EMERGENCY ACTION PLAN

FOR

Mt. San Jacinto Community College District
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EMERGENCY ACTION PLAN

INTRODUCTION

Every California business that employs 10 people or more is required by CAL/OSHA to have an Emergency Action Plan in place. It is the Organization's responsibility to see that the program is instituted and that it is frequently reviewed and updated. The basic plan must address emergency preparedness and training. In order for an emergency plan to be effective, it must be in writing, create and sustain employee interest, keep any necessary equipment ready, clearly define responsibilities, and include procedures for restoring order during and after an emergency. The minimum plan must include:

- Emergency escape procedures including escape routes;
- Procedures to be followed by employees who remain to perform (or shut down) critical facility operations before the evacuate;
  - Gas – Brian Twitty Cell Phone: ________________
  - Electrical - Scott Kasper Cell Phone: ________________
- Procedures to account for all employees, students, and visitors after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them - CPR-First Aid;
- The means of reporting emergency situations; cell phones from students
- Names or regular job titles of persons or departments to be contacted for further information or explanation of duties under the plan;
- Names of off-site responding services with telephone numbers;
- On-site personnel and off-site responding services training to support the emergency plan.

A chain of command must be established to minimize confusion so that employees will have no doubt who has authority for making decisions. In so doing, it is best to select people whose normal job duties fit closest to the position they are asked to fill in the emergency plan.

In case of emergency, all students and personnel should report to the athletic fields.

RESPONSIBILITIES

Emergency response responsibilities are the first line of defense in emergency situations. Before assigning responsibilities, one should be assured that the personnel are physically capable of performing the duties to which they may be assigned.

Administrator

- Coordinate all personnel activities conducted during or at an actual emergency.
- Establish an emergency committee which will be responsible for:
  - A. Head count of those in the gathering area,
  - B. Annual updating of the emergency and fire prevention guidelines.
- Assign personnel as needed.
- Preplan for any internal or external emergency.
- Be responsible for any evacuation of the facility.
Negotiate mutual assistance agreements with other nearby facilities.

Coordinate with other agencies:

- Fire Department
- Police/Sheriff
- Red Cross
- Civil Defense
- Salvation Army
- Ambulance Service

Train all personnel to become familiar with emergency evacuation guidelines.

Conduct in house training to determine knowledge and performance of personnel during a simulated emergency.

Mock drills and training should be conducted quarterly for each individual shift and under varied times and conditions.

Provide proper documentation for all drills, including an overall appraisal of the drill.

Make sure all Maintenance & Security personnel are familiar with the facility and the location, operation, and use of the following:

- Exits
- Fire fighting appliances (sprinkler system, fire hoses, fire extinguishers, etc.)
- Fire alarm devices (alarm boxes, smoke and heat detectors)
- Fire alarm annunciator panel
- Fire and/or smoke barrier doors
- Utility shut off (main and auxiliary)
- Fire sprinkler shut off
- Oxygen location and manifold shut-offs
- Air circulating systems (heating and cooling)
- Auxiliary lighting generator

The administrator in charge of the Emergency Action Plan is:

Name: Dr. Roger Schultz

Title: Mt. San Jacinto Community College District Superintendent/President

Extension: 3002

This appointment is effective 01/01/13 and will continue until another person is assigned this responsibility.

Any and all questions or concerns regarding the Emergency Evacuation Plan should be directed to the identified individual.
**Personnel**

- Be prepared to carry out the procedure as set forth in any emergency situation.
- Participate in all emergency drills.
- Be familiar with the facility and the location, operation, and use of the following:
  - Exits
  - Fire fighting appliances (sprinkler system, fire hoses, fire extinguishers, etc.).
  - Fire alarm devices (alarm boxes, smoke and heat detectors)
  - Fire alarm annunciator panel
  - Fire and or smoke barrier doors
EMERGENCY TELEPHONE LIST

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

FIRE DEPARTMENT
911 or San Jacinto - (951) 654-7912
Menifee - (951) 679-2241

POLICE DEPARTMENT
911 or San Jacinto - (951) 654-2702
Menifee - (951) 776-1099

PARAMEDICS

DEPARTMENT OF HEALTH SERVICES

UTILITIES
GAS COMPANY (800) 427-2000
WATER COMPANY (EMWD) (800) 426-3693
ELECTRIC COMPANY (SCE) (800) 655-4555

PERSONNEL
ADMINISTRATOR Dr. Schultz - (951) 487-3002
ASSISTANT ADMINISTRATOR Dr. Vincent, VP - (951) 639-5200
DEAN OF NURSING Kathleen Winston - (951) 639-5560
Joyce Johnson
MAINTENANCE Brian Twitty - (951) 487-3103
ADMINISTRATRATION

HAZARDOUS WASTE REMOVAL North State Environmental Services - (909) 875-9288
CHEMICAL WASTE Clean World - 509-7855

OUTSIDE SERVICES
FIRE/BURGLAR ALARM COMPANY Pacific Alarm - (951) 658-7811
FIRE EXTINGUISHER COMPANY Western Fire - (951) 654-3473
AIR CONDITIONING COMPANY Facilities Department – (951) 487-3103
LOCKSMITH Facilities Department – (951) 487-3103
BOTTLED WATER COMPANY Sparkletts – 658-9569 & (800) 453-0292

OUTSIDE ORGANIZATIONS

SALVATION ARMY (951) 925-7176
OTHER

NOTE: In the event telephone service is disrupted during an emergency, a messenger should be used.
EMERGENCY SYSTEMS

EMERGENCY LIGHTING AND POWER SYSTEM

The emergency lighting and power system will provide automatic restoration of power for emergency circuits within ten seconds after normal power failure. Emergency flashlights should be kept at each ________________ (batteries fully charged). Open flame type of light-candles should not be used.

When the existing lighting and power systems fail, the emergency auxiliary generator will serve all required lighting signals, alarms and equipment, to permit continued operation of necessary functions of the facility for a minimum of six hours.

A system of inspection should be conducted periodically to ensure the proper working ability of all equipment and devices in case of emergency. Documentation of all inspections should be kept on file for reference if needed.
TRAINING

Training is important to the effectiveness of an emergency plan. Before implementing an emergency action plan, a certain number of persons must be trained to assist in the safe and orderly evacuation of employees, patients, and visitors. Training for each type of emergency is necessary so that employees know what action is required. Aside from the training of the emergency responders for the site, all employees should be trained in the following:

- Evacuation plans.
- Alarm systems.
- Reporting procedures for personnel
- Type of potential emergencies

These training programs should be provided initially when the plan is put into effect, when a new employee is hired, whenever there is a facility change, when new equipment is put in place or when processes are changed. Retraining on an annual basis should be conducted regardless of change in the workplace.

Any, and all, training should be documented and kept on file.
EVACUATION

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency.

Occupants, in a calm and orderly manner, should evacuate the building from unsafe areas to a designated assembly area. All employees will be notified when to evacuate by their supervisor.

A map of the premises should be located in every room to inform employees and __________ which evacuation is the safest and most efficient. Evacuation egress routes should be marked on all site maps posted throughout the facility. This will indicate to all personnel the route from where they are to evacuate to a predetermined area safe from the building and out of the way of incoming emergency response.

An evacuation map equipped with egress routes, shut-off valves, and assembly areas for this site is located in the Appendix I.

ACCOUNTING FOR PERSONNEL

This area of the Emergency Action Plan can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. One person should be designated in the control center to account for personnel and to inform police, firemen, or other response team members of those who are believed to be missing.

Deans and Directors are responsible for the accounting of personnel during an evacuation:

Name: Irma Ramos
Title: Vice President of Human Resources
Extension: 3156

This appointment is effective __/__/__ and will continue until another person is assigned this responsibility.

EMERGENCY PATIENT RELOCATION

THIS SECTION SHOULD BE RE-DONE
AIRCRAFT CRASH

___1. If the aircraft crashes into the campus, see and follow the ________________________.

___2. Move/keep all students and staff at least 400 yards upwind from the crash site.

___3. Immediately notify the Fire and Police Departments 911. and the County/District Disaster Coordinator at _________________________.

___4. Do not return to school until fire officials declare the area safe
BOMB TREAT PROCEDURES

The safety of students and personnel has the highest priority when dealing with a bomb threat.

1. When a bomb threat telephone call is received, do not hang up the phone! Make every attempt to:
   __a. Keep the caller talking as long as possible.
   __b. Have someone call the police on another phone, then notify the principal/administrator-in-charge of what is going on (write a note asking this be done, don’t talk aloud so the caller can hear you).
   __c. Get as much information as you can from the caller—description of the bomb, where it is, when it is to explode.
   __d. Identify the caller and location from background noises and distinguishing voice characteristics.
   __e. Determine the caller’s knowledge of the facility.

2. The President should:
   __a. Quickly decide if the campus building should be immediately evacuated and searched or searched only.
   __b. Follow-up with the police on the status of the event.
CHEMICAL INCIDENT

1. Look for toxic hazard signs:
   ___Discolorization of ground.
   ___Discolorization of water
   ___Strong, unusual smell (Note some hazardous materials are colorless and odorless and cannot be detected by human senses.)
   ___Mysterious deaths of animals.
   ___Sudden, unexplained illnesses of personnel.
   ___Containers with toxic warning signs on them.

2. Do not touch or walk on any suspected toxic material.

3. Do not inhale suspected gases, fumes, or smoke.

4. Do not assume that gases and vapors are harmless because there is no odor.

5. Move suspected victims of contaminated air into fresh air.

6. Remove and isolate any suspected contaminated clothing and shoes.

7. Flush skin and eyes with running water for 15 minutes if contact with toxic materials is suspected.

8. Notify the health, fire department, and nearest poison control center immediately (include numbers here).

9. Evacuate and keep people away from any area where toxic contamination is suspected.
EARTHQUAKE
(This assumes the earthquake has taken place and building evacuation is in progress or just completed)

Duck and Cover

Incident Commander

___1. Convene the command post/center in the center safest area.

___2. Take inventory of available staff and assign duties (see Assignments/Jobs Checklist).

___3. Direct:

_____a personnel accountability.

_____a communications systems assessment establishing contact with the District/County if possible.

_____a building structure damage assessment to determine the safety of the building including the necessity to turn off gas, water, and electric systems.

_____an assembly area status report to identify any problems with the evacuation, gage the reaction of the students in the assembly area, evaluate the safety of the assembly area, and determine if there have been any incidents of outsiders entering the school site/grounds area.

_____a meeting of available staff as soon as they have taken the actions directed above to assess the impact of the earthquake on the building/school site and decide actions/assistance required.
EXPLOSION

____1. If the explosion occurs within the building or is threatened to be in the building, evacuate everyone immediately.

____2. Sound the fire alarm.

____3. Evacuate upwind from the disaster area.

____4. Immediately notify the Fire and Police Departments at 911.

____5. Do not allow anyone to re-enter the building until the fire department declares it to be safe.
FIRE

In the Building
(This assumes the fire alarm has been sounded and everyone is in the process of leaving the building)

____1. Call 911. Send everyone to a safe area.

____2. Designate a staff member to assist fire department as firefighters arrive providing a quick assessment of the situation and, if required, floor plans and personnel accountability information.

____3. Begin personnel accountability using the attendance roster referenced to the building plan.

____4. Do not allow anyone other than firefighters to re-enter the building until it has been declared safe by firefighting officials or the on-scene/______________________.

Fire External to Building- Forest, Brush

____1. Call 911. If fire threatens building and grounds, evacuate everyone to a safe area.

____2. Implement items 2-6 above; wet down building.
___1. Evaluation of the building should be in progress, continue until all personnel are out and the building has been checked to insure everyone is out.

___2. After all personnel have been accounted for and moved to safe grounds, begin actions, if time permits, to secure and protect the building from floodwaters.

___3. Place expensive equipment on top of cabinets and if a multi story building, move equipment from basement and ground level to an upper floor.

___4. Move pre-determined records and files and secure them in a safe place.

___5. Shutdown all equipment and turn off electricity at master switch, and call Scott Kasper.
SHOOTING

Note: when a gun is being visibly banished or has been fired, do the following:

___1. Have everyone assume a prone (lying face down) position on the floor or take near-by-cover immediately.

___2. Call 911/police; ask for an ambulance if someone was hit.

___3. If someone was hit, ask the armed person for permission to aid the injured person; take no action if permission is denied and proceed quickly but with caution if permission is granted.

___4. If someone was shot, administer first aid until medical personnel arrive.

___5. Talk to the armed person and try to calm them; try to avoid any negotiation until the police arrive.

___6. Restrict all movement; keep students and staff inside classrooms/buildings.

___7. Coordinate and defer to police and medical personnel when they arrive.
TERRORISM

1. If the terrorist act occurs without notice and there are injuries, immediately notify the nearest hospital, then the police, fire department, and county health office in this order.

2. Provide first aid assistance to injured until a medical team arrives.

3. If there is notice that a terrorist act has been planned for the site/building, contact the police first, then the fire department, hospital, and the district ________________.

4. Try to keep an open telephone line with police until they arrive.

5. Quietly and calmly, notify the staff and teachers and provide guidance on what to tell students/employees, if anything; defer to police recommendations.

6. If explosives, fire, or a gas attack are suspected, move people out of the area; if gunplay or other direct bodily attacks are suspected, keep people inside.

7. If the terrorist attempts to contact you, agree to listen but try to avoid any negotiation until you have consulted with police, say you have to consult the district or county office.
WAR

Imminent Attack
____1. Move away from windows and outside walls.
____2. Implement “Duck, Cover, and Hold”.
____3. Tune radio to Emergency Broadcast System.
____4. Remain under cover until advised differently.
____5. If campus is attacked, implement earthquake and fire procedures.

Sufficient Warning (Child Development Center)
____1. Notify parents to pick up children (use news media for announcements).
____2. Release children only to the authorized parent or guardian.
EMERGENCY CARRIES

When an emergency happens, here are some suggestions of carrying those injured or in ambulatory patients out of the building to safety.

Quick One-Person Carries:

Front chest carry: (Face head of the bed)
- Slip both arms around the upper torso and pull the person tightly to your own chest.
- Walk sprightly, carrying the person from the room.

Rear chest carry: (Face head of bed)
- Raise the person to a sitting position and sit behind them on the bed.
- Slip your arms under theirs. Grasp the wrists, holding their upper torso tightly to your chest.
- Walk upright, carrying the person from the room.

Kneel drop:
- Slip both arms under the body and pull the person toward the edge of the bed.
- Drop to your knee that is nearest the person's head.
- Pull lower half of body from the bed so that the extended knee supports the person's hips.
- Use both arms to lower the upper part of the person's body to the floor.
- Let the person's legs slip gently to the floor. Pull the person from the room, head or feet first, whichever is easiest without hurting the person.

Hip roll:
- When the person is found face down on the floor, position yourself at the person's side.
- Grasp the person at shoulder and hip, and roll them toward you, face up.
- Pull person from room, head or feet first, whichever is easiest.

Ankle roll:
- When the person is found face down on the floor, position yourself at the person's feet.
- Cross one ankle over the other.
- Using both hands, press down on the top ankle and lift bottom foot. With a twisting motion, roll person over.
- Pull person from the room, head or feet first whichever is easiest.

Carries For Two Persons:

Swing carry:
- Aide number one should raise the person to a sitting position by placing one hand under the person's neck and grasping the far shoulder. With the other hand grasp the bicep of the nearest arm.
- Aide number two should swing the person's legs gently off the end of the bed.
- Together, the two aides should:
  - Sit down on the bed next to the person.
  - Place the person's arms around their own necks.
  - Reach an arm around the person's waist.
  - Reach under the person's knees, grasping each other's wrists. (It is best to use a finger-locking grip.)
  - Together, lift the person.

Stand up and walk close to the person, supporting his hips.
APPENDIX I
Mt. San Jacinto Community College District

Classroom Emergency Communication Procedure

1. Mt. San Jacinto Community College District is committed to employee and student safety. Good communications are essential in reducing or eliminating potential injury to staff and students, and damage to property.

2. This procedure shall be used in coordination with the adopted Emergency and Disaster Preparedness Plans of Mt. San Jacinto Community College District. This procedure is established to improve classroom communication in the case of an emergency and is written as part of the District’s Injury and Illness Prevention Program.

3. A classroom emergency is considered, but not limited to, a medical emergency, a possible threat of injury or medical emergency, or an incident or potential incident that poses a threat to the welfare of instructors, staff, and students, or damage to property.

4. Each instructor shall be aware of the location of each public phone on campus, the main campus switchboard, the campus offices that are open and accessible during the period of class, and the nearest fire alarm lever.

5. Each instructor should select two (2) or more students and alternates to be classroom “runners”. “Runners” are students who agree to assist the instructor in case of a classroom emergency.

6. In the case of a classroom emergency the runners may be asked to seek assistance for the class by leaving the class and use the nearest campus emergency phone or other appropriate assistance.

7. When using a phone in the campus telephone system, you may dial “9-911” for emergency assistance. For campus security Monday-Thursday until 7:00 p.m., and Friday until 4:00 p.m., dial “0” for the switchboard. For campus security after the switchboard closes, dial the following extension numbers: San Jacinto-Extension “7777”; Menifee Valley Campus-Extension “7777”. When using a public pay phone, dial “911” (no coins or credit cards are required). Be prepared to give details on the emergency, including location, type of emergency, etc. Remain calm – do not panic.
APPENDIX II
Emergency Supplies

Heavy-duty gloves, ______ pair:
Use gloves to protect hands during rescue and while cleaning debris.

Pry Bars/Crowbars
Use during search and rescue to pry open stuck doors, free people trapped by wedged objects (if this can be done without injury, otherwise, wait for medical personnel), and clear debris for building access.

Nylon rope, capable of holding 300lbs. 100 ft:
Use to lower people trapped on roofs or upper floors, to secure equipment or hanging structure, and to help lift heavy objects.

Building construction yellow cordon “caution” tape, one roll:
Use to cordon off unsafe areas and to establish boundaries in the assembly area.

Water-resistant, opaque material, 20 sq. yds.
Use as shade in hot areas, rain cover in wet areas, floor cover in dirt and mud areas, as privacy for toilets, or covering for fatalities.

Shovels, 2:
Use to cover debris, dig ditches to release/control water, prepare holes for latrines, or as a hammer to drive in stakes.

Duct tape, one large roll:
Use to bind/secure covers for sun and rain, signs for direction, to label objects, and in general to bind any needed material together.

Flashlights, C battery size, ______; spotlight size, _____:
Use in search and rescue to light dark areas, at night to light walkways, key site areas, and to signal locations to overhead helicopters/aircrafts.

AM/FM radios:
Use to monitor news for information impacting the emergency/disaster situation.

Batteries, type and voltage sufficient for 2 backups each for emergency radios and flashlights:
Use all battery operated items sparingly conserving the battery as much as possible,

One red and one green flag:
Use green on the flagpole or any high area visible from the air to indicate everything in OK; use red to indicate problems requiring help.

Water, bottled-_______ gallons; liquid bleach, ______ bottle (or purification tablets):
Use the bottled water for injured, sick, or dehydrated persons only; use the bleach/tablets to purify drinking water for general purposes.
Trash bags, large/extra large, _____:
Use to cover important items, keep vital items dry, to store multiple small items, to secure soiled items
and trash, for sanitary purposes, and for any number of other emergency uses where storing, covering,
or protecting something that is important.

Paper towels, _____ rolls:
Use to clean, absorb, pad, cover, etc. If necessary, use as toilet tissue.

Paper cups, 7 oz., _____:
Use to dispense water.

Ladder, 20 ft., _____:
Use for search and rescue and for access to any high area.

Stretcher, _____:
Use for carrying injured people,

Open containers, 5 gallons, _____:
Use for carrying water, purifying water, bailing out water, storing critical items, etc.

Megaphone:
Use for crowd control and announcements/communications to and between large groups.

Hard hats, _____:
Use for head protection during search and rescue and for building structure damage assessment.

Scissors, _____:
Use for cutting cloth, fabric, tape, etc.

Jackknife, _____:
Use for cutting rope and other materials too strong or tough for scissors.

Tool kit, _____, pliers, large adjustable wrench, large screwdrivers, one standard and one with
Philips head, one medium size handsaw with interchangeable blades for cutting wood and
material.
Use for emergency repairs.

Hoses, _____:
For firefighting, siphoning, water pipe extension, etc.