IN CASE OF EMERGENCY DIAL

911

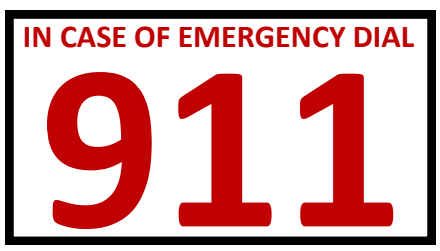
GIVE THE BUILDING NAME & ROOM NUMBER
YOU ARE CALLING FROM

CRAFTON HILLS
COLLEGE

REVISED 03/2018

INTRODUCTION

PURPOSE OF THIS FLIPCHART



CHC has developed this quick reference "Emergency Procedures Flip Chart" to assist you in the event of an emergency. The information contained herein is designed to protect lives and property, ensure the early resumption of essential services, and to restore normal operations of the College with minimal delay.

Please read and become familiar with this information. This material was designed as a guide for the appropriate procedures to follow during emergencies

AIRPLANE or VEHICLE CRASH

IN CASE OF EMERGENCY DIAL

911

- **Call or have someone else call 911 immediately.**
- Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- Check to ensure that all staff, faculty, students and visitors have evacuated.
- Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- Document and report the names of individuals who are unaccounted for or absent.
- **If trained**, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the evacuation area until further instructions are provided by SBCCD administration, district police, or other official emergency responders.

AIRPLANE or VEHICLE CRASH

ASSAULT/FIGHTING

IN CASE OF EMERGENCY DIAL

911

- **Call or have someone else call 911 immediately.**
- Approach in a calm manner and direct combatants to stop fighting.
- **DO NOT** attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible, until Police arrive.
- **If trained**, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

ASSAULT/FIGHTING

CHEMICAL OR HAZ MAT SPILL

IN CASE OF EMERGENCY DIAL

911

In the event of **ANY** spillage of a dangerous chemical or hazardous material:

- **Call or have someone call 911 immediately.**
- Evacuate the affected area at once, and if it is safe to do so, seal it off to prevent further contamination of other areas; stay upwind of any contamination.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- Avoid physical contact with others as much as possible.
- Remain in the vicinity, and provide their names to first responders.
- To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.
- **DO NOT** return to any affected area unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

Required first aid and clean-up by specialized authorities should begin as soon as possible.

CHEMICAL OR HAZARDOUS MATERIAL SPILL

FIRE

IN CASE OF EMERGENCY DIAL

911

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- **Call or have someone else call 911 immediately and describe the location and size of the fire.**
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but **DO NOT LOCK THEM**.

EVACUATE when the sound of the fire alarm is heard.

- **DO NOT** attempt to save possessions or collections at the risk of personal injury.
- **DO NOT USE ELEVATORS** to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- **If trained**, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- **DO NOT** return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

FIRE

BOMB THREATS

IN CASE OF EMERGENCY DIAL

911

If you receive a direct bomb threat via phone:

- **Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.**
- Keep the caller on the phone as long as possible and ask the following questions:
    - When and where is the bomb right now?
    - When is the bomb going to explode?
    - What kind of bomb is it?
    - What does it look like?
    - Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.
- If a suspicious device or package is found … **DO NOT TOUCH**.
- Clear the immediate area and call 911 immediately from a safe distance.
- If directed by SBCCD administration, district police, or other official emergency responders, evacuate a safe distance away from buildings.

BOMB THREATS

EXPLOSIONS

IN CASE OF EMERGENCY DIAL

911

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- **Call or have someone else call 911 immediately.**
- If directed to do so by SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and Evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- **DO NOT** return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

EXPLOSIONS

ACTIVE SHOOTER / ARMED INTRUDER

IN CASE OF EMERGENCY DIAL

911

ACTIVE SHOOTER / ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- **Immediately call or direct someone to call 911**
- **Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator**
- **To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., *freeze, halt, stop, raise your hands*, etc.)**

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

Run – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*

Hide – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*

Note: If possible, you should remain in the secured location until law enforcement personnel have cleared the area and the police or SBCCD administration have given an all clear command to EVACUATE to a designated evacuation zone.

Fight – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD Police Department at (909) 382-4491.

ACTIVE SHOOTER / ARMED INTRUDER

LOCKDOWN

IN CASE OF EMERGENCY DIAL

911

LOCKDOWN is a security measure used to prevent violent intruders from entering occupied areas of buildings and facilities, or to isolate staff, faculty, students and visitors from danger while on campus or at any SBCCD facility.

The order to LOCKDOWN will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to LOCKDOWN procedures.

If a LOCKDOWN order is given, you should:

- Immediately close and lock doors (if possible).
- Close window shades or blinds if it appears safe to do so.
- Turn off the lights.
- Block any hallway windows (in doors) if it appears safe to do so.
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.

LOCKDOWN

SHELTER-IN-PLACE

IN CASE OF EMERGENCY DIAL

911

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from the outdoor environment to prevent exposure to airborne contaminants or temporary hazards.

This procedure includes closing all doors, windows and vents to outside air.

The order to SHELTER-IN-PLACE will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE procedures.

If a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.
- Keep everyone in classrooms or offices until further instructions are received.
- Assist those needing any special assistance.
- Secure classrooms and offices by closing and locking doors and windows.
- Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.

MEDICAL EMERGENCY & FIRST AID

IN CASE OF EMERGENCY DIAL

911

Is it an Emergency?

Respirations – difficulty or no breathing?
Pulse – weak or no heart rate?
Responsive – not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency **situation**?
- What is the **background** of the emergency?
- What's your **assessment**?
- What **response** do you expect?
- Where is the **location** – campus, building name, room number, phone number.

Before help arrives, if you are trained and the scene is safe:

- **Bleeding** – apply pressure.
- **Fracture –** don't move the person unless they must be moved to avoid further injury.
- **No Breathing or Pulse** – begin CPR and send someone for AED.
- **Seizure** – help to the floor, protect head; do not try to restrain.
- **Choking** – Back blows and abdominal thrusts.
- **Emotional Upsets/Suicidal** – stay with person until help arrives.
- **Impaled Object** – don't remove the object, just support the object with bandages.
- **Vomiting** – move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.

FOR MINOR INJURY OR ILLNESS:

1. Provide first aid using available campus medical supplies.
2. After initial treatment, **students** should be referred to the Student Health Center.
3. Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

MEDICAL EMERGENCY & FIRST AID

EMERGENCY EVACUATION PROCEDURES

IN CASE OF EMERGENCY DIAL

911

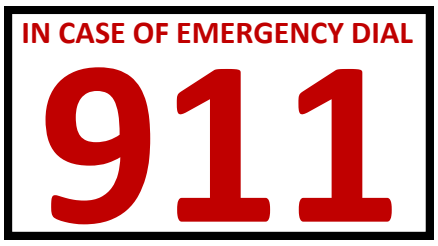
Building Captains will be called upon to be leaders in any evacuation scenario. Building Captain's will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain is responsible for the direct supervision of **ANY** individual located in their assigned building and will do the following:
    - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).
    - Immediately shut down all hazardous operations (equipment in use, etc.).
    - Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).
    - Shut all doors behind you as you go to slow the spread of fire, smoke, and water.
    - Proceed as quickly as possible, but in an orderly manner.
    - Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
    - Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
    - Document and report the names of individuals who are unaccounted for or absent.
    - If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

Evacuation of Persons with Disabilities

- Building Captains help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest safe evacuation area.
- Building Captains should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available, or if it is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac-Chair is located or the nearest designated area of rescue assistance.
- Only individuals trained in the use of an Evac-Chair should attempt to transport someone using the chair.
- **If an individual is unable to be transported via an Evac-Chair, or if an Evac-Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.**

EARTHQUAKE



If indoors:

- When the earth begins shaking **DROP, COVER and HOLD**.
- **DO NOT** evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- **Call or have someone else call 911 immediately.**
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking **DROP, COVER and HOLD**.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- **Call or have someone else call 911 immediately.**
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- **DO NOT** return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

DISASTER MANAGEMENT

IN CASE OF EMERGENCY DIAL

911

Should an emergency or other major disaster strike the CHC campus, the need for a coordinated response will be necessary. The College's emergency response plan for a major disaster is contained in the Emergency Operations Program that is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency. Our Campus Emergency Response Team (CERT) will act on the behalf of the College, providing necessary resources and support, timely situation analysis and needs assessments. The CERT will report to a pre-determined Emergency Operations Center (EOC), which is properly equipped with communication capabilities to support emergency response operations and provide coordination with outside agencies.

SBCCD administration will provide for the staff and students in an emergency. Through the coordination of the EOC, the members of the college community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical and human relations challenges that are certain to arise in a major disaster. It is to the end that these general emergency instructions are targeted.

FLOODING

IN CASE OF EMERGENCY DIAL

911

If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, **EVACUATE** the building.
- If evacuation is directed, if safe, unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- **DO NOT** return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

If outdoors:

- Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- Only authorized SBCCD or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.
- Report broken utility lines to the appropriate authorities.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- **DO NOT** return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

EVACUATION ZONE MAP