



Emergency Reference Guide



Introduction

This document intends to provide MT.SAC communities with information on how to handle and prepare for emergencies.

In this document, you will find general procedures for a wide array of incidents that may happen at any given time while on campus. These procedures outline the recommended practices for certain events and follow MT. SAC's Emergency Operations Plan.

For this document to be useful and effective, it's important to have it within hand's reach. It is imperative that you read this document to be prepared for a potential emergency. Preparedness is a key component of handling any emergency effectively.

Best Preparedness Practice for campus incidents:

- Call immediately Police and Campus Safety (909) 274-4555/911
- Evacuate the building as per the emergency and/or follow the direction of Police and Campus Safety for the building evacuation
- During evacuation do not use the elevator
- Know the location of the Fire Extinguisher
- Know the location of the Fire Alarm Pull Station
- Know the location of the evacuation chair
- Be familiar with various exit routes
- Be familiar with assembly areas
- Know the location of the emergency supply kits
- Emergency notifications – opt into the ER system

If you have any suggestions or comments, please contact:

The Office of Emergency Preparedness

risk@mtsac.edu

Or call: **(909) 703-1244**

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Important Phone number

MT.SAC Campus

Department	Phone number
Police & Campus Safety	909-274-4555
Safety & RM	909-274-5198
Facility Planning & Management	909-274-4850
Student Health Center	909-274-4400

❖ **Poison Control:** 800-222-1222

❖ 911

Evacuation

The nature of the emergency event on campus will dictate the precise steps to be taken during evacuation. In the event of a fire, hazardous materials released, or another major incident, it may be necessary to evacuate the building. Few important points before evacuating the building.

- ❖ Be familiar with the multiple exit route from the building.
- ❖ Close but DO NOT LOCK the door behind
- ❖ Try to take your items (cell phone, wallet, purse, medication, car key)
- ❖ Follow the emergency notification

Evacuating a Building

1. Stay clam
2. Take the safest exit. The way you came in may not be the route will leave the building.
3. Do not use elevators
4. If possible individuals with special needs to move to a safe area (Stairwell) and notify emergency personnel of the location
5. If necessary, activate the Fire Alarm Pull Station
6. During the evacuation if possible remove any hazard from the evacuation path
7. Gather at the assembly area
8. **Do not** reenter the building; until instructed

Complete Campus Evacuation

In the event of the complete campus evacuation, follow the instructions from the Emergency Notification system and/or Police and Campus Safety.

Shelter in Place

In certain instances, it is safer to stay within the building, which may provide you a higher level of protection.

Few important steps for shelter in place:

1. Shut and lock all windows and doors
2. Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
3. Go to a pre-determined sheltering room (or rooms)
4. Seal any windows and/or vents with sheets of plastic and duct tape
5. Seal the door(s) with duct tape around the top, bottom and sides
6. Turn on a TV or radio and listen for further instructions.
7. When the all clear is given open windows and doors, turn on the ventilation systems.

Violence

Assault

In the event of assault (threatening behaviors or statements that are deemed threatening or harmful by another individual).

1. Call MT.SAC Police and Campus Safety Department (909) 274-4555.
2. If you witness an assault, remain calm and stay within the area of the victim until emergency assistance arrives, provided it is safe to do so.

Civil Disturbance

Civil disturbance includes civil unrest, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Call MT.SAC Police and Campus Safety Department (909) 274-4555
2. Stay away from the demonstrators for personal safety
3. Secure your area (lock doors, safes, files, vital records, and expensive equipment)
4. Prepare for evacuation as per instruction from the campus authority
5. If the disturbance is outside, stay away from doors or windows and Stay indoors
6. Prepare for evacuation or relocation if instructed by Police and Campus Safety Department

Active Shooter Incident

If it is safe to do so, move away from the immediate path of danger and take the following actions:

1. Notify anyone you may encounter to exit the building immediately
2. Evacuate to a safe area away from danger and take protective cover
3. Stay there until assistance arrives

Call Police and Campus Safety (909) 274-4555/911 and give the following information

1. Your name
2. Your location and location of the incident
3. Number of shooter(s), if known

4. Description of person(s) that may be involved
5. Injuries to anyone, if known

During Active Shooter Incident:

1. Remain calm
2. Maintain a sense of situational awareness, and know possible escape routes and possible safe rooms
3. Run, Hide, or Fight – This may not occur in this order; situational awareness is key, and conditions change
4. **RUN:** If you believe you can safely do so, exit the building immediately, move away and seek shelter
5. **HIDE:** If not able to flee:
 - a. Go to the nearest room, office, or restroom
 - b. Close, lock, or barricade the door by any possible means
 - c. Stay away from doors or windows where you might be seen
 - d. Silence cell phones, radios, computers, or anything else that might draw attention
 - e. Turn lights off, act as if no one is in the room
6. **FIGHT:** If confronted by an “active shooter” an attempt to overpower the shooter may be your only option
 - a. You will need to “incapacitate” the active shooter by hitting them with an object, throwing items at them, and using physical aggression
 - b. Fully commit to taking action, DO NOT HESITATE to follow through

Terrorism

Bomb Threats/Suspicious Object

If you receive or find a suspicious object contact Police and Campus Safety immediately (909) 274-4555,

- a. DO NOT handle or disturb the object
- b. Clear the area or evacuate all persons from the immediate area to the designated assembly area
- c. Notify the division office affected and building manager
- d. Stop anyone from entering the building, rooms, or space where the object is located
- e. Hold at the assembly area and wait for further instruction from Police and Campus Safety
- f. DO NOT RE-ENTER building until instructed by Police and Campus Safety

Letter and Parcel Bomb Recognition Checklist:

Be cautious of foreign mail, air mail, and special deliveries with the following:

1. Restrictive marking such as “Confidential” or “Personal”
2. Excessive postage
3. Handwritten or poorly typed the address
4. Incorrect titles
5. Misspelling of common words
6. Oily stains or discoloration on the package
7. Excessive weight
8. Rigid, lopsided, or uneven envelope
9. Protruding wires or tinfoil
10. Visual distractions
11. No return address

Should you receive a bomb threat call via phone, Do not hang up

- ❖ Remain calm be courteous, listen and do not interrupt the caller
- ❖ If a phone number displayed on the phone screen, then make sure to write it down

- ❖ Have a co-worker call the Police and Campus Safety immediately

Bomb Threat Check List (what to ask caller):

1. Where is the bomb?
2. When is it going to explode?
3. What will cause it to explode?
4. What does it look like?
5. What kind of bomb is it?
6. Did you place the bomb?
7. Keep note of background noises, if the caller is a male or female, and the date and time of the call.
8. Write down the exact wording of the threat:
9. Caller's voice:
 - ❖ Angry, Cracked, Deep, High, Intoxicated, Loud, Pleasant, Raspy, Soft
10. Background Sounds:
 - ❖ Animal, Factory, Machines, Music, Office, Party, Quiet, Static, Traffic, Voices
11. Speech
 - ❖ Distinct, Distorted, Fast, Lisp, Nasal, Slow, Slurred, Stutter
12. Accent
 - ❖ Foreign, Local, Non-Local, Race, Regional

Lockdown

Activation of lockdown may minimize the risk of danger or injury to MT.SAC communities. The following events may require going into Lockdown at the workplace:

- a) Active shooter
- b) Hostage situation
- c) Civil Unrest
- d) Nearby police activities
 - Announce Lockdown activation
 - During lockdown STOP all activities
 - Stay Calm
 - Provide comfort to those who may be panicked. Try to calm them and get them to remain quiet
 - Lock all doors and windows immediately
 - If a door can't be locked, attempt to quickly block the door with heavy items
 - Never open doors or windows unless ordered to do so by a safety or school official. Ask for documentation from an official to confirm their identity
 - Turn off all lights, and close the blinds or curtains
 - Turn off computer monitors and TVs
 - Turn cell phones to silence mode
 - Stay low and away from the windows and doors
 - Clear hallways, bathrooms, and any area or room that cannot be thoroughly secured.
 - Account for every student in the room
 - Assist those with special needs
 - Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.

Special Safety attention:

- A. DO NOT activate Fire Alarm Pull Station
- B. During the event of active shooter incident, do not run directly towards the law enforcement personnel
- C. Be familiar with your surrounding
- D. Read your Emergency Reference Guide

Shelter in Place

Shelter in place means temporarily staying inside a structure due to a hazardous outdoor atmosphere or other emergencies. This could be due hazardous materials incident or hazardous weather-related emergency or an emergency taking place near the building you are occupying.

- Announce activation of Shelter-in-place
- During Shelter in place no one leaves the building
- Close and secure all windows, exterior doors, and any other opening
- In case of a hazardous material release make the room as airtight as possible by shutting off the HVAC system by authorizing (designated) personal
- System in place to answer telephone inquiries from concerned parents (Is this a statement, question, or direction to put something in place.
- Have emergency essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Shelter in place in an interior room above the ground floor if possible
- Prepare the list of individuals in the room and notify Police and Campus Safety
- Wait till all clear is announced

Fire

Fire – Do Not Use Elevators When Evacuating

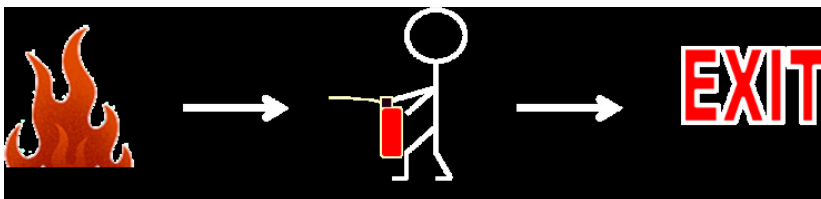
1. Fire alarm activated – evacuate the building to the designated assembly area or a safe distance from the building
 - a. Close all doors but leave them unlocked
 - b. Assist anyone with a disability or with injuries to exit the building.
2. If you see a fire or smell smoke evacuate the building and manually activate the Fire Alarm Pull Station
 - a. Close all doors but leave them unlocked
 - b. Contact Police and Campus Safety (909) 274-4555/911
 - c. DO NOT RE-ENTER THE BUILDING UNTIL THE INSTRUCTED BY POLICE AND CAMPUS SAFETY

If Trapped in Building

- ❖ Place wet cloth material around or under door to prevent smoke from entering room.
- ❖ Close doors between you and the fire.
- ❖ Contact Police and Campus Safety (909) 274-4555/911 and advise of your location and present situation.
- ❖ Be prepared to signal someone outside.

Using a Fire Extinguisher

When safe to do so and properly trained, use a fire extinguisher to fight small fires. Remember to keep yourself between the fire and exit.



Fire Extinguisher Instructions

- ❖ **P:** Pull Safety Pin
- ❖ **A:** Aim at base of fire
- ❖ **S:** Squeeze the handle
- ❖ **S:** Sweep side to side

Hazardous Materials

Major Chemical Spill or Release

ONLY trained individuals SHALL be involved in Hazardous Materials Response.

1. Remain calm and evacuate persons in the vicinity of the incident. If widespread, activate the Fire Alarm Pull Station.
2. Remove injured personnel to fresh air if it is safe to do so
3. Move upwind and uphill from any incident
4. Call the Police and Campus Safety Department. Police and Campus Safety will notify Safety and Risk Management
5. Report an incident. Provide the following information
 - ❖ Name/ telephone number
 - ❖ Location of incident
 - ❖ Name and quantity of materials involved
 - ❖ Injuries and environmental concerns

Minor Chemical Spill or Release

1. If individual departments have trained personnel and proper PPE may respond to cleanup process
2. Call the Police and Campus Safety Department. Police and Campus Safety will notify Safety and Risk Management

Weather Emergencies

Sever weather can change from a stable condition to an unstable condition quickly. It is imperative that we stay up-to-date with the weather forecast.

Earthquake – Do Not Evacuate During an Earthquake

1. DURING THE QUAKE

- a. **DROP** – Move away from possible falling objects: books, small office equipment, unsecured bookshelves, and file cabinets
- b. **COVER** – Tables and desks provide protection from falling objects and glass. Hallways are structurally more secure than open office areas and will have less flying debris
- c. **HOLD** – In a violent quake, things will be moving. Get on the floor; hold on to your desk or chair. Remain calm and ride out the shaking

2. AFTER THE SHAKING STOPS

- a. Make sure you and those around you are safe
- b. Evacuate structures only after a safe exit route has been explored
- c. Watch out for broken glass, exposed electrical wiring, and potential falling lighting or other ceiling fixtures
- d. Assist the injured and those with disabilities to safely exit the building
- e. If unable to assist the injured, notify Police and Campus Safety of their location
- f. Outdoors, move away from buildings, utility poles, trees, and other structures

Lightning

Lightning is the most dangerous aspect of a thunderstorm

1. Seek shelter within a building
2. Avoid water, metal objects and open spaces
3. Stay off land based telephones unless it is an emergency

Medical

During a medical emergency, act immediately, stay calm, and reassure the victim. Activate EMS as soon as possible by notifying Police and Campus Safety. Information to be given when reporting a medical emergency:

1. What happened
2. Number of victims
3. Kind of injury
4. Exact location of the emergency
5. What help is being given
6. Your name and phone number.

Assist injured person(s) and remove them from the hazard if injuries are minor. Do not move seriously injured persons unless they are in danger of further injury.

Do not transport seriously injured persons to the hospital and do not hang up until the dispatcher tells you to do so.

In the event of the Life-Threatening Conditions

1. Check the scene for safety
2. Check the injured for breathing, pulse, severe bleeding, and consciousness. Immediately call **911** then Police and Campus Safety (when time allows) and advise them of any of the following conditions:
 - ❖ Is unconscious
 - ❖ Has trouble breathing or is breathing in a strange way
 - ❖ Has chest pain or pressure
 - ❖ Is bleeding severely
 - ❖ Has pressure or pain in the abdomen that does not go away
 - ❖ Is vomiting or passing blood
 - ❖ Has repeated seizures or a seizure that lasts for more than a few minutes
 - ❖ Has a severe headache or slurred speech
 - ❖ Has injuries to the head, neck, or back

- ❖ Has possible broken bones
3. Do not move the victim unless absolutely necessary

In the event of the Non-Life-Threatening Conditions

1. If there are no life-threatening conditions:
 - ❖ Watch for changes in breathing and consciousness
 - ❖ Help the injured rest comfortably
 - ❖ Keep the injured from getting chilled or overheated
 - ❖ Reassure the injured
2. Call Police and Campus Safety for injuries that are not life-threatening. Police and Campus Safety will assess the situation, and call EMS if necessary or if requested by the injured person

Facility Related Emergency

Power Outage

IN THE EVENT OF A POWER OUTAGE TO YOUR BUILDING EMPLOYEES AND STUDENTS WILL:

1. **NOTIFY FACILITIES** (during regular business hours) 909-274-4850
 - **AFTER HOURS** Police and Campus Safety – 909-274-4555
2. Evacuate the building and gather at the assembly area
3. **Faculty and Staff** in labs and offices will secure experiment activities and equipment that might present danger while electrical power is off.
4. Assist anyone with a disability or injuries in exiting the building. If they are unconscious or you are unable to assist, report their condition and location to the floor captain and/or building marshal.
5. **Look for illuminated EXIT signs**
6. **Wait at the assembly area** for further instruction from the building evacuation team

If an individual is trapped in the elevator:

Victim

1. Do not panic.
2. Remain calm and use in-car emergency phone for help
3. Or use your cell phone to call Police and Campus Safety (909) 274-4555
4. Never attempt to exit elevator if not functioning properly
5. You can be seriously injured
6. Facilities and Police and Campus Safety will be dispatched to assist

Witness

1. Do not attempt to remove people from elevator
2. Call Police and Campus Safety, provide the location of incident
3. Report possible medical conditions of individuals trapped
4. Stay with passengers until Police and Campus Safety arrives, provided it is safe to do so

Emergency Supply Kit

Every situation is different and can happen on or off campus. The following list is provided as a general guide to items that can assist you during an emergency.

Note: The general rule of thumb is being able to sustain yourself for 3 days without any emergency intervention.

- Water, one gallon of water per person per day
- Food, at least a three-day supply of non-perishable food
- Manual can opener for food
- Battery-powered/ hand crank radio, NOAA Weather Radio compatible
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Cell phone with chargers, inverter or solar charger
- Prescription medications and glasses
- Infant formula and diapers
- Cash
- Sleeping bag or warm blanket for each person.
- Complete change of clothing.
- Fire Extinguisher
- Personal hygiene items
- Books, games, puzzles or other activities for children