



Emergency Reference guide



Introduction

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

This document must be within hand's reach to be useful and effective. You must read this document to be prepared for a potential emergency. Preparedness is a key component in 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 Numbers

MT.SAC Campus

Department	
Police & Campus Safety	909-274-4555
Text-to-Tip	909-610-9139
Safety & Risk Management	909-274-5198
Maintenance & Operation	909-274-4850
Student Health Center & Student Mental Health	909-274-4400
Employee Counseling Center	909-274-6211
Suicide hotline	Text # 988 Call 800-273-8255
Crisis Text Line	Text # 741741

- ❖ **Poison Control: 800-222-1222**
- ❖ 911 (dial 9-911 when using campus phone)

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 routes from the building.
- ❖ Close, but DO NOT LOCK the door behind.
- ❖ Try to take your personal items (cell phone, wallet, purse, medication, car key).
- ❖ Follow the emergency notification.

Evacuating a Building

1. Stay calm.
2. Take the safest exit. The way you came in may not be the route you will leave the building.
3. Do not use elevators.
4. If possible, assist 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 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 a 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 with a higher level of protection. A 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 plastic and duct tape sheets.
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 all is clear, open the windows and doors and 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 the Police and Campus Safety Department or emergency personnel.

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 a 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 the 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 the lights off and act as if no one is in the room.
6. **FIGHT:** If confronted by an “active shooter,” attempting 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 and the building manager affected.
- 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 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 is displayed on the screen, then 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
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- 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 block the door with heavy items quickly.
 - 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 TV's.
 - Turn cellphones 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 the Fire Alarm Pull Station
- B. Do Not run directly toward law enforcement personnel during an active shooter incident.
- C. Be familiar with your surroundings.
- 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 to a hazardous materials incident, a hazardous weather-related emergency, or an emergency near the building you are occupying.

- Announce activation of Shelter-in-place.
- During the shelter-in-place, no one leaves the building.
- Close and secure all windows, exterior doors, and any other openings.
- In case of hazardous material release, make the room as airtight as possible by shutting off the HVAC system by authorized (designated) personnel.
- A system is in place to answer telephone inquiries from concerned parents (Is this a statement, question, or direction to put something in place?)
- Emergency essential disaster supplies include 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

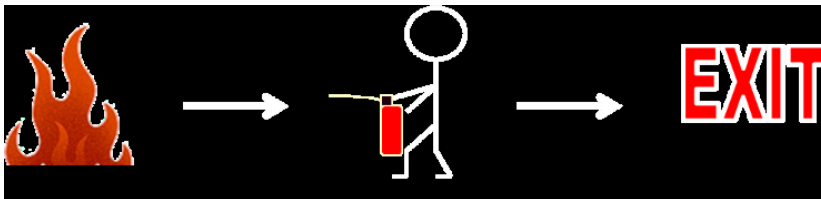
1. Fire alarm activated – evacuate the building to the designated assembly area or a safe distance from the building.
 - a. Close all doors but leave them unlocked.
 - b. Assist anyone with a disability or injuries in exiting the building.
2. If you see a fire or smell smoke, evacuate the building and 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 UNTI THE INSTRUCTED BY POLICE AND CAMPUS SAFETY/Emergency Personnel.

If Trapped in Building

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

Using a Fire Extinguisher

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



Fire Extinguisher Instructions

- ❖ **P:** Pull Safety Pin
- ❖ **A:** Aim at the base of the 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 it is widespread, activate the fire alarm pull station.
2. Remove injured personnel to fresh air if it is safe.
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 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. Individual departments may respond to the cleanup process if they have trained personnel and proper PPE.
2. Call the Police and Campus Safety Department. Police and Campus Safety will notify Safety and Risk Management.

Weather Emergencies

Severe 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 fewer 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 in exiting the building safely.
- 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.

Lighting

Lighting 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

Act immediately, stay calm, and reassure the victim during a medical emergency. During an emergency, activate EMS immediately and notify 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; 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 strangely.
 - ❖ 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 IN 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. If emergency backup lights do not turn on during a power outage for your safety and security, move to the light area or 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 a danger while electrical power is off.
4. Assist anyone with a disability or injuries to exit the building. If they are unconscious or you cannot 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 the 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 the elevator if it is not functioning properly.
5. You can be seriously injured.
6. Facilities, Police, and Campus Safety will be dispatched to assist.

Witness

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

Emergency Supply Kit

Every situation is different and can happen On or Off Campus. The following list is a general guide to items that can assist you during an emergency.

Note: The general rule of thumb is 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, 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 phones with chargers, inverters, or solar chargers are also available.
- Prescription medications and glasses.
- Infant formula and diapers.
- Cash.
- A sleeping bag or warm blanket is provided for each person.
- Complete change of clothing.
- Fire Extinguisher.
- Personal hygiene items.
- Books, games, puzzles, or other activities for children.