

San Diego Mesa College

Building Emergency Evacuation Plan

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

Building Emergency Evacuation Plan

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Introduction

Scope and Objectives:

This plan has been prepared to ensure orderly and complete evacuation of Mesa Campus buildings 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
- bomb threat

The following emergency requires sheltering in place:

- active shooter

Emergency Notification:

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

- A. Fire alarm:
 - sound: whooping electronic horn
 - visual: strobe lights
- B. Announcements through building PA system
- C. word of mouth
- D. 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

Each building will identify employees that will function with-in the in-house emergency team. The emergency team will consist of the following positions:

- **The Emergency Facilitator:** The Emergency Facilitator will be stationed outside the building, serving as the incident coordinator.
- **The Floor Monitors:** Floor Monitors assist in the orderly evacuation of the building and communicate information to the Emergency Facilitator.
- **The 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.

Responsibility of Emergency Facilitator:

1. To collect information on building occupants known or suspected to still be in the building from the Floor Monitors.
2. 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 Monitors or 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 post-emergency meeting, if necessary.
7. To complete the "Emergency History Report" form. (located in the Appendix)

Emergency Facilitator's Equipment:

- Flashlight
- Hand held FRS radio
- High-visibility vest
- Whistle
- Ear plugs (foam)
- Clipboard with all pertinent documents (Evacuation Plan, maps, phone contacts, etc.)
- Megaphone
- First aid kit

Responsibility of the Floor Monitors:

1. To check all rooms on assigned floors, including all labs, classrooms, restrooms, copier rooms, closets, etc., to ensure they have been evacuated.
2. To monitor corridors on 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.

- If a disabled person is encountered, either assist them down the stairway or direct them to an area of refuge and notify Emergency Facilitator and/or emergency personnel of their location.
- 4. To ensure fire doors are closed and not blocked open.
- 5. To leave the building as soon as possible and to ensure assigned building entryways are being monitored.
- 6. To report to the Emergency Facilitator, and/or directly to emergency responders, whether or not anyone is still within the building
- 7. To Prevent re-entry into the building until emergency responders or the Emergency Facilitator announces the all-clear signal.
- 8. To fill out the building evacuation "observation report form. (located in the Appendix)

Floor Monitor's Equipment:

- Flashlight
- Hand held FRS radio
- High-visibility vest
- Whistle
- Ear plugs (foam)
- Clipboard with all pertinent documents (Evacuation Plan, maps, phone contacts, etc.)
- Megaphone
- First aid kit

Responsibility of the Evacuation Area Coordinator:

1. To check in all Faculty and Staff. A check-in sheet is in the appendix.
2. To serve as communications liaison between the evacuation area and the Emergency Facilitator.
3. 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.

***NOTE:** The Laboratory Technical Staff/ employees will be allowed entry back into the building before all other individuals.

Evacuation Area Coordinator's Equipment:

- Flashlight
- Hand held FRS radio
- High-visibility vest
- Whistle
- Ear plugs (foam)
- Clipboard with all pertinent documents (Evacuation Plan, maps, phone contacts, building occupancy list etc.)
- Megaphone
- First aid kit

Evacuation: General Emergency Procedures

Employee Evacuation Procedure:

In advance, all building personnel should:

1. Read and understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your 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 Warden, 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 Warden, 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 Warden, 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.

Remember it is each employee's responsibility to **check in!**

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 of 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.

****If you have rooms that need to be check prior to re-entry, laboratory staff or designated employees will be allowed back into the building first, prior to other employees or students. The laboratory staff or designated employees will make sure that doors into sensitive areas are secure and that all rooms are safe to reenter. The Emergency Facilitator will then communicate to the Evacuation Area Coordinator that the all clear has been given and the faculty and students will then be released from the evacuation area and allowed 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 requires sheltering in place:

- active shooter (when the 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 for People with Disabilities:

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Staff and Faculty 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 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.

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.

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.

MAKE THE FOLLOWING PHONE CALLS in the order of priority shown, based on the type of incident.

First calls made:

TYPE OF INCIDENT:	WHO TO CALL:
Fire	Campus Police Dispatch 619-388-6405 And/or Fire Department 9-911
People Hurt (*Serious injury requiring more than basic first aid)	Campus Police Dispatch 619-388-6405 And/or Fire Department 9-911
Structure or Utility Damage (building, equipment, water, or electrical)	Facilities Call Center x6422

Second calls made:

TYPE OF INCIDENT:	WHO TO CALL:
All emergencies during working hours	Dean or Supervisor
All emergencies after working hours (approx. 5pm)	Campus 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 campus 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 campus 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 Warden, 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 campus 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.
5. Never allow the fire to come between you and an exit.
6. Notify your supervisor of the location and extent of the fire.
7. 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).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. 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.

Earthquake: DROP, COVER, AND HOLD

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. DROP, COVER, AND HOLD! 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, glass, etc. 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.

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.

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 Campus 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 the police.
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 building, 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 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 is to 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 campus 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 campus 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)

Appendices

- **Classroom Emergency Quick Guide**
- **Building Evacuation Observation Report**
- **Student Accident Report**
- **Telephone (bomb) Threat Report**

San Diego Mesa College CLASSROOM EMERGENCY QUICK GUIDE

Faculty and staff 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.

WHAT TO KNOW AT THE BEGINNING OF A NEW SEMESTER

✓ **BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS**

- Building evacuation routes and the evacuation assembly point should be posted in this room and may also be reviewed on the school of Math and Science homepage. Printed plans are located throughout the building. If you cannot find the appropriate documents contact: Dean Saeid Eidgahy x2795

***The current evacuation point is in the open space between the G and B buildings and the rose garden. It is the responsibility of all staff and faculty to check in with the Evacuation Area Coordinator.**

✓ **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 an emergency panel (red) and you will be connected to campus 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 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.
- **Signup to receive emergency notification via text message through WebAdvisor at 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 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 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.

SAN DIEGO MESA COLLEGE

**Building Emergency Evacuation Plan (BEEP)
Observation Report**

Date: _____

Building/Floor: _____

Observer: _____

Floors observed: _____

Time of alarm: _____

Time building evacuated: _____

Did you hear the alarm? _____

Did all corridor doors close? _____

Were there any corridor obstructions? _____

Staff Response: ____ Good, ____ Delayed, ____ Needs Improvement, ____ None

Staff Attitude: ____ Good, ____ Needs Improvement,

Was Staff confused? ____ Yes, ____ No, ____ Somewhat

Were all visitors/public orderly evacuated? ____ Yes, ____ No, ____ Somewhat

Were Classes Dismissed? ____ Yes, ____ No

Please write down 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 report taken by: _____

STUDENT INFORMATION

Student Name: _____ Date of Birth: _____ CSID: _____

Address: _____ City: _____ State: _____ Zip: _____

Student Cell Phone #: _____ Student Home #: _____

Name of Student's Health Insurance Plan? (if applicable) _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

ACCIDENT / INJURY SUMMARY

Location where accident happened: _____

Was first aid rendered to student? ☐ Yes ☐ No By whom? _____

Which body parts were injured? _____

Was student participating in an intercollegiate event? ☐ Yes ☐ No

Was student transported by ambulance? ☐ Yes ☐ No

Exactly how did accident happen? _____

Disposition of Student: (back to class, home, E.R.?) _____

Police report taken? ☐ Yes ☐ No Name of Campus Police Officer: _____

HSR Student Accident form issued to student? ☐ Yes ☐ No

Date HSR Student Accident form issued: _____

WITNESS INFORMATION, (if applicable)

Witness Name: _____ Witness Phone: _____

Signature of Person Completing Form: _____

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

Revised 03/12

Telephone (bomb) Threat Report

**NUMBER OR WORDING ON THE
CALLER ID DISPLAY:**

EXACT WORDING OF THE THREAT:

CALLER'S VOICE:

Male	Female	Unknown
------	--------	---------

Calm	Nasal
------	-------

Angry Stutter

Excited Lisp

__Slow __Raspy

 Rapid Deep

Soft Ragged

__Loud __Clearing Throat

--Laughter --Deep Breathing

Crying Cracking Voice

Normal	Disguised
	

Distinct	Accent
----------	--------

Slurred Familiar

If voice is familiar, whom did it sound like?

QUESTIONS TO ASK:

1. Why are you calling?
2. When is the bomb going to explode?
3. Where is it right now?
4. What does it look like?
5. What kind of bomb is it?
6. What will cause it to explode?
7. Did you place the bomb?
8. Why?
9. What is your name?
10. Where are you right now?
11. What is your address?

THREAT LANGUAGE:

__Well-spoken __Message read

(educated) by threat maker

Foul Incoherent

<u>Irrational</u>	<u>Taped</u>
<p>1. $\sqrt{2}$</p> <p>2. $\sqrt{3}$</p> <p>3. $\sqrt{5}$</p> <p>4. $\sqrt{7}$</p> <p>5. $\sqrt{11}$</p> <p>6. $\sqrt{13}$</p> <p>7. $\sqrt{17}$</p> <p>8. $\sqrt{19}$</p> <p>9. $\sqrt{23}$</p> <p>10. $\sqrt{29}$</p> <p>11. $\sqrt{31}$</p> <p>12. $\sqrt{37}$</p> <p>13. $\sqrt{41}$</p> <p>14. $\sqrt{43}$</p> <p>15. $\sqrt{47}$</p> <p>16. $\sqrt{53}$</p> <p>17. $\sqrt{59}$</p> <p>18. $\sqrt{61}$</p> <p>19. $\sqrt{67}$</p> <p>20. $\sqrt{71}$</p> <p>21. $\sqrt{73}$</p> <p>22. $\sqrt{79}$</p> <p>23. $\sqrt{83}$</p> <p>24. $\sqrt{89}$</p> <p>25. $\sqrt{97}$</p>	<p>1. $\sqrt{2}$</p> <p>2. $\sqrt{3}$</p> <p>3. $\sqrt{5}$</p> <p>4. $\sqrt{7}$</p> <p>5. $\sqrt{11}$</p> <p>6. $\sqrt{13}$</p> <p>7. $\sqrt{17}$</p> <p>8. $\sqrt{19}$</p> <p>9. $\sqrt{23}$</p> <p>10. $\sqrt{29}$</p> <p>11. $\sqrt{31}$</p> <p>12. $\sqrt{37}$</p> <p>13. $\sqrt{41}$</p> <p>14. $\sqrt{43}$</p> <p>15. $\sqrt{47}$</p> <p>16. $\sqrt{53}$</p> <p>17. $\sqrt{59}$</p> <p>18. $\sqrt{61}$</p> <p>19. $\sqrt{67}$</p> <p>20. $\sqrt{71}$</p> <p>21. $\sqrt{73}$</p> <p>22. $\sqrt{79}$</p> <p>23. $\sqrt{83}$</p> <p>24. $\sqrt{89}$</p> <p>25. $\sqrt{97}$</p>

REMARKS:

Report call immediately to:

Campus Police/Dispatch 619-388-6405

BACKGROUND SOUNDS:

Office Machinery Factory Machinery

Street Noise Animal Noises

Voices Clear

PA System	Static
<p>1. $\frac{1}{2}$ inch</p> <p>2. $\frac{1}{4}$ inch</p> <p>3. $\frac{1}{8}$ inch</p> <p>4. $\frac{1}{16}$ inch</p> <p>5. $\frac{1}{32}$ inch</p> <p>6. $\frac{1}{64}$ inch</p> <p>7. $\frac{1}{128}$ inch</p> <p>8. $\frac{1}{256}$ inch</p> <p>9. $\frac{1}{512}$ inch</p> <p>10. $\frac{1}{1024}$ inch</p> <p>11. $\frac{1}{2048}$ inch</p> <p>12. $\frac{1}{4096}$ inch</p> <p>13. $\frac{1}{8192}$ inch</p> <p>14. $\frac{1}{16384}$ inch</p> <p>15. $\frac{1}{32768}$ inch</p> <p>16. $\frac{1}{65536}$ inch</p> <p>17. $\frac{1}{131072}$ inch</p> <p>18. $\frac{1}{262144}$ inch</p> <p>19. $\frac{1}{524288}$ inch</p> <p>20. $\frac{1}{1048576}$ inch</p> <p>21. $\frac{1}{2097152}$ inch</p> <p>22. $\frac{1}{4194304}$ inch</p> <p>23. $\frac{1}{8388608}$ inch</p> <p>24. $\frac{1}{16777216}$ inch</p> <p>25. $\frac{1}{33554432}$ inch</p> <p>26. $\frac{1}{67108864}$ inch</p> <p>27. $\frac{1}{134217728}$ inch</p> <p>28. $\frac{1}{268435456}$ inch</p> <p>29. $\frac{1}{536870912}$ inch</p> <p>30. $\frac{1}{1073741824}$ inch</p> <p>31. $\frac{1}{2147483648}$ inch</p> <p>32. $\frac{1}{4294967296}$ inch</p> <p>33. $\frac{1}{8589934592}$ inch</p> <p>34. $\frac{1}{17179869184}$ inch</p> <p>35. $\frac{1}{34359738368}$ inch</p> <p>36. $\frac{1}{68719476736}$ inch</p> <p>37. $\frac{1}{137438953472}$ inch</p> <p>38. $\frac{1}{274877906944}$ inch</p> <p>39. $\frac{1}{549755813888}$ inch</p> <p>40. $\frac{1}{1099511627776}$ inch</p> <p>41. $\frac{1}{2199023255552}$ inch</p> <p>42. $\frac{1}{4398046511104}$ inch</p> <p>43. $\frac{1}{8796093022208}$ inch</p> <p>44. $\frac{1}{17592186044416}$ inch</p> <p>45. $\frac{1}{35184372088832}$ inch</p> <p>46. $\frac{1}{70368744177664}$ inch</p> <p>47. $\frac{1}{140737488355328}$ inch</p> <p>48. $\frac{1}{281474976710656}$ inch</p> <p>49. $\frac{1}{562949953421312}$ inch</p> <p>50. $\frac{1}{1125899906842624}$ inch</p> <p>51. $\frac{1}{2251799813685248}$ inch</p> <p>52. $\frac{1}{4503599627370496}$ inch</p> <p>53. $\frac{1}{9007199254740992}$ inch</p> <p>54. $\frac{1}{18014398509481984}$ inch</p> <p>55. $\frac{1}{36028797018963968}$ inch</p> <p>56. $\frac{1}{72057594037927936}$ inch</p> <p>57. $\frac{1}{144115188075855872}$ inch</p> <p>58. $\frac{1}{288230376151711744}$ inch</p> <p>59. $\frac{1}{576460752303423488}$ inch</p> <p>60. $\frac{1}{1152921504606846976}$ inch</p> <p>61. $\frac{1}{2305843009213693952}$ inch</p> <p>62. $\frac{1}{4611686018427387904}$ inch</p> <p>63. $\frac{1}{9223372036854775808}$ inch</p> <p>64. $\frac{1}{18446744073709551616}$ inch</p> <p>65. $\frac{1}{36893488147419103232}$ inch</p> <p>66. $\frac{1}{73786976294838206464}$ inch</p> <p>67. $\frac{1}{147573952589676412928}$ inch</p> <p>68. $\frac{1}{295147905179352825856}$ inch</p> <p>69. $\frac{1}{590295810358705651712}$ inch</p> <p>70. $\frac{1}{1180591620717411303424}$ inch</p> <p>71. $\frac{1}{2361183241434822606848}$ inch</p> <p>72. $\frac{1}{4722366482869645213696}$ inch</p> <p>73. $\frac{1}{9444732965739290427392}$ inch</p> <p>74. $\frac{1}{18889465931478580854784}$ inch</p> <p>75. $\frac{1}{37778931862957161709568}$ inch</p> <p>76. $\frac{1}{75557863725914323419136}$ inch</p> <p>77. $\frac{1}{151115727451828646838272}$ inch</p> <p>78. $\frac{1}{302231454903657293676544}$ inch</p> <p>79. $\frac{1}{604462909807314587353088}$ inch</p> <p>80. $\frac{1}{1208925819614629174706176}$ inch</p> <p>81. $\frac{1}{2417851639229258349412352}$ inch</p> <p>82. $\frac{1}{4835703278458516698824704}$ inch</p> <p>83. $\frac{1}{9671406556917033397649408}$ inch</p> <p>84. $\frac{1}{19342813113834066795298816}$ inch</p> <p>85. $\frac{1}{38685626227668133590597632}$ inch</p> <p>86. $\frac{1}{77371252455336267181195264}$ inch</p> <p>87. $\frac{1}{154742504910672534362390528}$ inch</p> <p>88. $\frac{1}{309485009821345068724781056}$ inch</p> <p>89. $\frac{1}{618970019642690137449562112}$ inch</p> <p>90. $\frac{1}{1237940039285380274899124224}$ inch</p> <p>91. $\frac{1}{2475880078570760549798248448}$ inch</p> <p>92. $\frac{1}{4951760157141521099596496896}$ inch</p> <p>93. $\frac{1}{9903520314283042199192993792}$ inch</p> <p>94. $\frac{1}{19807040628566084398385987584}$ inch</p> <p>95. $\frac{1}{39614081257132168796771975168}$ inch</p> <p>96. $\frac{1}{79228162514264337593543950336}$ inch</p> <p>97. $\frac{1}{158456325028528675187087900672}$ inch</p> <p>98. $\frac{1}{316912650057057350374175801344}$ inch</p> <p>99. $\frac{1}{633825300114114700748351602688}$ inch</p> <p>100. $\frac{1}{1267650600228229401496703205376}$ inch</p> <p>101. $\frac{1}{2535301200456458802993406410752}$ inch</p> <p>102. $\frac{1}{5070602400912917605986812821504}$ inch</p> <p>103. $\frac{1}{10141204801825835211973625643008}$ inch</p> <p>104. $\frac{1}{20282409603651670423947251286016}$ inch</p> <p>105. $\frac{1}{40564819207303340847894502572032}$ inch</p> <p>106. $\frac{1}{81129638414606681695789005144064}$ inch</p> <p>107. $\frac{1}{162259276829213363391578010288128}$ inch</p> <p>108. $\frac{1}{324518553658426726783156020576256}$ inch</p> <p>109. $\frac{1}{649037107316853453566312041152512}$ inch</p> <p>110. $\frac{1$</p>	

Music Local

Motor Sounds Long Distance

Other _____

Date ____/____/____

Time_____

Name _____

Position

Phone Number

Individual Building Plan (Insert Building Name)

In-House Emergency Team

The in-house emergency team will consist of:

	<u>Name</u>	<u>Office Ph.</u>	<u>Cell Ph.</u>
Emergency Facilitator:	_____	_____	_____
Designee	_____	_____	_____
Floor Monitors:			
Floor 1:	_____	_____	_____
Designee:	_____	_____	_____
Floor 2:	_____	_____	_____
Designee:	_____	_____	_____
Floor 3:	_____	_____	_____
Designee:	_____	_____	_____
Floor 4:	_____	_____	_____
Designee:	_____	_____	_____
Roof:	_____	_____	_____

Evacuation Area Coordinator:

Primary: _____

Designee: _____

Other Assigned Personnel:

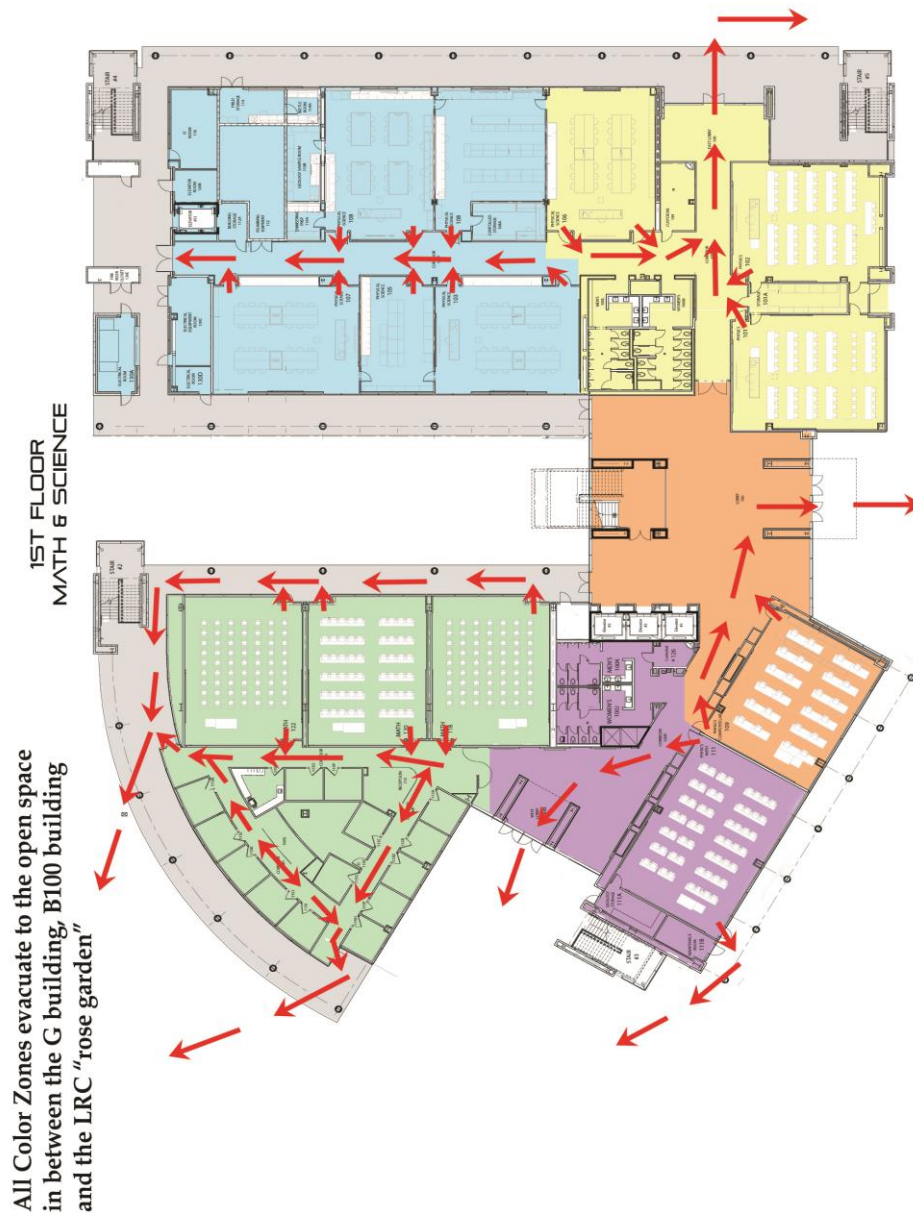
Building PA

Announcement: _____ Administration and Faculty as Primary: Floor Wardens as Secondary
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.

Evacuation Routes

(This section should contain evacuation maps. EXAMPLE maps have been left in so you know what your maps might look like)

Maps will be provided to you by Matt Fay contact by email when you are ready for the floor maps



Building Evacuation Map

Facilities: Locations of Emergency Systems

This Section will be Filled out by Safety/Operations

Building: Enter building name or number HERE

A. Main Utilities

1. Main water shut-off valve: Put information HERE
2. Sprinkler shut-off valve: Put information HERE.
3. Main electrical cut-off switch: Put information HERE.
4. Main gas shut-off: Put information HERE.
5. Heating/cooling system controls: Put information HERE.
6. Main outside Fire Department connection/standpipe: Put information HERE.

B. Fire Alert and Suppression Systems

Fire Equipment	Location		
Fire Fighters Control Panel	Inside	First Floor	Lobby outside of Outreach
Fire Alarm Panel	Inside	I4-404	Corridor near of Accounting
Fire Alarm Pull Boxes and ABC Fire Extinguishers	Inside	All Floors	See the "Location Emergency Systems" maps for their precise locations.
Fire Department Valves (Standpipes)	In/Outside	All Floors	Located near the elevators on each floor & in a closet to the left of the exterior elevators
Main Fire Department Connection/Standpipe	Outside	Ground Floor	Located in parking lot median across from the east-side shed.
Fire Riser	Outside	First Floor	In exterior closet nearest bathrooms

C. First Aid Kits

Put information HERE

D. AED

Put information HERE

E. Evacuation Chairs

Put information HERE or delete this section if not applicable

EXAMPLE

Second floor (1 chair) - Room 200G (faculty office wing).

Third floor (2 chairs) - Room 300G (faculty office wing) and Hallway in between building Staircase 1 (central staircase) and the laboratory wing.

Fourth floor (2 chairs) - Room 400G (faculty office wing) and Hallway in between building Staircase 1 (central staircase) and the laboratory wing.

Fifth floor/Roof (1 chair) - On the landing of the central staircase 1.

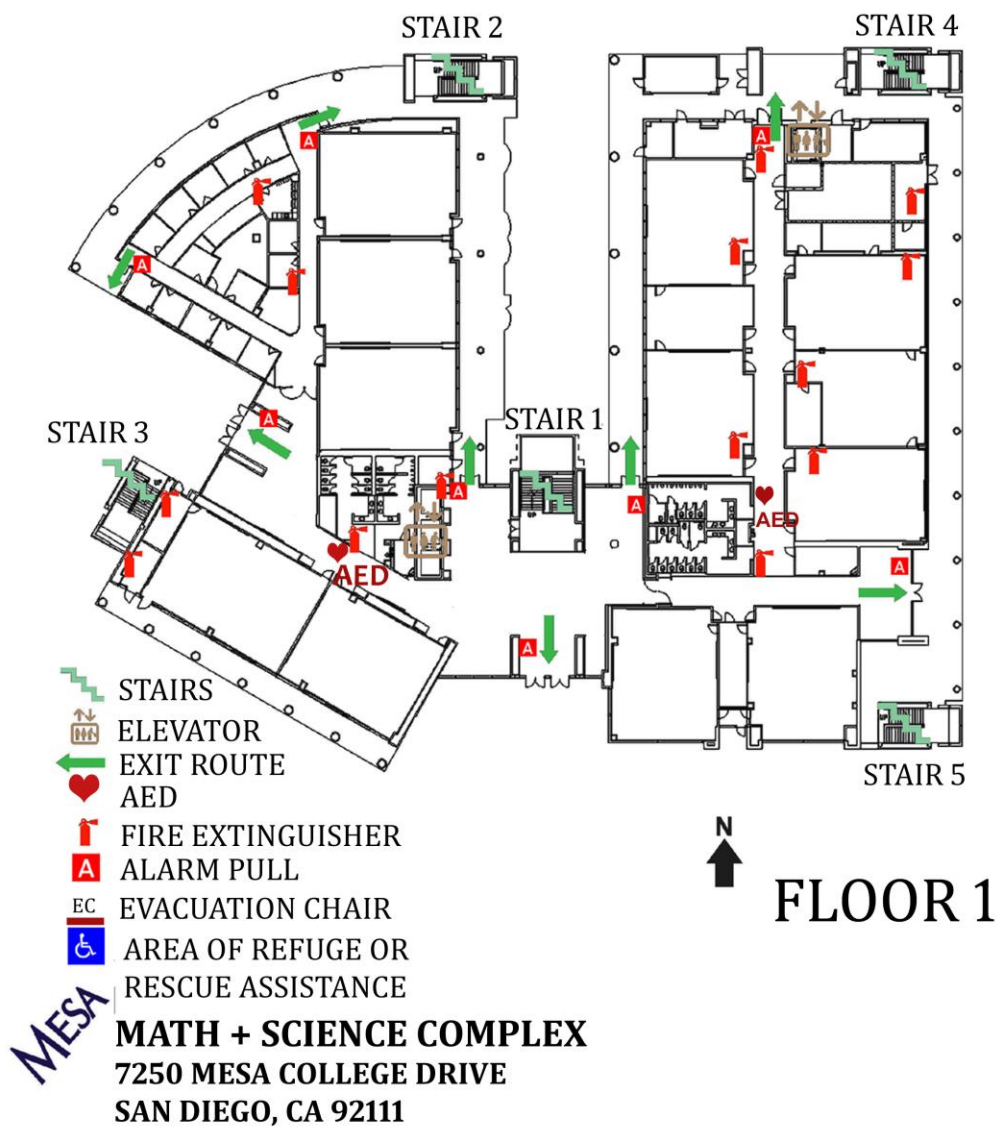
F. Public Address System Put information HERE or delete this section if not applicable

Authorized Personnel:

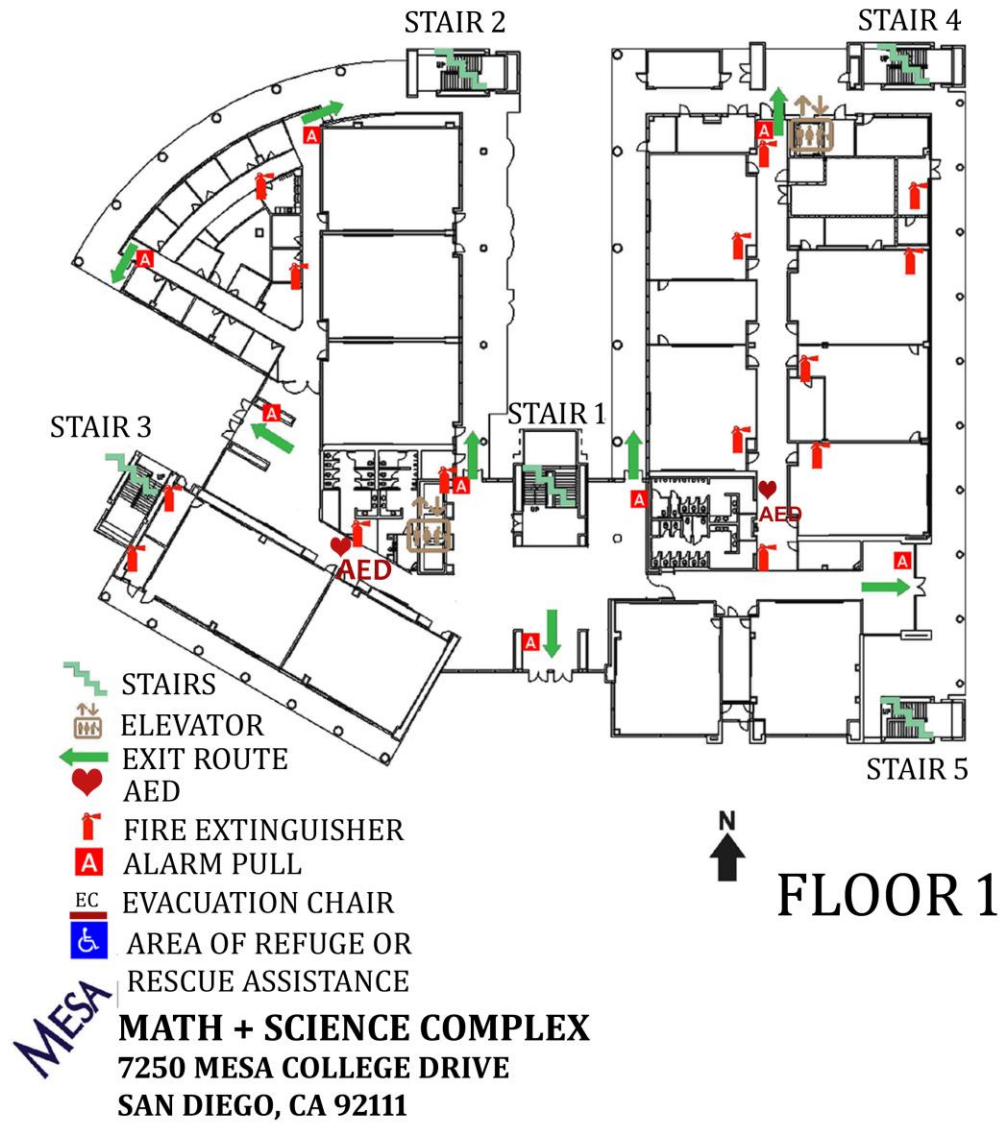
(The next section should contain maps that show where emergency service items are located such as; alarm pulls, fire extinguishers, AED's, and other items. EXAMPLE maps have been left in to so you what your maps might look like)

***Maps to be inputted by Safety/Operations

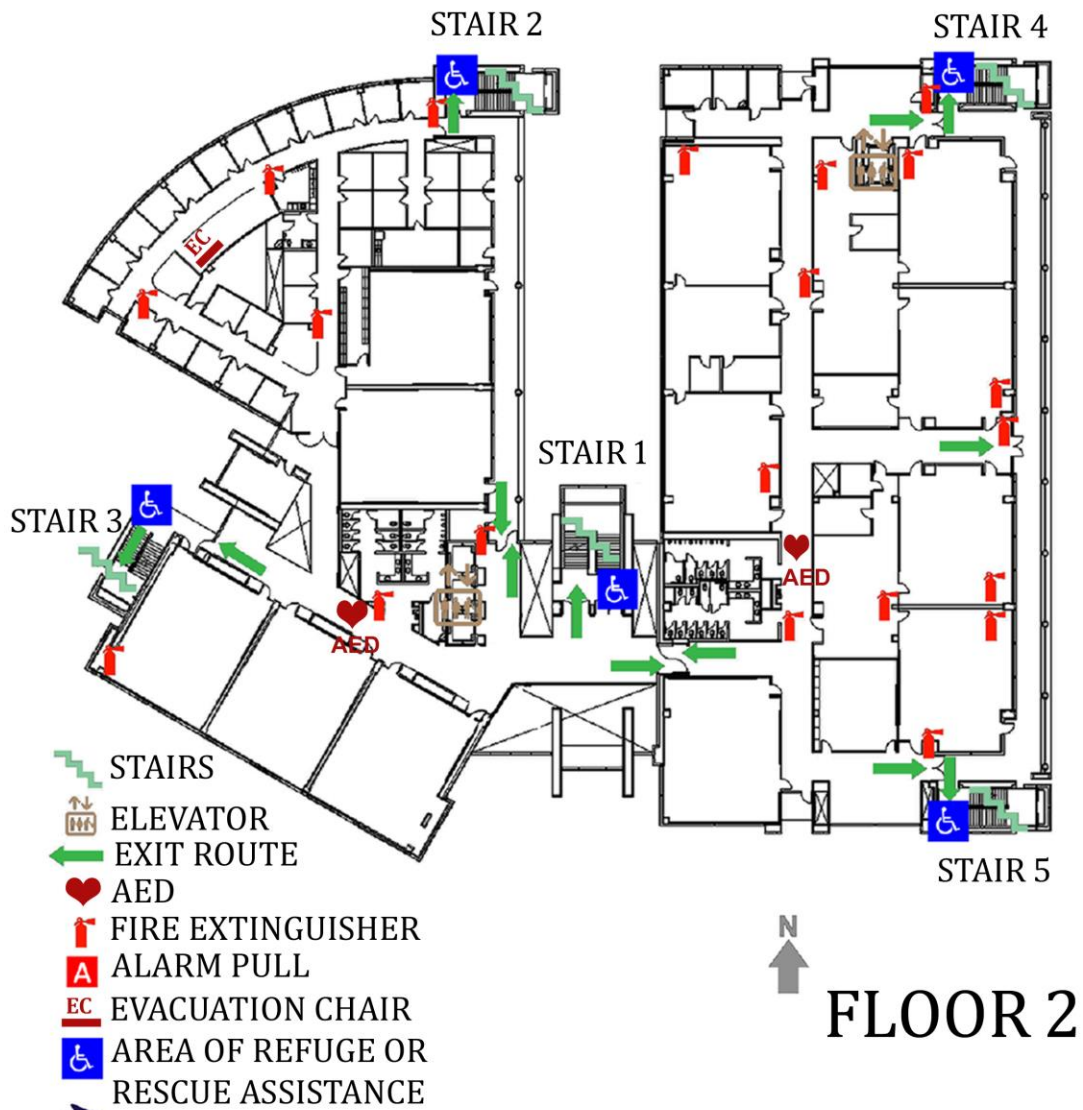
Location of Emergency Systems



Location of Emergency Systems



LOCATIONS OF EMERGENCY SYSTEMS



MESA

MATH + SCIENCE COMPLEX
7250 MESA COLLEGE DRIVE
SAN DIEGO, CA 92111

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.

EXAMPLE: 9/8/11 - Regional Power Outage occurred at 3 p.m. Campus-wide evacuation, evening classes canceled; immediate cause unknown. Buildings secured at 7:30 pm.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.