

San Diego Mesa College



Student Services Center, I-400 Building Emergency Evacuation Plan

-Internet/Classroom Edition-

Approved by the Mesa College Safety Committee: February 15, 2018

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

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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
- 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 Wardens:** Floor wardens 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
Emergency Facilitator				
	Primary Designee	Ashanti Hands	2678	
		Vicki Miller	2699	
Floor Wardens				
1 st Floor	Lead Warden	Genevieve Esguerra	2230	
	Co-Warden	Skyler Dennon	2952	
2 nd Floor	Lead Warden	Suzanne Khambata	2774	
	Co-Warden	Agustin Rivera	5991	
3 rd Floor	Lead Warden	Barbara Plandor	2672	
	Co-Warden	Leroy Johnson	2672	
	Co-Warden	Des Short	2594	
4 th Floor	Lead Warden	Steven Salter	2780	
		Dawn Stoll	2780	
	Co-Warden	Spring 2018: Johanna Aleman	2967	
Evacuation Area Coordinator				
	Primary Designee	Ailene Crakes	2896	
		Larry Maxey	5940	
Other Assigned Personnel				
Building	Primary	Ashanti Hands	2678	
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 Wardens.
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 Wardens 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's Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

Responsibility of the Floor Wardens

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 **2nd 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 Wardens' Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
* with Evac Plan, Maps, Phone Contacts, Building Occupancy List, etc.	

Responsibility of the Evacuation Area Coordinator

1. To check-in all faculty and staff. A check-in sheet is located in the appendix.
2. To serve as the 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.

Evacuation Area Coordinator's Equipment	
➤ Flashlight	➤ Ear Plugs (Foam)
➤ Hand-Held FRS Radio w/Earphones	➤ Clipboard*
➤ High-Visibility Vest	➤ Megaphone
➤ Whistle	➤ First Aid Kit
* 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 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.
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:

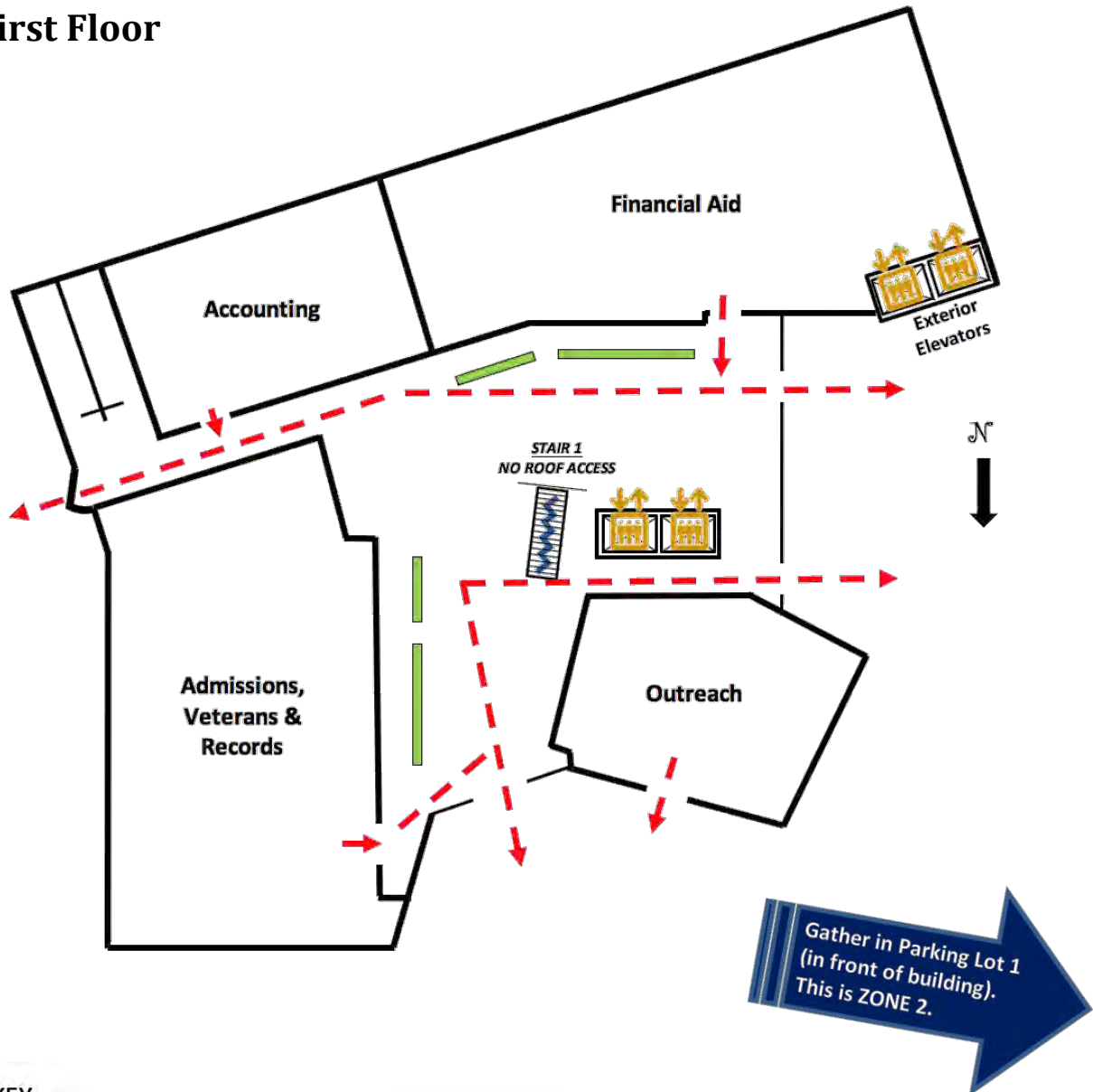
- Evacuation routes
- Who will assist them
- Areas of refuge where they can wait for assistance

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



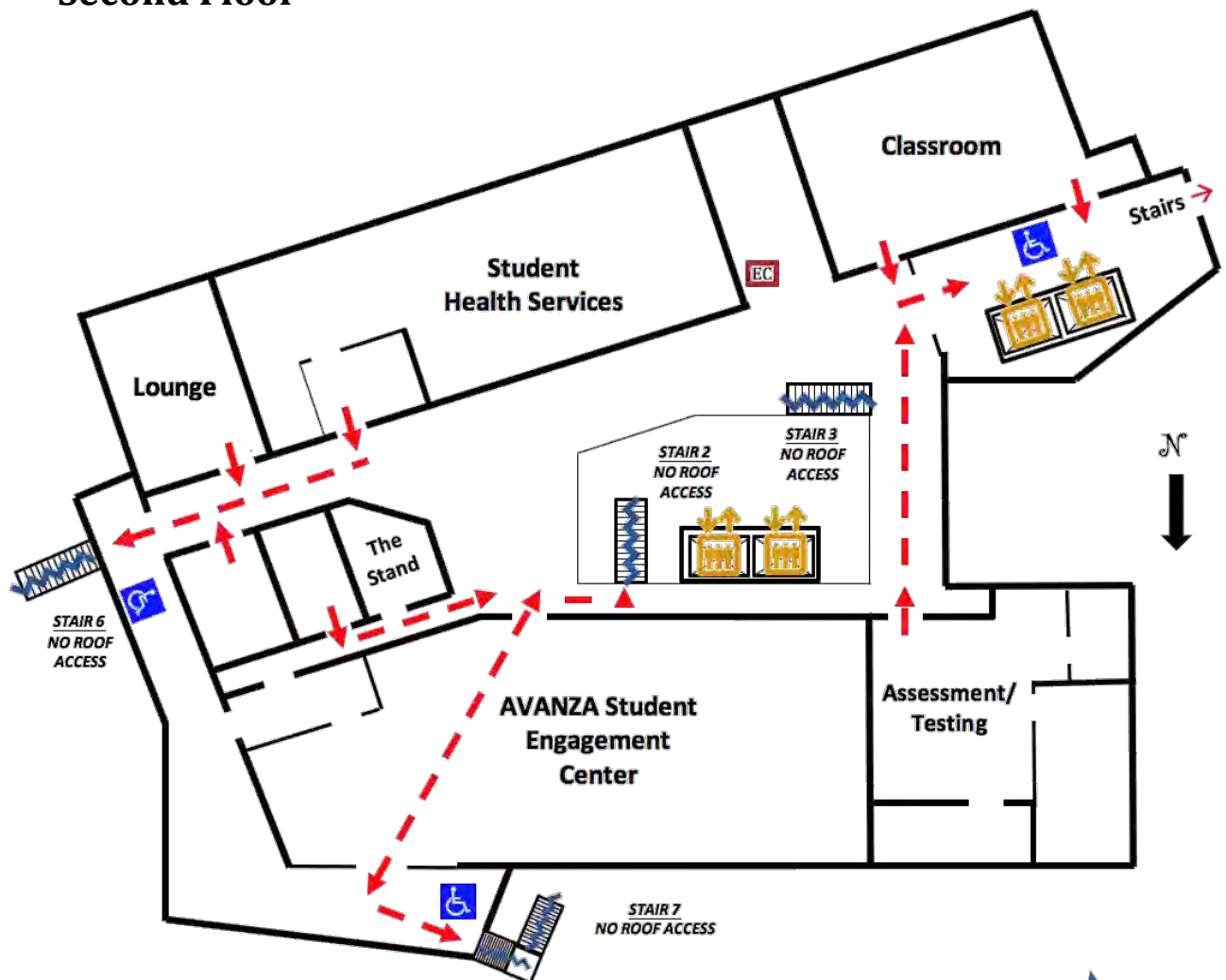
ELEVATOR



EXIT ROUTE

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN
AND STROBE LIGHTS

Evacuation Route Second Floor



KEY



STAIRS



ELEVATOR



EXIT ROUTE



EVACUATION CHAIR

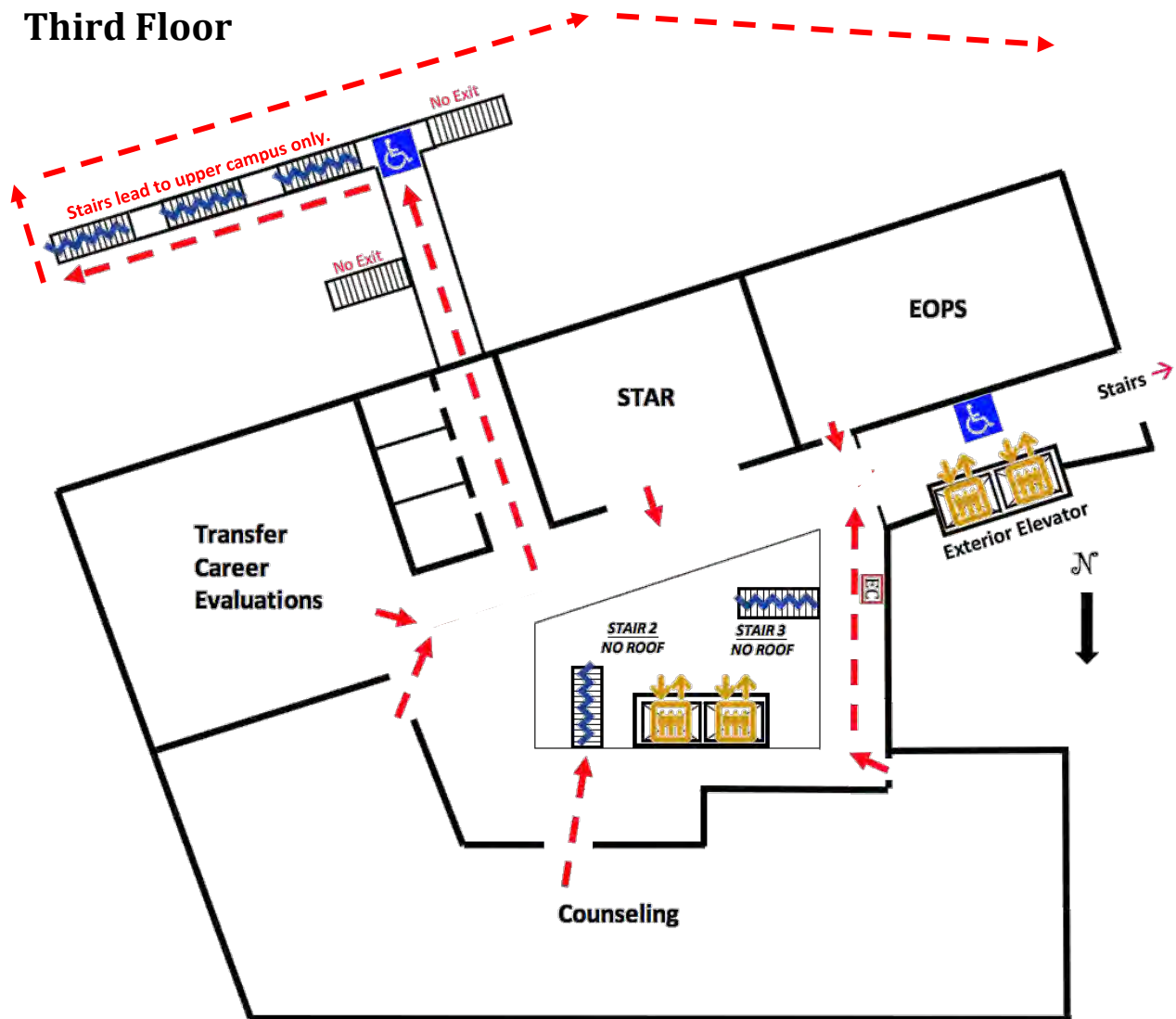


AREA OF REFUGE OR
RESCUE ASSISTANCE

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 Third Floor



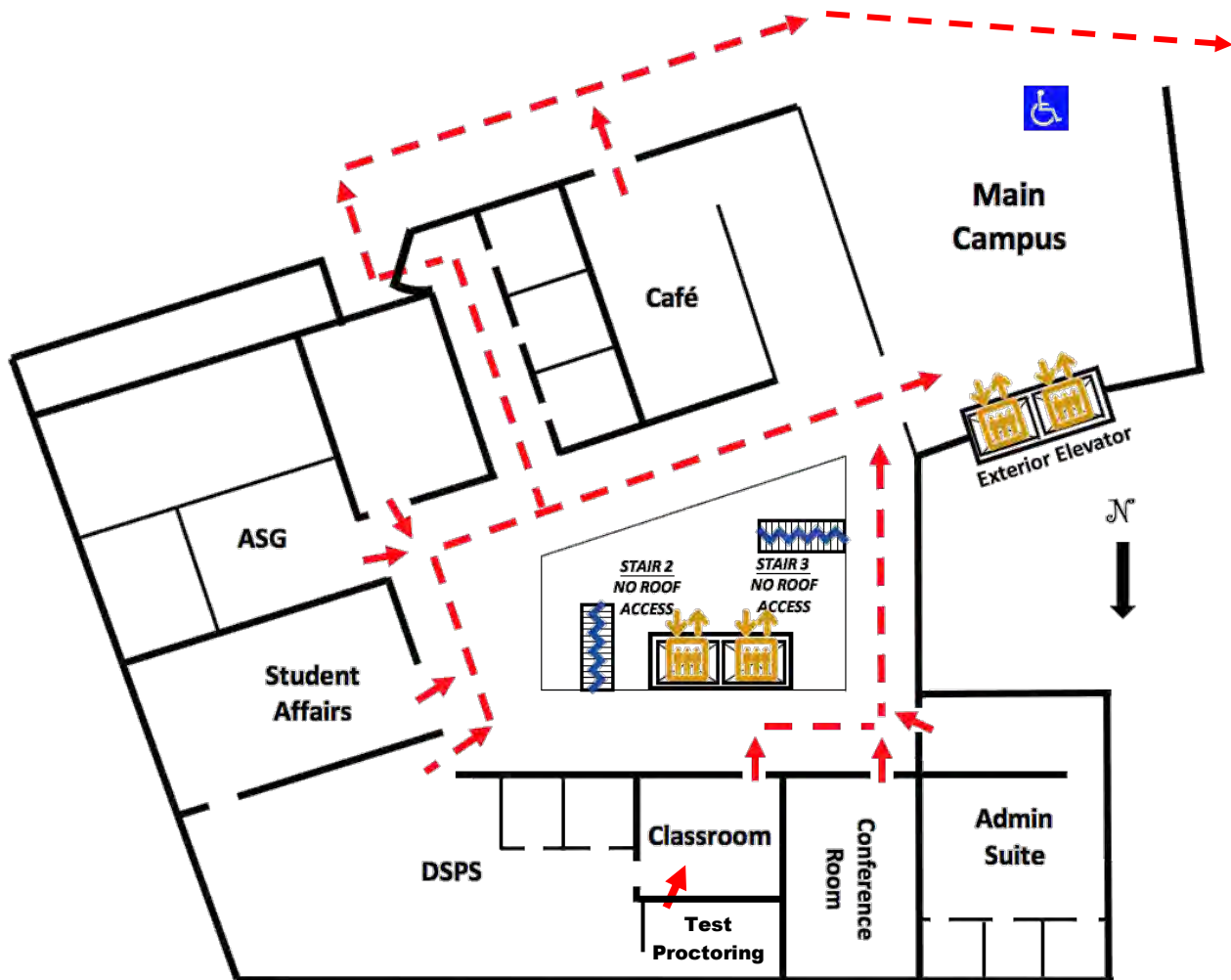
KEY

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

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN
AND STROBE LIGHTS



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 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 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	Outside	First Floor	In shed (east side) behind Admissions
Main Water Shut-Off Valve	Inside	I4-307	Janitor's closet
Sprinkler Shut-Off Valve	Outside	First Floor	In exterior closet nearest bathrooms
Irrigation System Valves	Outside	Multiple Loc	In green ground-level boxes
Main Electrical Breaker	Outside	I4-414	In exterior closet near Terrace Café
Main Gas Shut-Off Valves	Inside	I4-307	Janitor's closet behind water heaters; individual shut-offs in bathrooms
Cooling System Controls	Outside	Roof	Handler 1: Metal hut
	Outside	First Floor	Handler 2: Closet west of exterior elevators
Heating System Controls	Outside	Ground Floor	Closet west of exterior elevators
Communications Room	Inside	I4-404	Corridor outside of Accounting

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

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.

Location of Emergency Systems First Floor



KEY



STAIRS



ELEVATOR



EXIT ROUTE



AED



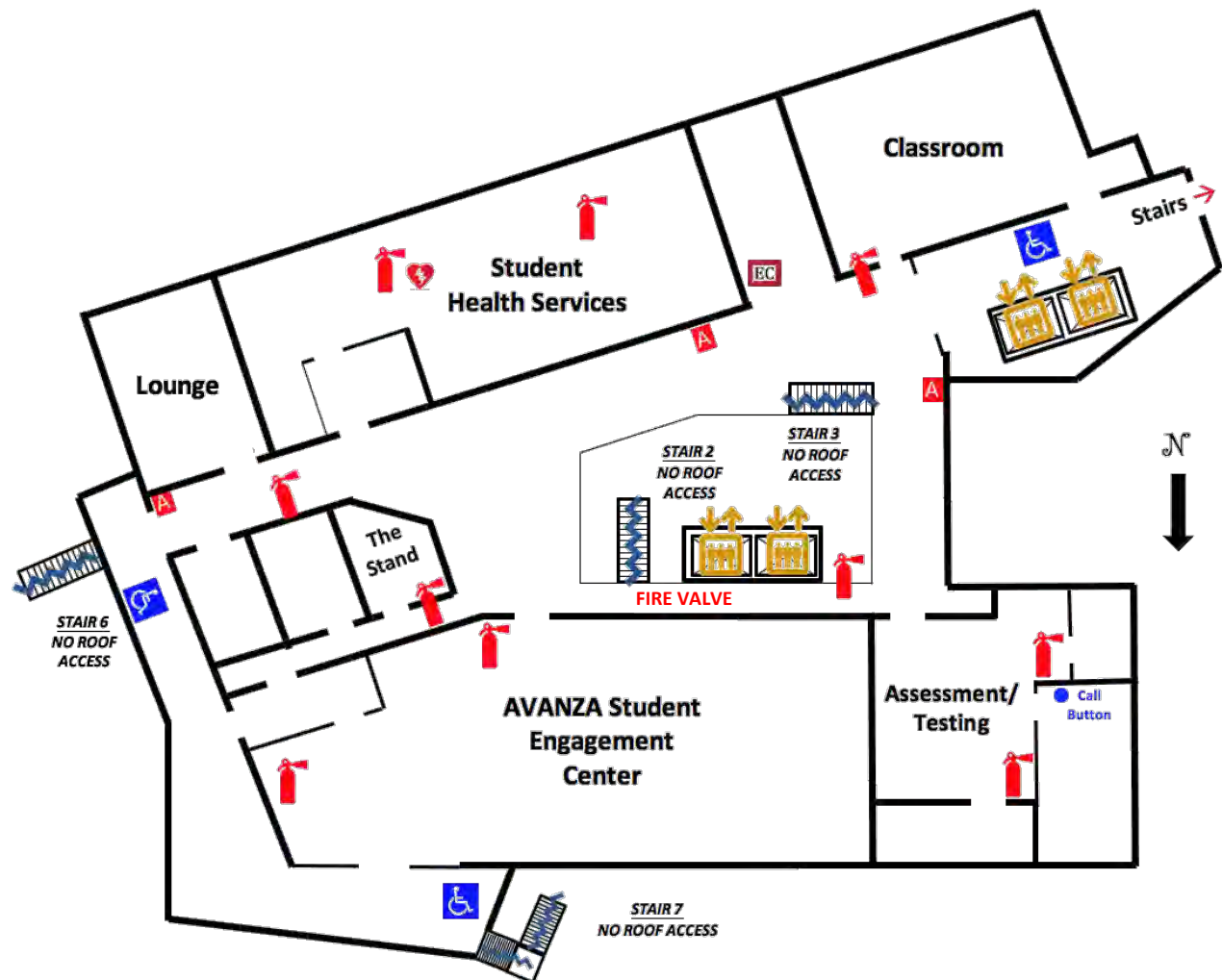
FIRE EXTINGUISHER



ALARM PULL

FIRE ALARM IS IDENTIFIED BY AN ELECTRONIC HORN
AND STROBE LIGHTS

Location of Emergency Systems Second Floor

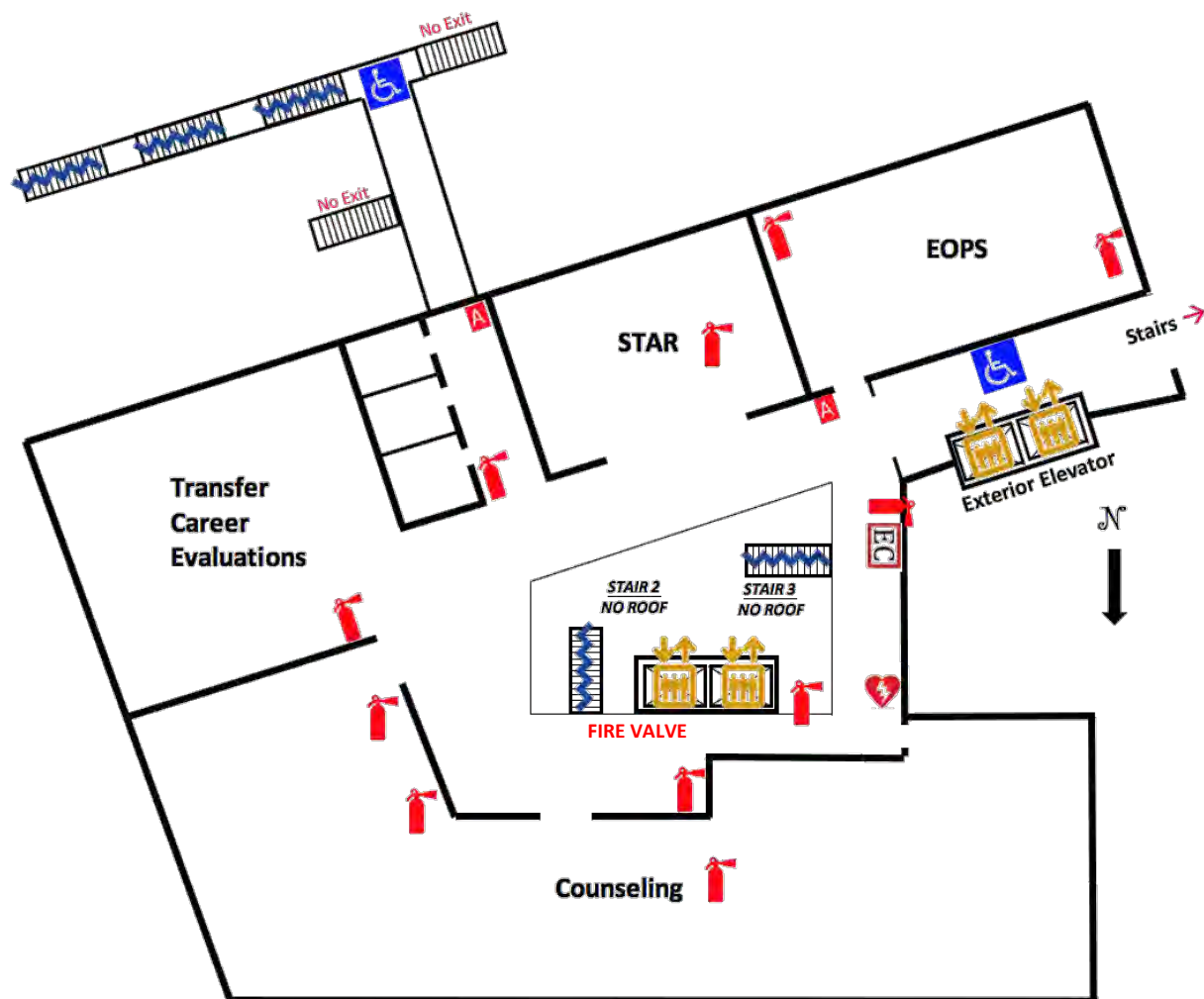


KEY

-  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

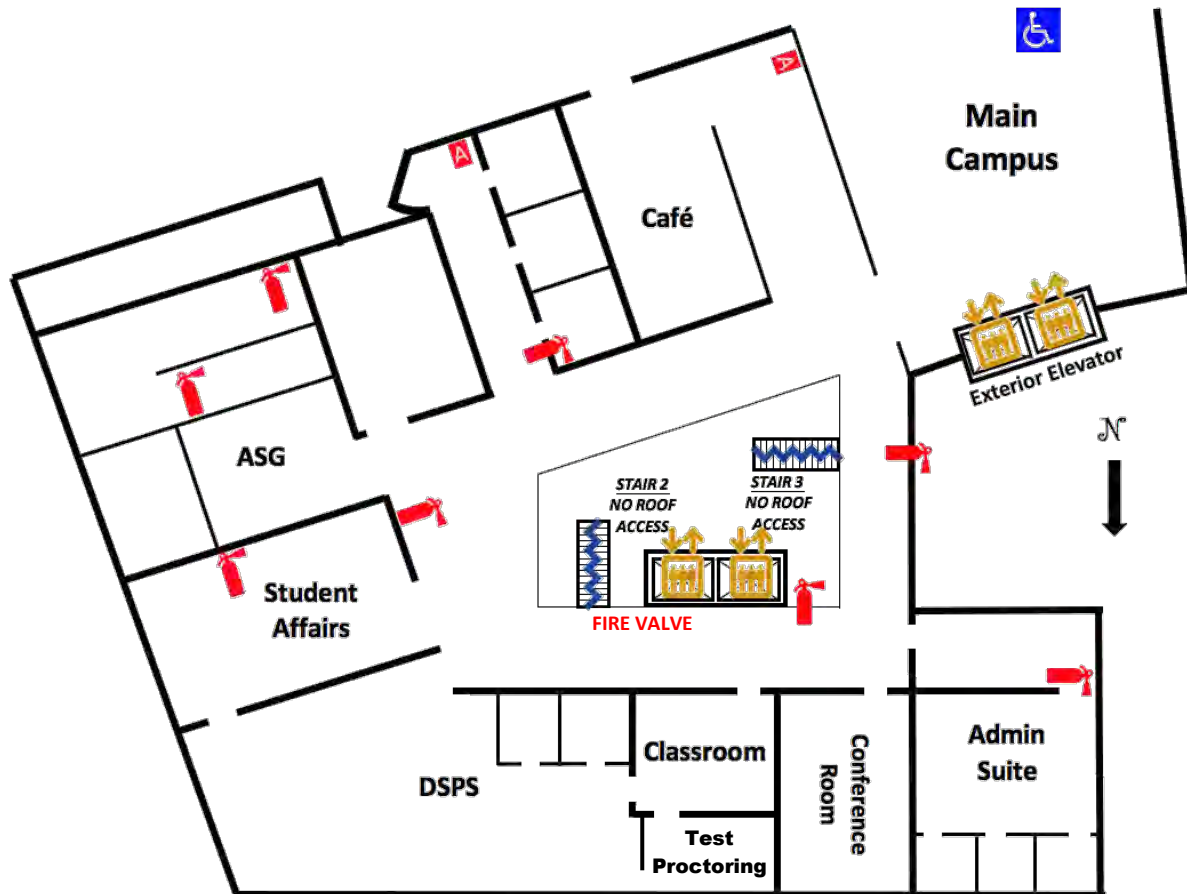


KEY

-  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	
	Vendor(s)			Vendor Evaluation	

Locations Where This Plan Is on File

	NAME	LOCATION	NAME	LOCATION
DEPARTMENT WORK ROOM LOCATIONS	Accounting	I4-106A	EOPS	I4-309
	Admissions	I4-102	STAR	I4-308B
	Financial Aid	I4-107L	Transfer/Career/Evaluation	I4-306A
	Outreach	I4-101A	Administrative Suite	I4-401
	Veterans	I4-102	ASG	I4-409
	Assessment/Testing	I4-201C	DSPS	I4-405B
	AVANZA	I4-203B	Student Affairs	I4-408
	Student Health Services	I4-201	Terrace Café	I4-412
	Counseling	I4-301P		
CLASSROOMS	Classroom (Classroom Edition)	I4-207	Classroom (Classroom Edition)	I4-404
	Classroom (Classroom Edition)	I4-213		
INDIVIDUAL OFFICES	President's Office	A-104	AVANZA Supervisor	I4-203A
	VPA's Office	A-102	Student Health Services Dir.	I4-211E
	VPSS's Office	I4-401A	Counseling Chair's Office	I4-303B
	Facilities	J-107	Counseling Supervisor's Office	I4-303H
	Accounting Supervisor	I4-106D	EOPS Director's Office	I4-309F
	Admissions Director	I4-102G	STAR Director's Office	I4-308C
	Admissions Supervisor	I4-102F	TCE Supervisor's Office	I4-306D
	Financial Aid Director	I4-107I	SA Dean's Office	I4-408B
	Financial Aid Supervisor	I4-107A	SD Dean's Office	I4-401C
	Outreach/Assessment Supervisor	I4-101D	SSE Dean's Office	I4-401B
	Veterans Supervisor	I4-102H	DSPS Coordinator's Office	I4-405G
SS CENTER SAFETY LEADERSHIP TEAM	Emergency Facilitator	I4-401A	Floor Warden 2 nd Floor	I4-211E
	Evacuation Area Coordinator	I4-401C	Floor Warden 2 nd Floor Designee	I4-203A
	Area Evac Coordinator Back-Up	I4-408B	Floor Warden 3 rd Floor	I4-303H
	Area Evac Coordinator Back-Up	I4-401B	Floor Warden 3 rd Floor Designee	I4-306
	Floor Warden 1 st Floor	I4-101D	Floor Warden 3 rd Floor Designee	I4-303B
	Floor Warden 1 st Floor Designee	I4-107C	Floor Warden 4 th Floor	I4-405G
			Floor Warden 4 th Floor Designee	I4-405C

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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 EVACUTATION 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.**

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"/>	
TIME OF ALARM	<input type="checkbox"/> YES	<input type="checkbox"/> NO	TIME BUILDING EVACUATED			
DID YOU HEAR 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)

NUMBER OR WORDING ON THE CALLER ID DISPLAY			
EXACT WORDING OF THE THREAT:			
CALLER'S VOICE			
<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?			
THREAT LANGUAGE			
<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	
REMARKS			
BACKGROUND SOUNDS			
<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
OTHER			
QUESTIONS TO ASK			
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?			
INCIDENT INFORMATION			
Date		Time	
Position			Phone #
When is the bomb going to explode?		Why?	
Report call immediately to College Police/Dispatch: (619) 388-6405.			

Important Personnel Contact List

Name	Position	Office Phone Number
Executive Staff		
Pamela Luster	President	(619) 388-2721
Ashanti Hands	VPSS	(619) 388-2678
Rachelle Agatha	VPA	(619) 388-2990
Tim McGrath	VPI	(619) 388-2755
Student Services Leadership Team		
Ailene Crakes	Dean, Student Development (Acting)	(619) 388-2986
Larry Maxey	Dean, Student Success & Equity	(619) 388-5940
Vicki Miller	Dean, Student Affairs	(619) 388-2699
Student Services Supervisors and Leads		
Ivonne Alvarez	Director, Admissions and Records	(619) 388-2689
Monica Demcho	Director, EOPS	(619) 388-2706
Genevieve Esguerra	Coordinator, Outreach & Promise; Supervisor, Testing	(619) 388-2611
Claudia Estrada-Howell	Supervisor, TCE	(619) 388-5040
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) 388-5991
Steven Salter	Coordinator, DSPS	(619) 388-2541
Cheri Sawyer	Supervisor, Admissions	(619) 388-2689
College Police	College Police	(619) 388-6405
Jennifer Kearns	Public Information Officer	(619) 388-2759
Dave Warczakowski	Facilities	(619) 388-2814
Eddie Arteaga	Facilities	(619) 388-2814
Frank Fernandez	Stockroom Supervisor	(619) 388-2761
Charlotta Robertson	C-CERT Coordinator Field Liaison	(619) 388-2509
Matt Fay	Occupational, Environmental Health & Safety Coordinator	(619) 388-2763
Crisis Intervention		
Crisis Intervention	Student Health Services	(619) 388-2774
	Counseling	(619) 388-2538
	Student Affairs	(619) 388-2699
Evening Administration		
Steve Manczuk	Evening Administration	(619) 388-2463 Cell: (619) 928-7239
Brandon Terrell	Evening Administration	Cell: (619) 921-0908

Building Occupancy List

First Floor

Name	Location	Phone	Name	Location	Phone
Admissions					
Ivonne Alvarez	I4-102G	2719	Dulce Carolina Lopez	I4-102C	5713
Jose Aranda	I4-102	5716	Abimaliel Rosario Lopez	I4-102	5705
James Arnegard	I4-102	5707	LaKeita Platts	I4-102B	5718
Jordan Frodente	I4-102	5702	Deyanira Preciado-Bayardo	I4-102	5715
Cesar Gaxiola	I4-102	5706	Brunette Purdie	I4-102	5708
Helena Hubbard	I4-102	5712	Jennifer Roachford	I4-102	5701
Trung Huynh	I4-102	5714	Karina Sandoval	I4-102	5710
Elizabeth Jones	I4-102	5703	Cheri Sawyer	I4-102F	5717
Financial Aid					
Guadalupe Bueno	I4-107	2949	Julissa Samano	I4-107G	2950
Laura Cormode	I4-107		Cathy Springs	I4-107	2946
Skyler Dennon	I4-107C	2952	Tosh Susoeff	I4-107E	2953
Pilar Ezeta	I4-107A	2959	Keisa Williams	I4-107	5928
Randall Gambill	I4-107F	2954	Barbara Young	I4-107	2951
Alma Godinez	I4-107	2957	Travis Bodnar	I4-107	2223
Florisel Guzman	I4-107D	2948	Briana Garcia	I4-107	2227
Gilda Maldonado	I4-107I	2820	Alex Tanon	I4-107	2964
Emmanouil Powell	I4-107	2947	Vacant	I4-107	5929
Lilibeth Rodriguez	I4-107	2945			
Outreach					
Van Chhum	I4-101	5970	Rene Murillo	I4-101	2315
Genevieve Esguerra	I4-101D	2611	Jordan Nash	I4-101	2315
Karla Trutna	I4-101C	2632	Joshua Quiroz	I4-101	2315
Cassie Casares	I4-101	2315	Beatrix Stark	I4-101	2315
Nina Geissler	I4-101	2315	Maia Wakefield	I4-101	2315
Nicholas Irving	I4-101	2315			
Student Accounting					
Anthony Alfuate	I4-106E	2911	Consuelo Porto y Taboada	I4-106	2916
Robert Booth	I4-106	2703	Zod Schultz	I4-106	2928
Lynn Dang	I4-106D	2913	Nathan Talo	I4-106C	2918
Tram Anh Dihn	I4-106	2919	Trusty	I4-106	5998
Nick Johnson	I4-106	2702	Anh Thu	I4-106	5978
Veterans and Records					
Helen Dinh	I4-102	2816	Monique Garcia	I4-102	2852
Gail Fedalizo	I4-102	2818	Dale Matthias	I4-102	2852
LaWanda Foster	I4-102H	2827	Alex Ramos	I4-102	2852
Laura Rodriguez-Arellano	I4-102	2819	Zachary Sipos	I4-102	2852
Sybil Sahebamei	I4-102	2815			

Shaded cells indicate employees are part-time.

Second Floor

Name	Location	Phone	Name	Location	Phone
Assessment/Testing					
Amy Bettinger	I4-201	5816	Naayieli Bravo	I4-201	2587
AVANZA Student Engagement Center, Peer Navigators, and CRUISE					
Agustin Rivera	I4-203A	5991	Merlena Gonzalez	I4-203	2757
Maliha Afroze	I4-203	2757	Phillip Johnson	I4-203	2757
Bryan Avila	I4-203	2757	Juan Menjivar	I4-203	2757
Alexi Balaguer	I4-203	5742	Allison Rodriguez	I4-203	2757
Natchel Bello	I4-203	2757	Vanessa Roldan	I4-203	2757
Alyssa Burnley	I4-203	2757	Toviya Trejo	I4-203	2757
Victor Cenicerros	I4-203	2757	Quintin Wortham	I4-203	2757
The Stand					
Jazmyn Godinez	I4-204	5726	Yolanda Jenkins	I4-204	5726
Jocelyn Godinez	I4-204	5726			
Student Health Services					
Michael Booth	I4-211G	2377	Sue Schrader Hanes	I4-211	2775
Nancy Bromma	I4-211L	2557	Rebecca Lee	I4-211	2775
Suzanne Khambata	I4-211E	2545	Laura Milligan	I4-211	5924
Mark Malebranche	I4-211	2762	Robin Perry	I4-211	5924
Sue Schrader Hanes	I4-211	2775	Calvin Wong, MD	I4-211	5924
Vanessa Gambala	I4-211	5924			
Michelle Harris Feller	I4-211	2775			

Shaded cells indicate employees are part-time.

Third Floor

Name	Location	Phone	Name	Location	Phone
CalWorks					
Sasha Verastegui	I4-306H	2709	Markus Berrien	I4-306H	2709
Counseling					
Gabriel Adona	I4-303C	2537	Barbara Plandor	I4-303H	2779
Amber Alatorre	I4-301I	2896	Kirsten Pogue-Cely	I4-303L	5977
Jamie Arellano	I4-303	2626	Anthony Reuss	I4-301B	2674
Roxann Ascencio	I4-303	2620	Cynthia Rico	I4-301D	2471
Kristy Carson	I4-303E	2535	Patricia Rodriguez	I4-301R	5013
Nick DeMeo	I4-301K	2668	Raul Rodriguez	I4-303I	2834
Adrienne Dines	I4-303F	2888	Judy Sundayo	I4-301E	2793
Adam Erlenbusch	I4-303J	2663	Vang Thao	I4-303	5063
Guadalupe Gonzalez	I4-303N	2758	Michael Temple	I4-303K	2536
Terrence Hale	I4-303G	2782	Stephanie Barnes	I4-303	5006
Ramiro Hernandez	I4-301N	2532	Christina (Elsa) Carrillo	I4-303	5005
Leroy Johnson	I4-303C	2413	Ron Dewse	I4-303	5006
Chris Kalck	I4-303M	2676	Shirley Flor	I4-303	5009
Guillermo Marrujo	I4-301G	2420	Melissa Rockey	I4-303	5008
Laura Mathis	I4-301M	2533	Teresa Salazar	I4-303	5007
Dawn McClelland	I4-303	5763	Kimberly Williams-Kee	I4-303	5006
Miriam Pecheco	I4-303D	5010			
Kari Parker	I4-301C	2673			
Jennifer Phelps	I4-303	2575			
EOPS					
Sade Burrell	I4-309E	2992	Adriana Rivas-Sandoval	I4-309J	2462
Monica Demcho	I4-309F	2468	Julie Chang T/ Th 2269; W 2268	I4-309	2268/9
Nellie Dougherty	I4-309C	2465	Juan Contreras	I4-309	2253
Jesus Gaytan	I4-309A	2470	Hadassah Nations (Mondays)	I4-309	2269
Karen Geida	I4-309B	2478	Brian Woolsey (Fridays)	I4-309	2269
Nicole Judd	I4-309	2474	Ava Gill (Thursday/Fridays only)	I4-309	2268
Lisa Naungayan	I4-309H	2482			
STAR					
Thuan Le	I4-308B	2461	Andre Tsai	I4-308	2481
Marichu Magaña	I4-308C	2426	Bart Squires	I4-308	2481
Petra Montgomery	I4-308	5973	Brandon Williams	I4-308A	5794
Qasmin Hussaini	I4-308	5917			
Lourdes Villargan (Office)	I4-308	5917			
Lourdes Villargan (Tutor)	I4-308	2481			
TCE					
Claudia Estrada-Howell	I4-306D	5040	Danielle Short	I4-306J	2594
Anne Hedekin	I4-306B	5015	Raquel Sojourner	I4-306C	5921
Alicia Lopez	I4-306	5975	Shawn Fawcett	I4-306	2570
Gity Nematollahi	I4-306	2596	Mary Garcia	I4-306	5976
Olivia Picolla	I4-306	2778	Camille Harris	I4-306	2570
Deborah Salazar	I4-306	2994			
<i>Shaded cells indicate part-time employees.</i>					

Fourth Floor

Name	Location	Phone	Name	Location	Phone
Administrative Suite					
Johanna Aleman	I4-401	2967	Larry Maxey	I4-401B	2884
Angie Avila	I4-401	5967	Pahua Vang	I4-401	5067
Ailene Crakes	I4-401C	2720	Zulma Duran	I4-401	2883
Ashanti Hands	I4-401A	2881	Alyssa Medina	I4-401	5966
Trina Larson	I4-401	5968			
ASG					
Art Avila	I4-409F	2902	Kelly McDaniel	I4-409F	2902
Cassie Casares	I4-409E	2904	Andy Moncada	I4-409D	2905
Sierra Hudson	I4-409E	2904	Joseph Newell	I4-409C	2907
Matilda Kristoferson	I4-409D	2905			
DSPS					
Isaac Arguelles-Ibarra	I4-405D	2540	Melissa Williams	I4-405	2593
Rebekah Corrales	I4-405	6674	Laura Gorham	I4-405	5984
Manny Jacobo	I4-405E	2780	Paul Hayes	I4-405	5985
Elizabeth Mora	I4-405	5983	Joe Prichett	I4-405	5982
Dawn Stoll	I4-405C	2579	Elizabeth Wilke	I4-405	5985
Student Affairs					
Kathy Fennessey	I4-408C	2700	Chantal Hernandez	I4-408	2902
Courtney Lee	I4-408	2708	Lourdes Lopez	I4-408	2905
Charlie Lieu	I4-408E	2527	Nicole Teran (Tuesdays)	I4-408	2907
Victoria Miller	I4-408B	2698	Shanelle Watkins	I4-408	2902
Claudia Perkins	I4-408A	2713			
Terrace Café					
Josie Redondo	Lobby	5923	Adylu Llanes	Lobby	5923
Asma Ahmed	Lobby	5923	Joyce Magistrado	Lobby	5923
Grace Grondin	Lobby	5923	Isis Resendis	Lobby	5923
Alexis Johnson	Lobby	5923	Camille Sazon	Lobby	5923
Jae Lee	Lobby	5923	Thelma Valenzuela	Lobby	5923
Estephany Leyva	Lobby	5923			

Shaded cells indicate part-time employees.

SAN DIEGO MESA COLLEGE

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

