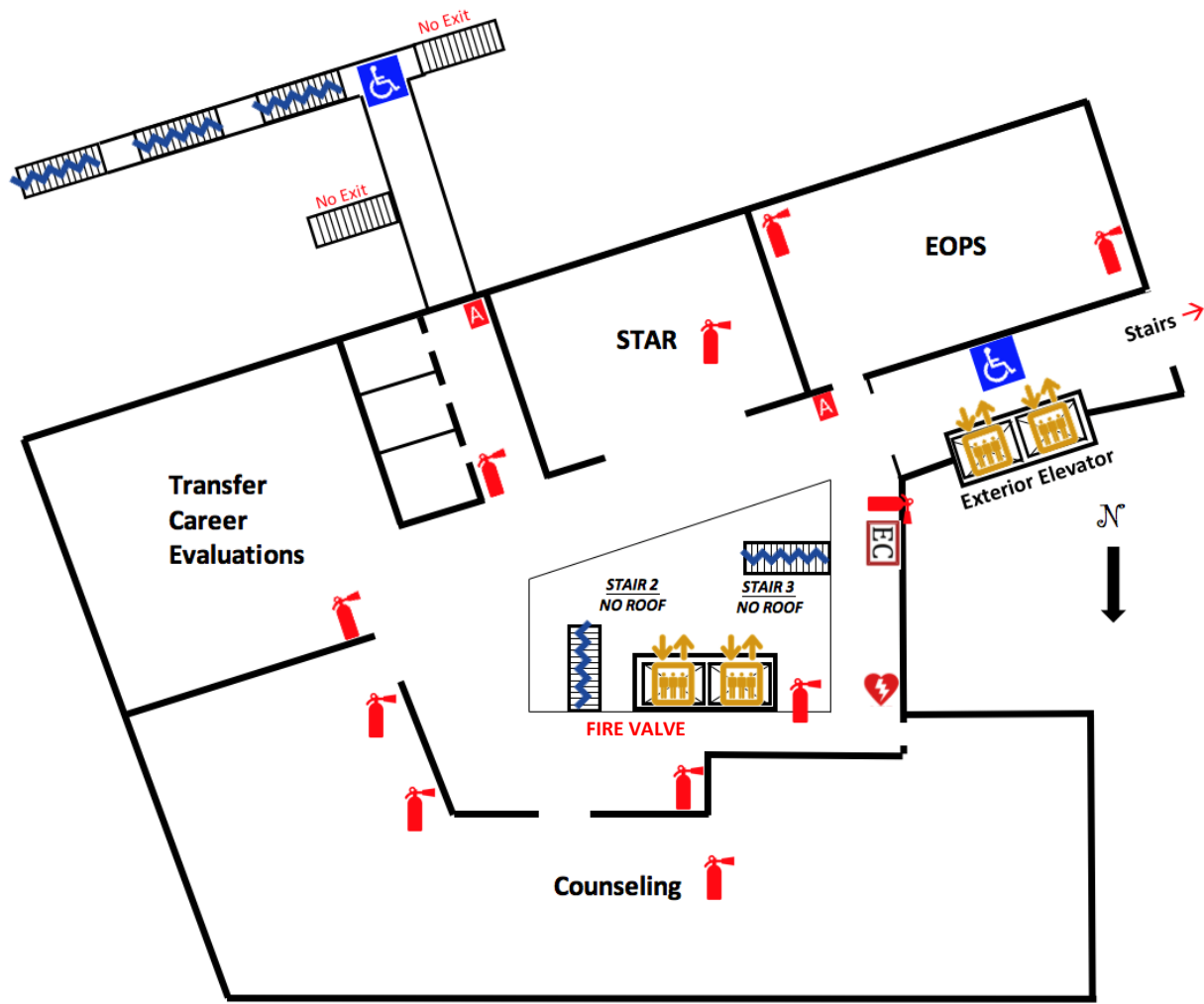


## KEY

-  STAIRS
-  ELEVATOR
-  AED
-  FIRE EXTINGUISHER
-  ALARM PULL
-  EVACUATION CHAIR
-  AREA OF REFUGE OR RESCUE ASSISTANCE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN AND STROBE LIGHTS

# Location of Emergency Systems Third Floor

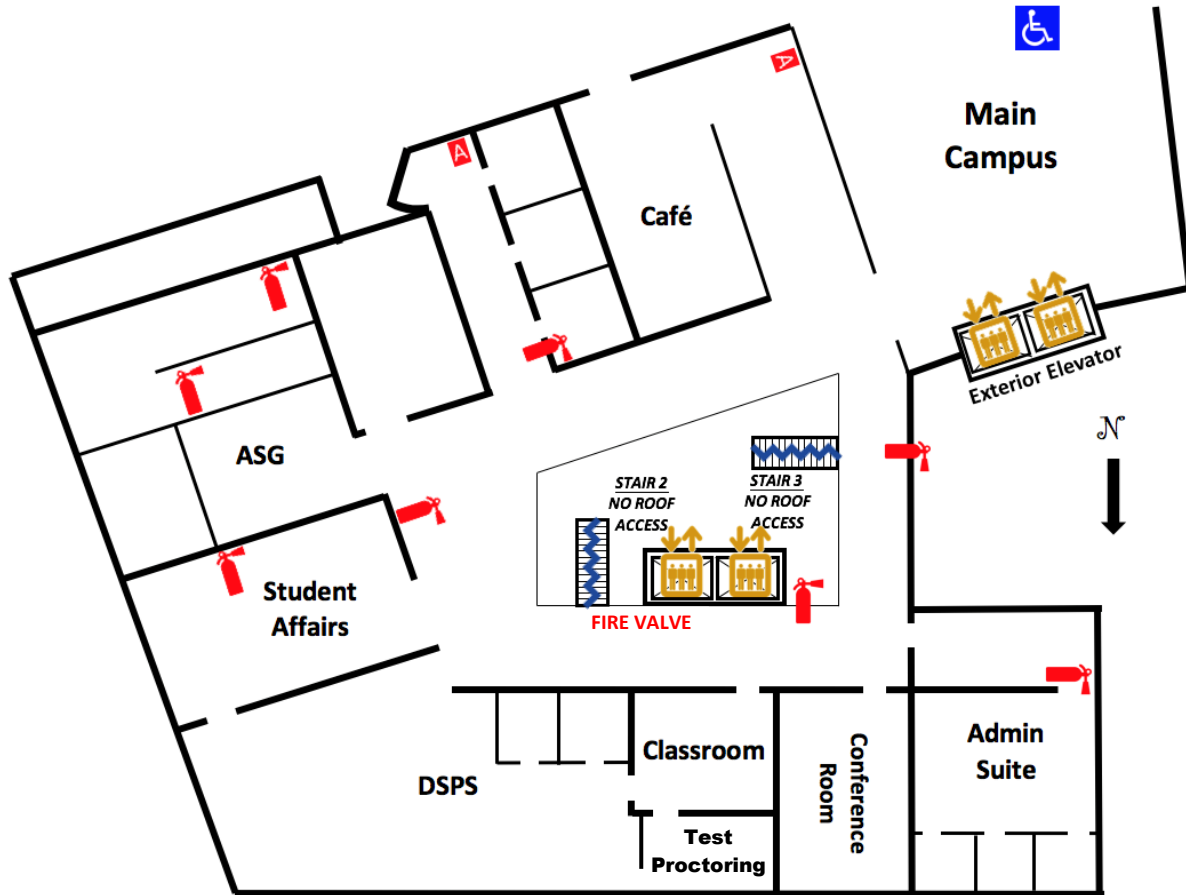


## KEY

-  STAIRS
-  ELEVATOR
-  AED
-  FIRE EXTINGUISHER
-  ALARM PULL
-  EVACUATION CHAIR
-  AREA OF REFUGE OR RESCUE ASSISTANCE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN AND STROBE LIGHTS

# Location of Emergency Systems Fourth Floor



## KEY

-  STAIRS
-  ELEVATOR
-  FIRE EXTINGUISHER
-  ALARM PULL
-  AREA OF REFUGE OR RESCUE ASSISTANCE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN AND STROBE LIGHTS

# Emergency History Record

In the space below, describe **emergencies which have occurred**. Include the date, the location within the building, the number of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence.

Emergency Incident Record					
Date		Building	SS Center/I-400	Location	
Materials Affected					
Recovery Procedures					
Recovery Resources	Type			Cost	
	Vendor(s)			Vendor Evaluation	

Emergency Incident Record					
Date		Building	SS Center/I-400	Location	
Materials Affected					
Recovery Procedures					
Recovery Resources	Type			Cost	
	Vendor(s)			Vendor Evaluation	

Emergency Incident Record					
Date		Building	SS Center/I-400	Location	
Materials Affected					
Recovery Procedures					
Recovery Resources	Type			Cost	

# Table of Appendices

Classroom Emergency Quick Guide.....	28
Building Evacuation Observation Report.....	29
Student Accident Report.....	30
Telephone (Bomb) Threat Report.....	31
Important Personnel Contact List.....	32
Building Occupancy List.....	33
Building Occupancy List.....	37

## SAN DIEGO MESA COLLEGE | CLASSROOM EMERGENCY QUICK GUIDE

College employees play an important role in guiding students in the event of an emergency. The information below is intended to assist faculty with emergency preparedness in a classroom or laboratory, and the following information should be reviewed with students at the beginning of each semester.

- ✓ **BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS**
  - Evacuation routes and the evacuation assembly point should be posted in this room and may also be reviewed on the Safety and Student Services webpages. The evacuation routes for each floor are located next to the elevators. When evacuating, assemble outside the building as directed by safety personnel.
    - \* **The current evacuation point is the parking lot in front of the Student Services Center (Zone 2).**
    - All building personnel must check in with the Evacuation Area Coordinator upon arrival.**
- ✓ **BUILDING DOORS AND WINDOWS**
  - Become aware of how building doors and windows operate. In the event of an alarm, some doors in the building may automatically close.
- ✓ **EMERGENCY COMMUNICATION**
  - Dial (619) 388-6405 or any button on the emergency panel (red) and you will be connected to College Police dispatch. Or, call 9-9-1-1 from any campus phone for emergencies.
- ✓ **EMERGENCY NOTIFICATION**
  - Information about a campus/building emergency will be initiated as soon as the situation allows and may be communicated using a variety of methods, including text message, outdoor/indoor loud speakers, Mesa's home page (<http://www.sdmesa.edu/>), Facebook, Twitter, or recorded on the main school phone line (619) 388-2600.
  - **Sign up to receive emergency notification via text message through WebAdvisor at [webadvisor.sdccd.edu](http://webadvisor.sdccd.edu).**

### WHAT TO DO DURING A DRILL OR AN ACTUAL EMERGENCY

- ✓ **BUILDING ALARM - EVACUATE**
- ✓ **FIRE - EVACUATE**
- ✓ **POWER OUTAGE – EVACUATE IF INSTRUCTED TO DO SO**
- ✓ **EARTHQUAKE – DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL**
  - PROTECT HEAD AND NECK
- ✓ **HAZARDOUS MATERIAL RELEASE (INDOORS) - EVACUATE**
- ✓ **HAZARDOUS MATERIAL RELEASE (OUTDOORS) – SHELTER IN PLACE**
- ✓ **EVACUATION PROCEDURES**
  - Secure any hazardous materials or equipment before leaving.
  - Take personal belongings.
  - Evacuate using the nearest exit.
  - WALK – DO NOT RUN. DO NOT USE ELEVATORS.
  - Assist individuals with disabilities.
  - Assemble at your evacuation assembly point unless otherwise instructed.
  - Provide emergency personnel with relevant information.
  - Remain at the evacuation assembly point and do not re-enter building until authorized by emergency personnel.
- ✓ **SHELTER IN PLACE PROCEDURES**
  - Stay inside the building and proceed to a safe place.
  - If you are in a room with a door, make sure the door is closed and locked.
  - Silence cell phones.
  - If you are in a room with a window, make sure the window is closed.
  - Remain where you are until given further direction from emergency personnel.
- ✓ **ACTIVE SHOOTER / VIOLENT INTRUDER**
  - Shelter in place or evacuate if safe to do so. NOTE: Shelter in place and evacuation procedures are different for this type of situation.

## SDMC Building Emergency Evacuation Plan (BEEP) Observation Report

DATE		OBSERVER			
FLOORS OBSERVED	<input type="checkbox"/> FIRST	<input type="checkbox"/> SECOND	<input type="checkbox"/> THIRD	<input type="checkbox"/> FOURTH	EVAC ZONE <input type="checkbox"/>
DID ALARM SOUND? IF SO, TIME _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	TIME BUILDING EVACUATED		
DID YOU HAVE TROUBLE HEARING THE ALARM? Y/N	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DID ALL CORRIDOR DOORS CLOSE? Y/N		
WERE THERE ANY CORRIDOR OBSTRUCTIONS? IF SO, DESCRIBE.					
EMPLOYEE RESPONSE					
<input type="checkbox"/> GOOD	<input type="checkbox"/> SLOW	<input type="checkbox"/> BAD	<input type="checkbox"/> NONE		
EMPLOYEE ATTITUDE					
<input type="checkbox"/> GOOD	<input type="checkbox"/> SLOW	<input type="checkbox"/> BAD	<input type="checkbox"/> NONE		
WERE EMPLOYEES CONFUSED?			WERE ALL STUDENTS/PUBLIC ORDERLY EVACUATED?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOMEWHAT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOMEWHAT
WERE CLASSES DISMISSED?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
PLEASE NOTE ANY OTHER COMMENTS, OBSERVATIONS, AND/OR RECOMMENDATIONS YOU MAY HAVE, BELOW:					



# STUDENT ACCIDENT/INJURY REPORT

## CAMPUS NAME: MESA COLLEGE

**THIS FORM IS NOT TO BE COMPLETED BY THE STUDENT!**

Today's Date		Date of Injury	
		Time Injury Occurred	
Student Accident/Injury Reported By			

### STUDENT INFORMATION

Student Name		DOB		CSID	
Address		City/State/Zip			
Student Cell #		Student Home #			
Student Health Insurance Plan (if applicable)					
Emergency Contact Name/Phone		Name:			Phone:

### ACCIDENT/INJURY INFORMATION

Location Where Accident Happened					
Was first aid rendered to student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	By whom?		
Which body parts were Injured?					
Was student participating in an intercollegiate event?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Was student transported by ambulance?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Exactly how did accident happen?					
Disposition of Student (Back to Class, Home, ER)					
Police Report Taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Police Officer		
HSR Student Accident form issued to student?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date HSR Student Accident Form Issued					

### WITNESS INFORMATION (If applicable)

Witness Name	Witness Phone Number
--------------	----------------------

**Signature of Person Completing Form:** \_\_\_\_\_

PROMPTLY SEND THIS COMPLETED FORM TO RISK MANAGEMENT/DISTRICT OFFICE  
Copy to VPA Office (Campus Safety Officer)



## TELEPHONE PHONE THREAT REPORT (e.g., Bomb Threat)

<b>NUMBER OR WORDING ON THE CALLER ID DISPLAY</b>			
<b>EXACT WORDING OF THE THREAT:</b>			
<b>CALLER'S VOICE</b>			
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> UNKNOWN	<input type="checkbox"/> DISGUISED
<input type="checkbox"/> CALM	<input type="checkbox"/> ANGRY	<input type="checkbox"/> EXCITED	
<input type="checkbox"/> SLOW	<input type="checkbox"/> RAPID	<input type="checkbox"/> SOFT	
<input type="checkbox"/> LAUGHTER	<input type="checkbox"/> CRYING	<input type="checkbox"/> NORMAL	<input type="checkbox"/> STUTTER
<input type="checkbox"/> SLURRED	<input type="checkbox"/> DISTINCT	<input type="checkbox"/> NASAL	<input type="checkbox"/> RAGGED
<input type="checkbox"/> LISP	<input type="checkbox"/> RASPY	<input type="checkbox"/> DEEP	<input type="checkbox"/> ACCENT
<input type="checkbox"/> CLEARING THROAT	<input type="checkbox"/> DEEP BREATHING	<input type="checkbox"/> CRACKING VOICE	<input type="checkbox"/> FAMILIAR
If voice is familiar, whom does it sound like?			
<b>THREAT LANGUAGE</b>			
<input type="checkbox"/> WELL SPOKEN	<input type="checkbox"/> EDUCATED	<input type="checkbox"/> FOUL	<input type="checkbox"/> IRRATIONAL
<input type="checkbox"/> INCOHERENT	<input type="checkbox"/> TAPED	<input type="checkbox"/> MESSAGE READ BY THREAT-MAKER	
<b>REMARKS</b>			
<b>BACKGROUND SOUNDS</b>			
<input type="checkbox"/> OFFICE MACHINERY	<input type="checkbox"/> STREET NOISE	<input type="checkbox"/> VOICES	<input type="checkbox"/> PA SYSTEM
<input type="checkbox"/> MUSIC	<input type="checkbox"/> MOTOR SOUNDS	<input type="checkbox"/> FACTORY MACHINERY	<input type="checkbox"/> ANIMAL NOISES
<input type="checkbox"/> CLEAR	<input type="checkbox"/> STATIC	<input type="checkbox"/> LOCAL	<input type="checkbox"/> LONG DISTANCE
<b>OTHER</b>			
<b>QUESTIONS TO ASK</b>			
Why are you calling?		Did you place the bomb?	
When is the bomb going to explode?		Why?	
Where is it right now?		What is your name?	
What does it look like?		Where are you right now?	
What kind of bomb is it?		What is your address?	
What will cause it to explode?			
<b>INCIDENT INFORMATION</b>			
Date		Time	
Position			Phone #
When is the bomb going to explode?		Why?	
<b>Report call immediately to College Police/Dispatch: (619) 388-6405.</b>			

## Important Personnel Contact List

Name	Position	Office Phone Number
<b>Executive Staff</b>		
Pamela Luster	President	(619) 388-2721
Ashanti Hands	VPSS	(619) 388-2678
Lorenze Legaspi	VPA	(619) 388-2990
Isabel O'Connor	VPI	(619) 388-2755
<b>Student Services Leadership Team</b>		
Ailene Crakes	Dean, Student Development	(619) 388-2986
Larry Maxey	Dean, Student Success & Equity	(619) 388-5940
Vicki Miller	Dean, Student Affairs	(619) 388-2699
<b>Student Services Supervisors and Leads</b>		
Ivonne Alvarez	Director, Admissions and Records	(619) 388-2689
Leticia Diaz	Director, EOPS & STAR-TRIO	(619) 388-2468
Claudia Estrada-Howell	Supervisor, TCE	(619) 388-5040
Erika Higginbotham	Coordinator, DSPS	(619) 388-2541
Pilar Ezeta	Supervisor, Financial Aid	(619) 388-2959
LaWanda Foster	Supervisor, Veterans and Records	(619) 388-2805
Leroy Johnson	Chair, Counseling	(619) 388-2413
Suzanne Khambata	Director, Student Health Services	(619) 388-2774
Gilda Maldonado	Director, Financial Aid	(619) 388-2820
Agustin Rivera	SSSO, AVANZA Center, Peer Navigators, and CRUISE	(619) 388-2757
Cheri Sawyer	Supervisor, Admissions	(619) 388-2689
Karla Trutna	Coord, Outreach & Promise; Supervisor, Testing (Acting)	(619) 388-2632
<b>Campus Leads</b>		
College Police	College Police	(619) 388-6405
Matt Fay	Occupational, Environmental Health & Safety Coordinator	(619) 388-2763
Frank Fernandez	Stockroom Supervisor	(619) 388-2761
Jennifer Kearns	Public Information Officer	(619) 388-2759
Charlotta Robertson	C-CERT Coordinator Field Liaison	(619) 388-2509
Dave Warczakowski	Facilities	(619) 388-2814
<b>Crisis Intervention</b>		
Crisis Intervention	Student Health Services	(619) 388-2774
	Counseling	(619) 388-2538
	Student Affairs	(619) 388-2699
<b>Evening Administration</b>		
Steve Manczuk	Evening Administration	(619) 388-2463 Cell: (619) 928-7239
Brandon Terrell	Evening Administration	Cell: (619) 921-0908

# SAN DIEGO MESA COLLEGE

Office of the Vice President, Student Services ♦ 7250 Mesa College Dr. I4-401 ♦ San Diego, California 92111 ♦ (619) 388-2678

