



San Diego Mesa College Building Emergency Evacuation Plan

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San Diego Mesa College

Building Emergency Evacuation Plan

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Introduction

Scope and Objectives:

This plan has been prepared to ensure orderly and complete evacuation of Mesa Campus buildings whenever an emergency occurs or the alarm sounds.

The primary objectives of this evacuation plan are:

1. To ensure that everyone leaves the building safely.
2. To develop and implement procedures to safely evacuate individuals who are injured or cannot negotiate stairs.
3. To have a building occupancy accountability system in place to account for employees in the emergency evacuation zone.
4. To have procedures for personnel, who are among building occupants, with defined functions to ensure the plan's objectives can be achieved.

For the purpose of this plan, the following are considered emergencies for which a total or partial evacuation of the building is necessary:

- fire
- explosion
- chemical spill
- earthquake
- power outage
- bomb threat

The following emergency requires sheltering in place:

- active shooter

Emergency Notification:

Building occupants are notified of emergencies through the use of the following signals and notifications:

- a. Fire alarm:
 - -sound: whooping electronic horn
 - -visual: strobe lights
- b. Announcements through building PA system
- c. word of mouth
- d. district/campus text messaging system
- e. SDCCDsafes APP

In-House Emergency Team

Each assigned building administrator will identify employees that will function with-in the in-house emergency team. The emergency team will consist of the following positions:

- **Emergency Facilitator:** The Emergency Facilitator will be stationed outside the building, serving as the incident coordinator for their respective building.
- **Floor Monitors:** Floor Monitors will be inside the building assisting in the orderly evacuation of the building, communicate information to the Emergency Facilitator and once their assigned floors have been cleared help secure building entrances.
- **Evacuation Area Coordinator:** The Evacuation Area Coordinator will be in the evacuation assembly area and accounts for all evacuated employees and communicates information to the Emergency Facilitator.
- **Other:** Additional personnel will be assigned as needed.
- **PLEASE NOTE:** Assigned duties are to be carried out only if personnel are not putting themselves in danger or risking their personal safety.

Responsibility of Emergency Facilitator:

The Emergency Facilitator will evacuate immediately and station themselves directly outside the building in a location that will be visible to any emergency personnel. You should have your visibility vest, note pad, and walkie-talkie (if available).

- Evacuate the building immediately and meet emergency responders and/or Emergency Management Response Team (EMRT) at building entrance.
 - Depending on the type of emergency the Emergency Responders and/or the Emergency Management Response Team (EMRT) may not be able to initially meet you.
- Collect information on building occupants known or suspected to still be in the building from the Floor Monitors.
- Report information about occupants that may need evacuation assistance and other personnel suspected to still be in building to emergency responders or to Mesa's Site Incident Commander (SIC) if the campus has established the Emergency Operations Center (EOC).
- Transmit to the Evacuation Area Coordinator that people can be released from the evacuation zone and that it is ok to re-enter the building.
 - The all clear signal will be communicated by Campus police or someone from the Emergency Management Response Team (EMRT).
 - Communication to the Evacuation Area Coordinator can occur by text, cell phone, in-person or by radios if available.
- Conduct post-emergency meeting, if necessary.
 - This meeting would be conducted by the Facilitatory to discuss the things that worked well and things that need improvement.
 - Results of this meeting should be forwarded to the Occupational, Environmental Health and Safety (OEHS) Coordinator.
- To complete the "Emergency History Report" form. (located in the Appendix)

Responsibility of the Floor Monitors:

The Floor Monitor will be inside the building during the immediate initial phase of the alarm activation sweeping their assigned floor. As soon as that task is completed they will evacuate the building and remain outside, securing doors to prevent early reentry to the building (if needed) or proceed to the Evacuation Zone. You should have your visibility vest and note pad.

- Check all rooms on assigned floors, including all labs, classrooms, restrooms, copier rooms, closets, etc., to ensure they have been evacuated.
- Monitor corridors on assigned floor, ensuring personnel are moving toward exits.
- Ensure fire doors are closed and not blocked open. If the doors are open, close them as you pass by.
- Assist and/or direct all occupants to the emergency exits, as depicted on the evacuation map.
 - If a disabled person is encountered, either assist them down the stairway or direct them to an area of refuge (if designated).
 - If there is the availability to have someone stay with the person who needs assistance, make that happen.
- Leave the building as soon as possible after sweeping the floor. Report to the Emergency Facilitator, and/or directly to emergency responders, whether or not anyone is still within the building or if there is someone who needs assistance evacuating the building.
- Monitor assigned building entryways (if asked to do so).
 - Prevent re-entry into the building until emergency responders, EMRT or the Emergency Facilitator announces the all-clear signal.
- Fill out the building evacuation “observation report form”. (located in the Appendix)
 - This report will include your observations of the evacuation and it should be forwarded to the Emergency Facilitator.

Responsibility of the Evacuation Area Coordinator:

The Evacuation Area Coordinator will evacuate immediately and station themselves in the Evacuation Zone. You should have your visibility vest, note pad, building ID mini A-frame, flag, bullhorn and walkie-talkie (if available).

- Check in all Faculty and Staff.
 - Check in will be done by checking names off a roster (if provided) or by writing names on paper/notebook
 - Check-in does not include students
 - If a faculty member reports missing students from their classes, make note and pass the information to the Emergency Facilitator.
- Communicate with Emergency Facilitator about status of evacuation zone.
 - Release employees, students and visitors back into the building, after being given the all clear from; the Emergency Facilitator, Campus police or someone from the EMRT team.

***NOTE: Laboratory Technical Staff or other employees may be allowed entry back into the building before all other individuals, if it is needed to make sure laboratories or other technical workspaces are free from hazards or materials need to be reset before all building occupants enter those spaces.**

Responsibility of Faculty:

Faculty are to evacuate themselves and the students immediately when an alarm is activated or instructed to evacuate.

- Faculty should instruct their students to go to the evacuation area.
 - Encourage students to go to and remain in the evacuation zone

- Account for your students to the best of ability; take roll, write down names of students.
 - Our students are “adults” and we cannot force them to go to the evacuation area or to remain on campus, so if they decide to leave that is their choice.
- If you take measures to account for your student, if you identify that you are missing students communicate that information to the evacuation area coordinator.
- Do not immediately dismiss your class, you may be able to return to the building in 15-20 minutes and continue your class/instruction. Class may or may not be cancelled for the session or day, depending on the severity of the emergency event

Evacuation: General Emergency Procedures

Employee Evacuation Procedure:

In advance, all building personnel should:

- Wherever you teach or work on campus, know your pre-designated evacuation site. Students will look to faculty and staff to lead.
- Read and understand the evacuation plan.
- Recognize the sound of the evacuation alarm.
- Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

DO NOT IGNORE THE ALARM OR INSTRUCTION

- a. **Remain CALM.**
- b. **Immediately SHUT DOWN ANY HAZARDOUS OPERATIONS.**
 - A hazardous operation is anything that can contribute to or increase the dangers of an emergency by being left unattended.
- c. **EXIT THE BUILDING, regardless of the reason the alarm sounded (real, accidental, or drill).**
 1. Take all personnel belongings: Car Keys, Purse, Cell Phone, Medications, Glasses, Flashlight, Wallet, etc.
 2. Do NOT use elevators during an active alarm; only use the designated stairways.
 3. Classes in session MUST be evacuated, with faculty and students exiting to the designated evacuation area/assembly point.
 4. Do not attempt to take large or heavy objects.
- d. **WHEN EXITING:**
 1. Walk. Do not run.
 2. Feel doors for heat before opening. If hot, seek another, safer route
 3. Advise and direct any other people to exit the building.
 4. Evacuate quietly so you can hear emergency instructions
 5. Use handrails in stairwells and stay to the right
 6. Watch for falling glass and other debris.
 7. Assist or accompany anyone who is immobile or physically impaired.
 - If someone absolutely refuses to leave the building or you are unable to assist, note their location, continue to exit the building and inform the Floor Captain, Emergency Facilitator and/or emergency responders of their location.
 8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
 9. Check work areas to ensure that all others are leaving as instructed.

- However, the Floor Captain, or other assigned person, is responsible for ensuring all individuals on their respective floor have evacuated.

Once you have exited the building:

NOTE: ALL BUILDING PERSONNEL MUST CHECK-IN WITH THE EVACUATION AREA COORDINATOR.

- Do not go back into the building for any reason.
- Proceed to the designated emergency evacuation assembly point and **check in** with the Evacuation Area Coordinator.
- Remember** it is each employee's responsibility to **check in**!
- If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to an alternate assembly point, which will be communicated to employees.
- Return to the building **only** after emergency officials or Emergency Facilitator give the all-clear signal. **Silencing of the Alarm doesn't mean the emergency is over and you should NOT re-enter the building just because you can no longer hear the alarm.**

e. **Reentering the Building:**

- Once the all-clear is given by Emergency Facilitator, Campus Police or someone from the EMRT team. The Emergency Facilitator will then communicate to the Evacuation Area Coordinator that the all clear has been given.
- The Evacuation Area Coordinator will then release those in the evacuation zone and allow them to reenter the building.

****If you have rooms that need to be checked prior to re-entry, laboratory staff or designated employees will be allowed back into the building first, prior to other employees or students. The laboratory staff or designated employees will make sure that doors into sensitive areas are secure and that all rooms are safe to reenter. The Emergency Facilitator will then communicate to the Evacuation Area Coordinator that the all clear has been given and the faculty, staff and students will then be released from the evacuation area and allowed to re-enter the building.**

The building will be evacuated for the following conditions:

- BOMB THREAT
- CHEMICAL SPILL
- EARTHQUAKE
- EXPLOSION
- FIRE
- POWER OUTAGE

The following emergency requires sheltering in place:

- ACTIVE SHOOTER (when the shooter is in other buildings/ locations or their location is uncertain)
- CHEMICAL SPILL

The following emergency may require evacuating:

- ACTIVE SHOOTER (when shooter is **in the building** and it's possible to escape safely; may be based on individual judgment and initiative rather than in response to a formal evacuation)
- CIVIL DISTURBANCE
- UTILITY FAILURE

Campus Evacuation:

If the Campus needs to be evacuated, do the following:

- a. Drive carefully through campus parking lots.
- b. Drive to nearest campus exit, even if it may not be your normal egress point.
- c. Follow the directions of the San Diego Community College District Police Department or other emergency preparedness personnel.
- d. At campus exits, do not attempt to cross traffic on main roadways. In most cases, you will need to turn right on main roadways to avoid bottlenecks behind you.
- e. Carpool if feasible.
- f. Do not return to campus unless directed by authorities.

Evacuation Procedures for People with Disabilities

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Staff and Faculty should familiarize themselves with these procedures.

- **FIRST:** Ask aloud if anyone requires assistance.
- **SECOND:** Communicate the nature of the emergency to those requiring assistance.
- **THIRD:** Ask how they would like to be assisted.
- **FOURTH:** Keep mobility aids or service animals with persons, if possible.

Visually Impaired Persons:

In the event of an emergency or building evacuation –

- Tell the person what the nature of the emergency is and offer to guide him/her to the nearest exit.
- Have the person take your elbow and escort him/her (this is the proper method when acting as a “sighted guide”) advising of any obstacles, such as stairs, narrow passageways, or overhanging objects.
- When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

Deaf and Hard of Hearing Persons

To warn an **individual** of an emergency –

- It is best to get the person’s attention with a gesture or a light tap on the arm or shoulder.
- Write a note indicating what the emergency is and the nearest evacuation route.
Example: *“Fire—go out back door, turn right, and go down and exit the building now!”*
- Use simple gestures to indicate that the person should come with you.
- It is always best to personally escort people with disabilities from the building.

To warn a **group** of an emergency –

- Try and get the group’s attention by flashing the room lights on and off – then gesture to indicate that the group should come with you.
- If there is a whiteboard write a note that all can see, indicating what the emergency is.

Persons Using Crutches, Canes, or Walkers

- Ask the person what method of assistance they prefer.
- Check for the availability of an evacuation chair and always evacuate mobility aids with the person, if possible.

- If an evacuation chair is not available, other carry methods include: the two-handed seat, the four-handed seat, or the human crutch.

Persons Using Wheelchairs

Unless necessary due to an imminent danger, do not lift an individual in a wheelchair.

There is too much risk for both the lay rescuer and the non-ambulatory person. In addition, wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting. Instead, move the person to an area of refuge and notify a first responder.

If it is necessary to move a person in a wheelchair before a first responder can reach them or if they request assistance and you feel equipped to provide it, use these guidelines.

When assessing your ability to evacuate a person using a wheelchair -

- Ask the individual what type of assistance they prefer and how they would like to be moved.
 - Note that some people have minimal ability to move, little upper body strength, and little neck strength so that lifting them is dangerous to their well-being.

When assessing the urgency or appropriate areas of refuge, remember:

- Some people using wheelchairs have respiratory complications making it important to remove them from smoke or fumes immediately.

Methods for Moving Persons Using Wheelchairs

If the person wants to be moved **in their wheelchair**, keep the following in mind:

- They should be moved down stairs in a forward-facing position.
- Two people should assist on a staircase; one in the back and one in the front. If possible, a third person should act as a "spotter."
- Wheelchairs have many moveable or weak parts.
- Some people have no upper trunk or neck strength, so move them with caution.
- Power wheelchairs have heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.
- A seat belt should be used, if available.
- Remember, in the event of an emergency the elevators will not be a viable option to move an individual that is in a wheelchair.

If the person prefers to be **removed from their wheelchair** for evacuation, ask for the individuals' preferences for the following:

- Ways of being removed from the wheelchair.
- Whether to move extremities or not.
- Whether to move forward or backwards down stairs.
- Whether a seat cushion or pad should be brought.
- What is necessary for aftercare.
- NOTE: Power wheelchairs have heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.

If you have moved a person without their wheelchair or mobility aids, note the location of these so they may be retrieved as soon as possible

Using an Evacuation Chair

If an evacuation chair is to be used, make sure the directions are read and followed to avoid injuries to the individual and to yourself.

How to Use an Evacuation Chair

Evacuation chairs are specially constructed for evacuating non-ambulatory persons from multi-level facilities. Most designs enable 1 or 2 assistants to control movement down stairs without lifting.

- Use an evacuation chair if you feel prepared to do so.
 - Do not make an emergency situation worse. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Your first option is always to move the person to an area of refuge.
- Before attempting to transfer a person to an evacuation chair:
 - Ask the person how you can help transfer them to the evacuation chair.
 - Ask them if they have any special condition you should be aware of.
 - Discuss how you intend to lift them and where you are going before you begin.

Assisting those with Unobservable Disabilities

Be alert for those who may have unobservable disabilities such as:

- A learning or psychological disability
- Arthritis
- Asthma
- Cardiac conditions
- Chronic back problems

Inform them of:

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

Prepare before an evacuation:

- Departments should ask if any employees will or may require assistance in an evacuation. Employees may choose to share this on a voluntary basis.
- Establish a buddy system for those known to require assistance.

Emergency Response Procedures

Immediate Incident Response

- Assess your own safety and act accordingly.
- Act to protect lives first, then physical property.
- If needed, ask for help from a co-worker or another person in the area.

MAKE THE FOLLOWING PHONE CALLS in the order of priority shown, based on the type of incident.

First calls made:

TYPE OF INCIDENT:	WHO TO CALL:
Fire	Campus Police Dispatch 619-388-6405 And/or Fire Department 911
People Hurt (*Serious injury requiring more than basic first aid)	Campus Police Dispatch 619-388-6405 And/or Fire Department 911
Structure or Utility Damage (building, equipment, water, or electrical)	Facilities Call Center 619-388-6422

Second calls made:

TYPE OF INCIDENT:	WHO TO CALL:
All emergencies during working hours	Dean or Supervisor
All emergencies after working hours (approx. 5pm)	Campus Police Dispatch 619-388-6405

***Serious injuries** would include the following: death, amputation, concussion, loss of consciousness, heart attack, stroke, crushing (internal injuries), fracture, burn, laceration requiring stitches or having significant bleeding.

Calls should be made for all indicated incidents. For injuries to either students or staff complete the appropriate form (see Appendix) and send it to your supervisor.

Emergency Procedures for Specific types of Incidents

ACTIVE SHOOTER:

When there is an active shooter in the building, follow these procedures.

First and foremost, **RUN**.

1. Have an escape route and plan in mind.
2. Leave your belongings behind.
3. Evacuate regardless of whether others agree to follow.
4. Help others escape, if possible.
5. Do not attempt to move the wounded.
6. Prevent others from entering an area where the intruder may be.

7. Call the appropriate emergency number for your campus or (911) when you are safe.

If you cannot get out safely you need to **HIDE**.

1. Keep the attacker away from you.
2. Hide in an area out of the intruder's view.
3. Lock the door or block entry to your hiding place.
4. Silence your cell phone (including vibrate mode) and remain quiet.

As a last resort, and only if your life is at risk, **FIGHT**.

1. You have a right to defend yourself.
2. Incapacitate the intruder.
3. Do not fight fair.
4. Act with as much physical aggression as possible.
5. Improvise weapons or throw items at the intruder.
6. Commit to your actions. Your life depends on it.
7. If you get the weapon away from the shooter, keep the weapon out of reach of everyone.
8. Do not hold the weapon. Responding officers might think you are the shooter.

When there is an active shooter on campus or in other buildings, all buildings should go into lockdown.

1. Everyone in hallways or open areas is to seek shelter in the nearest room.
2. Lock and barricade doors.
3. Close windows and window treatments.
4. Turn off lights.
5. Everyone is to remain quiet (quietly contact 911) and do not enter hallways or open areas.
6. Crouch down in areas that are out of sight from doors and windows.
7. Should the fire alarm sound, **do not evacuate** the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Security to evacuate the building, or
 - There is imminent danger in the immediate area.
8. Do not leave the classroom or office until there is an announcement by the building administrator (or designee) and/or the police.

BOMB THREATS:

- a. Calling for assistance: Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify 911 or Campus Police Dispatch 619-388-6405.
 - 1) DO NOT call while near a suspicious package or object.
 - 2) Give your name, location, and description of the package or object.
 - 3) DO NOT disconnect from the dispatcher until told to do so by the dispatcher.
 - 4) DO NOT return to an evacuated building or area until told to do so by an emergency responder/campus official.
- b. Bomb threats usually occur by telephone. If you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller.
 - 1) Keep the caller on the phone and ask the following:
 - a) When is the bomb going to explode?
 - b) Where is the bomb located?
 - c) What kind of bomb is it?
 - d) What does it look like?
 - e) Why did you place the bomb?
 - f) What is your name?
 - g) Note the time the call was received.
 - h) Note the perceived sex, age, and emotional state of the caller.
 - i) Note any background noises.

- j) Note caller ID phone number.
- 2) If you cannot use the checklist, immediately write down the following information after the call:
 - a) Time of call
 - b) Perceived age and gender of the caller
 - c) Speech pattern, accent, or other traits
 - d) Emotional state
 - e) Background noise
- c. If you receive a suspicious package/mail:
 - 1) DO NOT handle the package.
 - 2) Secure and leave the area.
 - 3) Document the time and way the package/mail arrived.
 - 4) DO NOT turn on or off any radios, cell phones, etc., near the package.
 - 5) DO NOT make cell phone calls or transmit using a radio near the package, as this may activate a bomb.
 - 6) DO NOT activate fire alarms.
 - 7) DO NOT return to an evacuated building until told to do so by an emergency responder/campus official.

CHEMICAL SPILL:

All District facilities should refer to the Chemical Hygiene Plan published by the District for emergency response procedures. Spills are classified into three distinct types: Minor, Moderate and Major. Any campus spillage of a dangerous chemical shall be reported immediately to College Police at 619-388-6405 or by calling 911.

- a. When reporting:
 - 1) Be specific about the nature of the involved material and the campus location including building and any impacted spaces.
 - 2) Police Dispatch will contact the necessary specialized authorities and medical personnel.
 - 3) Vacate the affected area at once and seal it off to prevent further contamination of others.
 - 4) Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the Director of Facilities Services, or designee.
 - 5) Required first aid and cleaning by specialized authorities should be initiated at once.
- b. Evacuation due to major spill or uncontrolled release.

If necessary, because of the danger involved, or if directed to do so by District personnel, activate the building fire alarm system and follow the remaining steps:

 - 1) Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for disabled persons and assist them as necessary.
 - 2) Direct any disabled persons to the elevator areas when they are located on floors above or below ground level until further direction is received from District personnel.
 - 3) Assist disabled individuals in exiting the building on ground level floors.
 - 4) Flash the lights on and off to alert deaf or hard-of-hearing students.
 - 5) Write notes to explain what is happening.
 - 6) Assign a guide for blind students.
 - 7) Assign an assistant for wheelchair students.
 - 8) Once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind.

- 9) Keep the walkways clear for emergency vehicles.
- 10) To the best of your ability and without re-entering the building, assist District personnel in their attempt to determine that everyone has been evacuated safely.

An emergency command post will be established.

Keep clear of the command post unless there is important information to report.

Do not return to a building until told to do so or until it is announced that all is clear

CIVIL DISTURBANCE:

- a. If a civil disturbance happens on campus, it is essential to prioritize your safety and the safety of others. The following are general guidelines for students, faculty, and staff:
 - 1) Stay calm, avoid panicking, and focus on finding a safe place.
 - 2) Do not engage in confrontations with the demonstrators.
 - 3) If you are outside, move away from the disturbance and do not engage with those causing the disturbance.
 - 4) If you are in a building, lock the doors and windows and do not engage with those causing the disturbance.
 - 5) Stay informed about the situation by monitoring the campus emergency information system(s) and social media updates but be cautious about believing rumors.
 - 6) If you feel like you are in danger or need help, call the San Diego Community College District Police Department for assistance.
 - 7) Follow the instructions of campus authorities and stay vigilant.
- b. It is important to remember that every situation is unique, and there may be additional instructions or precautions

EARTHQUAKE: DROP, COVER, AND HOLD:

- a. DURING AN EARTHQUAKE
 - 1) If indoors, drop, take cover under a table, along the base of interior walls, and hold on. If possible, stay away from glass windows, shelves, and heavy equipment.
 - 2) If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid downed power or utility lines as they may be energized.
 - 3) If in a vehicle, stop in the safest place available, preferably in an open area away from power lines and trees. Stop as quickly and safely as possible but stay in the vehicle until the shaking stops.
- b. AFTER THE SHAKING STOPS
 - 1) Remember to stay calm and stay where you are until the shaking stops and it is safe to move.
 - 2) Evaluate your situation and, if necessary, call for emergency help (SDCCD Dispatch at 619-388-6405 or 911).
 - 3) Always protect yourself and be prepared for aftershocks.
 - 4) Evacuate the building by quickly making your way to the nearest marked exit.
 - 5) Once outside, move to a clear area at least 100 feet away from the building.
 - 6) Keep streets and walkways clear for emergency vehicles and personnel.
 - 7) Be alert to hazards such as building damage, gas leaks, fires, broken utility lines, spilled chemicals, and other potentially harmful materials.
 - 8) If you are near the coast and feel an earthquake lasting more than 20 seconds, move to higher ground immediately, as it may trigger a tsunami.

EXPLOSION:

- a. Immediately take cover under tables, desks, or other objects that give protection in case of a secondary explosion.
- b. After the effects of the explosion have subsided, stay calm and call the appropriate emergency number for your campus or (911). Give your name and the location of the explosion. Do not hang up until the dispatcher tells you to do so.
- c. Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go.
- d. Be aware of structural damage. Stay away from glass doors and windows.
- e. Do not touch or move suspicious objects or turn light switches on or off.
- f. Assist others, especially the injured and disabled, to evacuate the building. If you cannot assist an injured or trapped person, let first responders know the person's location.
- g. Once outside, move to a clear area at least 300 feet away or to the closest parking lot from the affected building.
- h. Keep the walkways clear for emergency vehicles.
- i. Do not return to a building until told to do so.
- j. Individuals who use wheelchairs or have mobility issues should prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

FIRE:

- a. IN A FIRE, ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- b. Familiarize yourself with the fire safety plan and the evacuation routes.
- c. Make sure you know the location of the nearest fire alarm and extinguisher to your classroom or office.
- d. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
- e. If there is a fire, stay calm and call the appropriate emergency number for your campus or (911). Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- f. If the fire is small and it is safe to do so, you may attempt to fight it with a fire extinguisher.
- g. Ensure that you have an escape route.
- h. Stand 6 to 8 feet from the fire.
- i. If the fire is large, very smoky, or spreading rapidly, sound the fire alarm and leave the building immediately.
- j. Inform others in the building who may not have responded to the alarm to leave immediately.
- k. The alarm may not sound continuously. If the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building.
- l. Do not block fire exits and ensure they are easily accessible. In the event of a fire, blocked exits can be deadly.
- m. If smoke is in the air, stay low to the ground. Smoke rises, and the air near the floor will be less toxic and easier to breathe.
- n. Individuals who use wheelchairs or have mobility issues should prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

UTILITY FAILURE:

In the event of a utility failure, such as a power outage, gas leak, or water supply interruption, there are several steps you can take to ensure your safety and minimize disruption.

- a. **Stay Calm and Assess the Situation:** Remain calm and take a moment to assess the extent and nature of the utility failure. Determine if it affects only your immediate area or is a widespread issue.
- b. **Report the Utility Failure:** Contact the San Diego Community College District Police Department to inform them of the situation.
- c. **Check for Safety Hazards:** Be cautious and check for any safety hazards caused by the utility failure. Look for exposed wires, gas leaks, or other potential dangers. If you detect any immediate threats to your safety, evacuate the area and inform others to do the same.
- d. **Stay Informed:** Stay connected to the campus emergency alert systems, local news, or social media. Check for instructions, announcements, and guidance on what to do or estimated timelines for restoring services.
- e. **Help Others:** Check on your colleagues, particularly those who may require assistance during a utility failure. Offer support and help where needed, especially to individuals with special needs or limited mobility.

POWER OUTAGE:

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to the designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

For any emergency that is not covered in this plan:

Call Campus Dispatch at 619-388-6405 or call 911

Emergency History Record

In the space below, describe **emergencies which have occurred**. Include the date, the location within the building, the number of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence.

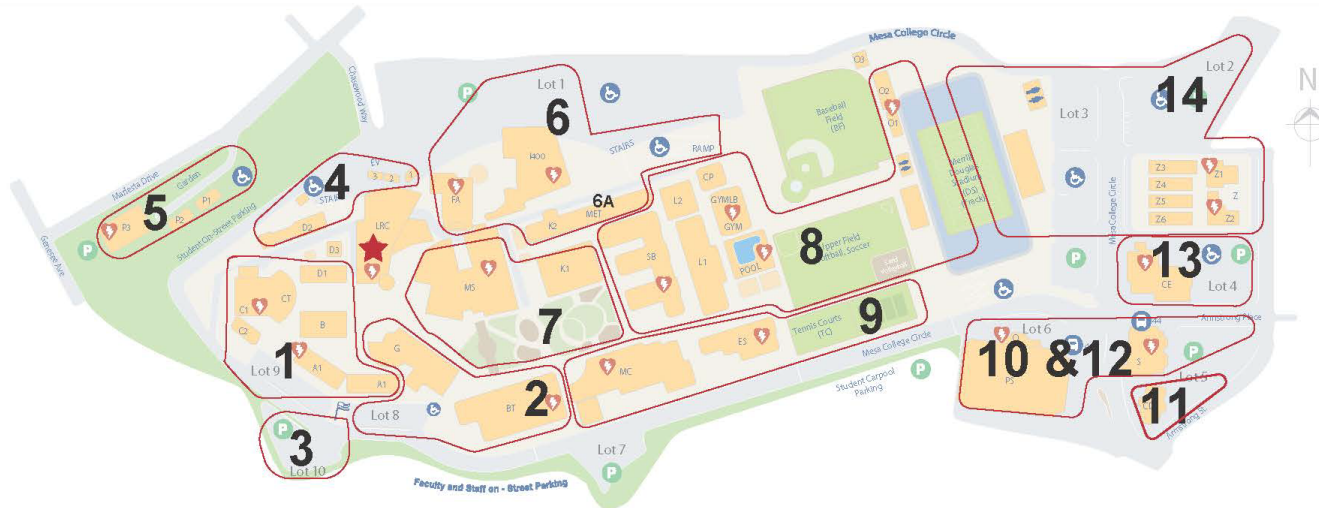
EXAMPLE: 9/8/11 - Regional Power Outage occurred at 3 p.m. Campus-wide evacuation, evening classes canceled; immediate cause unknown. Buildings secured at 7:30 pm.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Appendices

- **Campus Evacuation Zone Map**
- **Classroom Emergency Quick Guide**
- **Building Evacuation Observation Report**
- **Telephone (bomb) Threat Report (from DHS)**

SAN DIEGO MESA COLLEGE Campus Evacuation Zones



In case of emergency, please report immediately to the designated location point according to your building evacuation area.

Evac. Zone	Building	Location Point	Evac. Zone	Building	Location Point
1	A, B, C, and D100	Lot #9	8	Social Behavioral Sciences (SB), Athletics (L100, Gym, Pool, O), Facilities Services (L200), Stadium West	Upper Field
2	Business Technology (BT), and Humanities (G)	Lot #8	9	Mesa Commons (MC) and Exercise Science (ES)	Tennis Courts
3	Learning Resource Center (LRC) ★	Lot #10	10	Campus Police, Parking Structure	Lot 5 North
4	D200 and English Village	Lot #11	11	Child Development Center (R)	Lot 5 South
5	Veterinary Technology (P100-P200-P300)	Organic Garden	12	Allied Health (S100)	Lot 5 North
6	Fine Arts (FA) and Student Services (I400)	Lot #1	13	Continuing Education	Lot #4
6A	MET HS	Lot #1	14	Architecture (Z100) and Stadium East	Lot #2
7	K100 and Math and Natural Sciences (MS)	Mesa Commons Quad			

In the event of an emergency evacuation:

Remain calm and walk quickly to the nearest exit; Do NOT use elevators. Make sure all students have evacuated classrooms/labs. Once outside, proceed to the designated Evacuation Zone Wait for instructions.

Do not reenter the building until instructed by College Police/other emergency personnel. Keep roadways and walkways clear for emergency vehicles.

San Diego Mesa College CLASSROOM EMERGENCY QUICK GUIDE

Faculty and staff play an important role in guiding students in the event of an emergency. The information below is intended to assist faculty with emergency preparedness in a classroom or laboratory and the following information should be reviewed with students at the beginning of each semester.

WHAT TO KNOW AT THE BEGINNING OF A NEW SEMESTER

- ✓ **BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS**
 - Building evacuation routes and the evacuation assembly point should be posted in this room and may also be reviewed on the school of Math and Science homepage. Printed plans are located throughout the building. If you cannot find the appropriate documents contact: Dean Saeid Eidgahy x2795
 - *The current evacuation point is in the open space between the G and B buildings and the rose garden. It is the responsibility of all staff and faculty to check in with the Evacuation Area Coordinator.**
- ✓ **BUILDING DOORS AND WINDOWS**
 - Become aware of how building doors and windows operate. In the event of an alarm some doors in the building may automatically close.
- ✓ **EMERGENCY COMMUNICATION**
 - Dial 619-388-6405 or any button on an emergency panel (red) and you will be connected to campus police dispatch. Or call 9-9-1-1 from any campus phone for emergencies.
- ✓ **EMERGENCY NOTIFICATION**
 - Information about a campus/building emergency will be initiated as soon the situation allows and may be communicated using a variety of methods, including text message, outdoor/indoor loud speakers, Mesa's Home page <http://www.sdmesa.edu/>, Facebook, Twitter, or recorded on the main school phone line 619-388-2600.
 - **Signup to receive emergency notification via text message through WebAdvisor at webadvisor.sdccd.edu.**

WHAT TO DO DURING A DRILL OR AN ACTUAL EMERGENCY

- ✓ **BUILDING ALARM — EVACUATE**
- ✓ **FIRE — EVACUATE**
- ✓ **POWER OUTAGE — EVACUATE IF INSTRUCTED TO DO SO**
- ✓ **EARTHQUAKE — DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL (PROTECT HEAD AND NECK)**
- ✓ **HAZARDOUS MATERIAL RELEASE (INDOORS) — EVACUATE**
- ✓ **HAZARDOUS MATERIAL RELEASE (OUTDOORS) — SHELTER IN PLACE**
- ✓ **EVACUATION PROCEDURES**
 - Secure any hazardous materials or equipment before leaving.
 - Take personal belongings.
 - Evacuate using the nearest exit.
 - WALK — DO NOT RUN. DO NOT USE ELEVATORS.
 - Assist individuals with disabilities.
 - Assemble at your evacuation assembly point unless otherwise instructed.
 - Provide emergency personnel with relevant information.
 - Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.
- ✓ **SHELTER IN PLACE PROCEDURES**
 - Stay inside the building and proceed to a safe place.
 - If you are in a room with a door, make sure the door is closed and locked.
 - Silence cell phones.
 - If you are in a room with a window, make sure the window is closed.
 - Remain where you are until further direction from emergency personnel.
- ✓ **ACTIVE SHOOTER / VIOLENT INTRUDER — SHELTER IN PLACE OR EVACUATE IF SAFE TO DO SO.**
NOTE: SHELTER IN PLACE AND EVACUATION PROCEDURES ARE DIFFERENT FOR THIS TYPE OF SITUATION.

SAN DIEGO MESA COLLEGE

**Building Emergency Evacuation Plan (BEEP)
Observation Report**

Date: _____

Building/Floor: _____

Observer: _____

Floors observed: _____

Time of alarm: _____

Time building evacuated: _____

Did you hear the alarm? _____

Did all corridor doors close? _____

Were there any corridor obstructions? _____

Staff Response: ____ Good, ____ Delayed, ____ Needs Improvement, ____ None

Staff Attitude: ____ Good, ____ Needs Improvement,

Was Staff confused? ____ Yes, ____ No, ____ Somewhat

Were all visitors/public orderly evacuated? ____ Yes, ____ No, ____ Somewhat

Were Classes Dismissed? ____ Yes, ____ No

Please write down any other comments, observations and or recommendations you may have below: _____

BOMB THREAT PROCEDURES

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible with the checklist on the reverse side of this card.

If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable. From a different phone, call 911 immediately.
7. Complete the Bomb Threat Call Checklist (reverse side). Write down as much detail as you can remember.

If a bomb threat is received by handwritten note:

- Do not handle the note unless absolutely necessary.

If a bomb threat is received by e-mail:

- Do not delete the message.

Signs of a suspicious package:

- No return address
- Strange odor
- Excessive postage
- Strange sounds
- Poorly handwritten
- Foreign postage
- Misspelled words
- Restrictive notes
- Stains
- Unexpected delivery
- Incorrect titles

DO NOT:

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.



WHO TO CONTACT:

While on federal property:
Federal Protective Service MegaCenter
1-877-437-7411

DIAL 911 FOR EMERGENCIES

U.S. Department of Homeland Security
Federal Protective Service

Connect @FPSDHS
on social media

Learn more at DHS.gov/FPS

Scan QR code to visit
DHS.gov/Publication/YourSafetyOurPriority



Personal Safety & Security
**YOUR SAFETY
OUR PRIORITY**



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.):
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Crackling voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	Other information:	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

*Courtesy of Cybersecurity & Infrastructure Security Agency (CISA)

FOLD