

CALIFORNIA PREPARATORY COLLEGE

EMERGENCY

&

CRISIS MANAGEMENT PLAN

Preface

This Emergency and Crisis Management Plan has been designed to provide a guide for the California Preparatory College community to plan for campus emergencies. While the manual does not cover every conceivable situation, it does offer the basic administrative guidelines necessary to deal with most major campus emergencies.

These policies and procedures are intended to be used primarily for preparedness training. While it is not practical to suggest that these procedures will be followed verbatim during an actual emergency situation, they will provide information needed to prepare for an emergency. The Campus Safety Officer and other college Administrators may use other procedures not listed in this manual to respond to on campus emergencies. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Campus Safety Officer review.

I. INTRODUCTION

A. PURPOSE

This Emergency Operations Plan addresses many on campus emergencies. Not all incidents may be addressed in this document. The President or his designee may utilize this document for operational protocols whenever an extraordinary emergency affecting the campus is anticipated.

Preservation of life, the protection of property, and the continuity of campus operations are the primary goals of this plan. Secondary objectives include but are not limited to:

- Delegation of campus authority, operations of the campus Emergency Operations Plan, and the management of other critical resources.
- Coordinating emergency operations with other agencies (San Bernardino Sheriff's Department, San Bernardino Fire Department, City of Redlands, etc).

B. SCOPE

These procedures apply to all members of the college community including physical structures, buildings and grounds, owned or operated by California Preparatory College.

II. EMERGENCIES

A. DEFINITIONS OF AN EMERGENCY

The college President or his/her designee shall declare a “state of emergency” when he/she deems it necessary. The following definitions are guidelines to assist building and area coordinators in determining the appropriate response.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report an emergency immediately to the Campus Safety Office at extension 440 or by calling 909 767 1429.

Major Emergency: Any incident, potential or actual, which affects an entire building or area, and which will affect the overall functioning of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of major emergencies.

Disaster: Any event or emergency that interrupts or halts the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but possibly not available.

B. ASSUMPTIONS

The Emergency Operational Plan is established to respond to emergency situations likely to be encountered on the campus. The following assumptions may exist regarding the Emergency Operational plan:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with or no warning
- The fallout of events in an emergency is unpredictable. Therefore, the Emergency Operational Plan will serve only as a guide. Course of action as prescribed in this guide may need to be altered to meet the needs or respond to a specific emergency.
- A Disaster may affect residents in the surrounding geographical location of the college and city, county and federal emergency services may not be immediately available. In such situations, extended delay in off-campus emergency services may be expected (from 48 to 72 hours)
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

C. DECLARATION OF CAMPUS STATE OF EMERGENCY

The college President acts as the highest authority during an emergency. The college President or his/her designee is responsible for the initial declaration as well as the end of the state of emergency when appropriate.

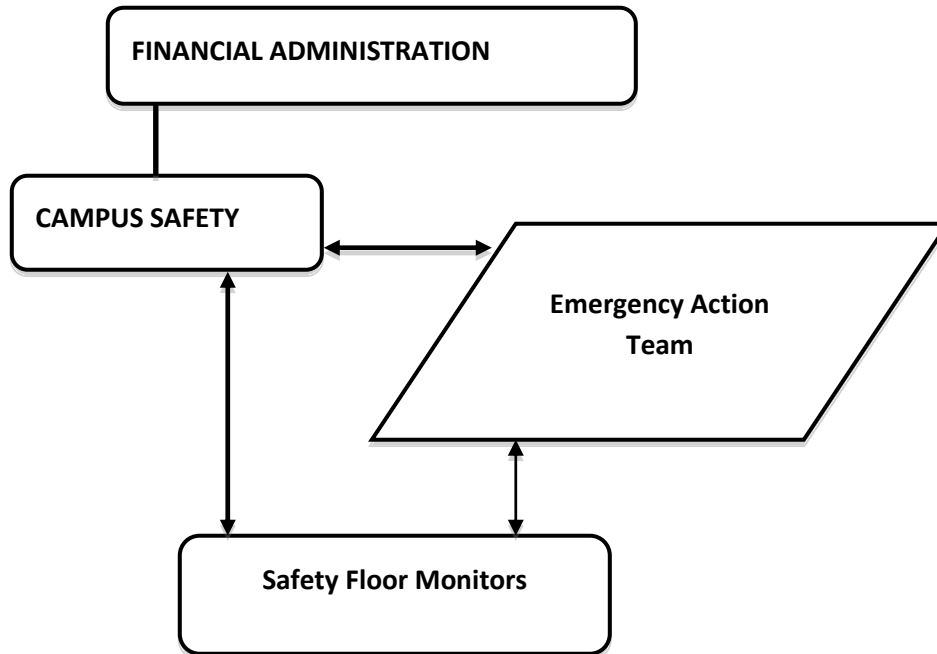
In the event that the President is not available, his/her designee shall be one of the following individuals (Administrational chain of command):

- Academic Vice President
- Associate V.P. Finance
- Associate V.P. Student Life

D. DIRECTION AND COORDINATION

The Campus Safety Officer, under the direction of the Associate Vice President of Finance, shall direct and coordinate all emergency operations including but not limited to:

- Coordinating the Emergency Action Team (including Floor Coordinators & Classroom Coordinators)
- Coordinating all on-campus emergency functions



E. RESPONSIBILITIES

1. **Emergency Action Team:** Comprised of all Vice Presidents, Associate Vice Presidents, and the President/CEO, coordinated by the Safety Officer. The Emergency Action Team is responsible for the following:

- Emergency Preparedness / Procedure: In collaboration with the Campus Safety Officer, determine adequate evacuation assembly area(s). Where required, assist Safety Floor Monitors with directing traffic toward the designated assembly area and conduct a head count at the point of assembly or per the situation (when evacuation is not required) assist in keeping the situation calm until help arrives.

2. **Safety Floor Monitors:** Safety Floor Monitors make up the functional core of the Emergency Response and are assigned to each floor of the building. They closely coordinate their activity with the Campus Safety Officer and are responsible to initiate appropriate action. Floor Coordinators are responsible for the following:

- Emergency Preparedness: In conjunction with the Campus Safety Officer, determine the magnitude or type of emergency and accordingly initiate appropriate action. Appropriate action could be but not limited to evacuation of the building or ensuring that the occupants stay in place until help arrives.

The following emergencies are discussed in this manual:

- Aircraft crash on campus
- Armed suspects/Active Shooter
- Bomb threats
- Earthquake
- Explosion
- Fire
- Flood
- Hazardous material leak or spill
- Hostage situation
- Sexual Assault
- Suicide
- Suspicious Death

III. TYPES OF EMERGENCIES & RESPONSES

This section contains recommended procedures for specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise

A. AIRCRAFT CRASH ON CAMPUS

In the event of an aircraft mishap, such as an explosion or crash on campus, take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris

- After the effects of the explosion and/ or fire have subsided notify the Campus Safety Department (extension 440) or laws enforcement. Give your name and describe the location and nature of the emergency
- In necessary or when directed to do so, activate the building's alarm.
- When the building evacuation alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and as others to do the same. If no buildings are endangered, instruct individuals to stay inside.
- Once outside move to a clear area that away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **Know your assembly area(s)**
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless instructed to do so by Emergency Response Team member(s) or safety personnel
- **IMPORTANT:** After an evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. A member of the Emergency Action Team will take attendance and assist in the accounting for all building occupants

B. ARMED SUSPECTS/ACTIVE SHOOTER

If you suspect an individual of carrying a weapon on campus, report it immediately to Campus Safety (extension 440)

Once authorities have been notified

- Do no attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement
- Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from other and apprehend him /her
- Be prepared to implement lockdown procedures (details are work in process- will update)

Note: Lockdown procedures include but are not limited to remaining in an office, or classroom and securing doors and windows to prevent an armed individual from gaining access

After the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullet ricocheting, immediately take shelter, contact law enforcement (911) or Campus Safety (x 440) ,and remain alert for further instruction.

If a shooting occurs:

- Instruct others to drop to the ground immediately, face down as flat as possible. If you are within safe position, duck and run.

- Move or crawl away from the gunfire, trying to utilize any obstructions between you and the gunfire. **Remember that obstructions may visually conceal you from gunfire, but may not be bulletproof and may not protect you from gunfire.**
- Try to get behind or inside a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Anticipate that law enforcement will set up a command post on campus
- Law enforcement will take full control of the general facility
- Expect that witnesses will be gathered in one room/ areas for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident

If the suspect is outside your classroom:

- Duck and cover. Keep students inside the classroom and down on the floor. Move behind available cover inside the classroom
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off lights and stay on the floor. Do not peek out the door or windows to see what may be happening
- Report the location of the assailant

C. BOMB THREAT

Bomb threats pose a hazard for all campus personnel. Threats shall be handled by the Department of Campus Safety (working closely with Emergency Response Team) in collaboration with local law enforcement. The decision to evacuate an on campus facility will be made at the time of the incident based upon the operational considerations contained in this manual.

Telephone Procedures

If an individual receives a bomb threat, they should immediately record the time and date received. The person receiving the telephone call should attempt to obtain as much information as possible.

- When is the bomb going to explode?
- Where is the bomb right now?
- What type of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name/what do you want to be called?

It is also important to record the length of the call and when it is terminated

Alert a supervisor immediately of the call and report all recorded information. The supervisor will immediately call Campus Safety and give the following information:

- Identify the location and department the threat was received at
- Identify the person calling by name
- Explanation of the bomb threatening call
- If possible, give the telephone number the incoming call is on

Campus Safety Response (in coordination with the Emergency Response Team): Will most likely order a complete evacuation and contact emergency services

If a suspicious package or bomb is found or located on campus, Campus Safety will request local authorities for a Bomb Disposal Team.

D. EARTHQUAKE

Earthquake Response:

- Stay calm and reassure other. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways or near outside walls.
- During seismic movement, duck, cover and hold. If indoors, get under a desk or a table and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck, and hold near an interior wall or an interior doorway. Shield your head and face from falling debris. Do not go outside!
- If outside, stay away from buildings, trees, power lines, poles and all overhead obstructions. Do not attempt to go indoors.
- In a vehicle, pull over to the side of the road and stop in a safe place in an open areas. Avoid overpasses and power lines

Post Earthquake Response:

- Be prepared for aftershocks. Move cautiously and wear enclosed sturdy shoes to avoid injury from broken glass or other debris.
- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- Check for fires and if safe to do so, extinguish small fires. Do not turn on light switches or appliances and do not light a match. If you smell gas, report it to members of the emergency action team or Safety Floor Monitors.
- Check for facility damage around your immediate location, if you observe something that appears to be serious report your observations to members of the emergency action team or to the Safety Floor Monitors.
- Telephones must be restricted to emergency use only, provided they are working at all. Do not use the telephone except for a lifesaving emergency.

- Evacuate the building if it is badly damaged, if there are gas leaks or fire, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Do not use the elevator! Assist all individuals with disabilities.
- Move away from the building to your pre-determined evacuation assembly areas or to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by someone in authority. Keep streets and hallways clear for emergency equipment and personnel.
- Make note of individuals who are missing. Provide all requested information to members of the emergency action team, Safety Floor Monitors and other emergency personnel.
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for personnel to guide rescue efforts.

General Information:

Principle of Psychological First Aid:

- Following an earthquake, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help those persons to make it through the first few difficult hours.
- Attempt to calm those persons to make it through the first few difficult hours.
- Attempt to calm the victim or relieve the anxiety and stress
- Communicate confidence in yourself as well as concern for the victim. Show you care by your attitude.
- Accept a person's limitations as real
- Encourage the person to speak freely about whatever is on their mind. Be very patient.
- When the person begins talking, interrupt as little as possible
- Do not argue with the person if he/she disagrees with and do not impose your ideas on him/her. His/her own solution will be the most successful for him/her.
- Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help from a qualified counselor.

Emotional and Psychological Considerations in a Disaster:

- Disaster is a crisis in itself. However, disaster increases the crisis situation when it is accompanied by job and/or financial difficulties, illness, loss of personal belongings, death, injury or family problems.

- Factors in dealing with crisis of your own or that of your family members include:
 - Being able to talk about the experience and express the feelings accompanying the experience
 - Being fully aware of the reality of what has happened, and being assured that you are with caring people
 - Resuming concrete activity and being able to reconstruct the pre-disaster life routine as soon as possible

Earthquake Procedures for Labs

Before Earthquake:

- Examine your lab area to determine how you can mitigate potential earthquake hazards
- Chemicals stored on open shelves may fall and intermingle during a quake. Acids, bases, and solvents should be stored separately and all chemicals should be anchored with seismic restraints.
- Be sure that all cabinets equipped with hinged doors have positive latching devices. Sliding doors should be kept closed with not in use. Install refrigerator clasp locks
- Secure all expensive analytical instrumentation and equipment, including gas chromatographs, microscopes, lasers, etc, with clamps, stands or Quake Grip Velcro. Water stills should be secured firmly with straps and blocked to resist movement.
- Gas cylinders must be secured individually to lab bench or wall with welded link chains. Gas cylinders may not be secured to mobile furniture such as carts or tables
- Never store hazardous material, chemical and/or radioactive, on wheeled carts.
- Glass aquariums can fall and break open during a quake. They must be firmly mounted and glass should be replaced with plastic if possible.
- Be sure that tall bookcases are not freestanding in the middle of rooms, and are not used as partitions. All furniture over 72" tall just be fastened to the walls.
- There should be no overhead storage of large container, boxes or glassware.
- Examine your lab area. Contact the Emergency Action Team or Safety Officer to determine how to carry out the evacuation procedures. Also, examine the hallway outside your lab to ensure clear and unobstructed access to emergency exits.

During the Earthquake:

NOTE: In classrooms and other non-laboratory space, we instruct students, faculty, and staff to take cover where they are during a quake (e.g., under a desk or table). The instructions in a laboratory are different. If you work with hazardous materials, read the recommendations listed below very carefully.

- Announce that the lab being evacuated, turn off the gas burner if possible and **leave the room**. Close the door but do not lock it.
- Sit down in the hall to take cover from the earthquake motion.

After the Earthquake:

- Cooperate with the Emergency Action Team and Safety Officer, stay calm and try to maintain calm among co-workers
- Do not enter the lab until it has been deemed safe
- Follow the instruction of emergency personnel

E. Flood

A **flood watch** means that conditions are favorable for flooding. Staff members need to be aware but no action will be taken.

A **flood warning** means that rising water threatens to close roads, wash out bridges and inundate property. Action should be taken to move to higher ground.

Before the Flood:

- Store sandbags, plywood, plastic sheeting, and lumber to protect windows and make repairs
- Always keep emergency supplies available.
- Anticipate 2 or 3 alternative evacuation routes or pick-up locations
- Learn your building's flood evacuation route and the location of high ground. It is also important to know different routes into the school and which ones may flood.

During the Flood:

- If possible, listen to television or radio for weather information and instruction

- Turn off utilities. Disconnect electrical appliances, being careful not to touch any electrical equipment if the floor is wet or underwater.
- Report broken utility lines and/or other facility damage to the proper authorities.
- A qualified professional should check all water-damaged equipment prior to usage
- Flooded areas should be gradually pumped out to minimize structural damage.

F. FIRE

If you discover smoke or fire, R. A. C. E. to safety:

RESCUE - Get out of the room where the fire is located as quickly as possible and make sure others are out. Do not use elevators!

ALERT - Pull the nearest fire alarm to alert occupants, or use the nearest phone and dial 440 (Campus Safety Line).

CONFINE – Close the door to the room where fire is located. Do not attempt to retrieve valuables

EXTINGUISH – If the fire is very small and you know how to use an extinguisher, you may want to fight the fire yourself, but you should also call for help first. Make sure you are using the proper extinguisher. Otherwise, leave the fire to trained fire fighter.

Fire Extinguisher Information:

When used correctly, fire extinguishers can keep small fires from becoming major fires, provide an escape route through a small fire, and help fight a small fire until the fire department arrives.

The following are the four major classes of fire:

Ordinary Combustibles (paper, cloth, wood, many plastics).

- Use an extinguisher with a **green triangle A** symbol on the label
NOTE: A water extinguisher with a symbol A on the label should not be used on electrical fires or flammable liquids. That will only create a more dangerous situation.

Flammable Liquids (oils, gasoline, grease, paints, solvents)

- Use an extinguisher with a **red square B** symbol on the label

Electrical Equipment (wiring, motors, power tools, appliances)

- Use an extinguisher with the **blue circle C** symbol on the label

Combustible Metals (Magnesium)

- Use an extinguisher with **yellow star** on label

To be safe and effective, you must use the right kind of extinguisher for each type of fire. A multi-purpose **A-B-C** extinguisher will put out most types of fires. However, dry chemical of **CO₂** extinguishers should not be used on computers or other electronic equipment. In those cases, only use **Class D, Yellow Star** fire extinguishers. Class D is designated for combustible metals.

Fire extinguishers are located in strategic locations. Learn to identify the extinguishers and find out where they are located in your area. If you have any questions about the operation of extinguishers, contact the Campus Safety Office at x 440.

How to Operate a Fire Extinguisher:

Learn how to operate an extinguisher now before there is a fire. Read the label and periodically review instructions and operations.

Learn to **P.A.S.S**

PULL – the pin or ring, or release the lock hatch.

AIM – the extinguisher nozzle at the base of the fire

SQUEEZE – or press the handle

SWEEP - from side to side slowly at the base of the fire until it goes out

General Fire Safety Precautions:

- The safety of individuals is most important. If you suspect someone is trapped inside a building, notify fire fighters on the scene. Do not reenter a burning building.
- If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-Shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
- If the door is not hot, open it carefully and exit the building with caution and stay low. Use a wet towel or blanket to protect yourself from flames and smoke. Always stay close to the floor.
- Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
- Know your emergency exits and the location of fire extinguishers. Don't block doors or use stairways for storage.
- Move away from the building to your pre-determined evacuation assembly areas

- Do not return to an evacuated building unless told to do so by a safety official.
- If requested, assist emergency crews as necessary.

G. HAZARDOUS MATERIAL LEAK OR SPILL

- Any chemical spill should be reported to Facilities Services and to Campus Safety. Do not clean up a spill until trained personnel have assessed it. Try to contain the spill in one area and avoid allowing the spill to get into drains, gutters or washes. Offensive odors from ventilation systems should be reported to the Facilities Services.
- If necessary, be prepared to evacuate the building. Stay upwind, updrift, and upstream of the spill. Be prepared to cooperate with emergency personnel.
- All laboratory personnel should be prepared to assist in assessment of spills within their areas following a major earthquake. Steps should be taken not to protect all chemical containers and gas cylinders against the effects of earthquake shaking.

H. HOSTAGE SITUATIONS

If Present During a Hostage Situation:

- It is most important to stay calm and alert Campus Safety at x 440
- Do not attempt to confront or challenge the suspect, or engage in heroics.
- Never use words such as “hostage,” “captives,” or “negotiate” when communicating with the suspect
- Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.
- Obey the suspect’s commands without argument. Listen the suspect’s complaints and demands. As permission of the suspect in all matters
- If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect’s first name and the first names of those being held (this will help personalize hostages as people rather than objects)
- Keep all radios, televisions, and computers turned off. Every effort must be made to keep the suspect and hostages from hearing or seeing new reports. Such reports could escalate the situation.
- Be patient and help minimize tension and frustration. Keep in mind that the average hostage situation lasts between 6-8 hours, and the average barricade lasts three hours.

Outside the Hostage Situation:

- Communicate any details or information you may have about the situation to Campus Safety at x 440. The Campus Safety office or where appropriate, the Emergency Action Team will make contact with the police
- Do not make contact with the suspect. Law Enforcement personnel have trained crisis negotiators who will initiate first contact with the suspect. They will conduct all dialogue with the suspect.
- Anticipate the hostage area will be sealed off to protect people and to preserve evidence.
- Be aware that the police department's Special Weapons and Tactics (SWAT) Team may establish an inner perimeter and an outer perimeter. The area between the inner and outer perimeter will be a "no walk" area.
- Be prepared for lockdown and/or evacuation to designated assembly areas

After the situation has been resolved:

- Law Enforcement personnel will need assistance in identifying witnesses. Gather the witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation). It is the responsibility of the Safety Officer / Emergency Action Team to initiate witness gathering.
- The Campus Safety Officer will debrief with the appropriate parties as necessary.

I. SEXUAL ASSAULT

If a sexual assault occurs on campus:

- Immediately alert Campus Safety at x440. Have as much information about the situation ready as possible (assailant, location, time). If it has not been done already, Campus Safety will then notify the designated Health Center.
- A CPC counselor/counseling center may be contacted upon request of the victim.
- Protect the privacy and rights of confidentiality of the victim and family. Take the necessary steps to protect the victims identity by asking all involved not to share information with others
- Offer the victim care and first aid, but avoid destroying any evidence until the authorities arrive. Do not permit the victim to use the restroom until instructed to do so by the police.
- If a staff member or student talks to victim prior to the arrival of law enforcement, restrict the conversation to immediate medical needs. If there is discussion about the situation, speak only in very general terms. Do not discuss the specifics of the case. It is better in court if the initial statements about the crime are recorded by the police.

- A representative of the college may accompany the victim to the hospital (if appropriate).
- If applicable, the Campus Safety Officer will work with the Public Relations department and administrators to develop press releases to inform the community of the assailant's disposition.

J. SUICIDE

Suicide rarely occurs without warning to someone. Staff and students must take all comments about suicidal thoughts seriously, especially, if details are provided.

When an individual is threatening suicide on campus and has a lethal weapon available:

- Remain calm and immediately alert Campus Safety at x440
- Provide as much information as possible to the Campus Safety office/ personnel (location, your name, name of suicidal individual, call-back phone number, intended weapon/drug)
- Try to clear others from the scene (if applicable).
- Make a mental note of everything the threatening individuals says and does, and monitor the behavior constantly.
- Do not minimize or challenge the individual's threat; take it seriously
- Never promise confidentiality; instead, promise help and privacy.
- If possible, attempt to keep the threatening individual calm and secured in your location until the police arrive.

IV. EVACUATION PROCEDURES AND ASSEMBLY POINTS

A) Evacuation Procedures

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- Teachers/Instructors will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- Assist the disabled in exiting the building. Do not use the elevators in cases of fire and/or earthquake.

- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.
- After an evacuation report to your designated area/assembly point. Stay there until an accurate head count is taken. Members of the Emergency Action Team will take attendance and assist in the accounting for all building occupants.

b) Evacuation Procedure

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- **Teachers/Instructors** will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- **The Safety Officer, members of the Safety Team and Safety Monitors** in each department will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safe exit. Check all rest rooms, conference rooms, etc. to make sure everyone has vacated. Each Safety Team member and Safety Monitor will designate an alternate in advance to serve in this capacity in case his or her absence. Any temporarily or permanently handicapped persons will be escorted to the nearest safe exit for fire department assistance.
- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.

** In the absence of the Safety Officer, it is the responsibility of the Emergency Action Team member(s) to initiate an evacuation if necessary and where appropriate notify emergency services.*

Floor plan diagrams will be posted in all hallways near exits and entrances. These plans will reveal the exit routes from all locations within the office, as well as the locations of fire extinguishers and first aid kits. It is essential that you become familiar with the floor plan of your work areas, know the number of occupants, and know the nearest exit locations. In the event of an emergency evacuation, you will be required to exit at the nearest safe location; therefore it is recommended that you are familiar with all exits in your building. The event of an emergency evacuation, follow the instructions of the Emergency Action Team or Floor Monitors in your area. Successful evacuations are dependent on cooperation and trust; do not panic, but remain calm and follow directions. Offer assistance to other employees as needed.

Designated evacuation area:

The rear parking lot of the College, located on the North side of the building

All employees will remain at this location until a complete accounting of evacuees is completed, based on our current employee list and the daily sign in sign out sheet (sign in sheet: work in progress)