San Bernardino
Valley College

IN CASE OF EMERGENCY

DIAL CAMPUS EXTENSION

4491

OR CALL (909) 384-4491 FROM ANY OFF-CAMPUS TELEPHONE

PLEASE GIVE THE BUILDING NAME & ROOM NUMBER YOU ARE CALLING FROM

THIS LINE IS FORWARDED TO THE SAN BERNARDINO COUNTY SHERIFF'S DISPATCH CENTER AFTER NORMAL BUSINESS HOURS

REVISED 10/2011

INTRODUCTION

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PURPOSE OF THIS FLIPCHART

The San Bernardino Valley College 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

INTRODUCTION

AIRPLANE or VEHICLE CRASH

IN CASE OF EMERGENCY DIAL

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- **Notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- **Move staff and/or students away from immediate vicinity of the crash**
- **If necessary, evacuate staff and/or students from the building to a safe evacuation area away from the crash scene**
- **Check to ensure that all staff and/or students have evacuated**
- **Maintain control of the staff and/or students to ensure a safe distance from the crash site**
- **If trained, initiate first aid for any injured staff and/or students**
- **Remain in the evacuation area until further instructions are provided by College administration, DISTRICT POLICE, or emergency responders**

AIRPLANE or VEHICLE CRASH

ASSAULT/FIGHTING

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- Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491
- DO NOT attempt to separate combatants during a physical altercation
- From a safe distance, calmly direct combatants to stop fighting
- Note any observable weapons
- Try to keep combatants isolated from other staff and/or students if possible, until DISTRICT POLICE arrive
- If possible, assess extent of injuries and seek further medical support as needed

ASSAULT/FIGHTING

CHEMICAL OR HAZ MAT SPILL

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- **Any campus spillage of a dangerous chemical or hazardous material is to be reported immediately to the District Police Department at extension 4491 or (909) 384-4491.**

  When reporting, be specific about the nature of the involved material and the campus location. District Police will contact the necessary specialized authorities and medical personnel.

- **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 be contaminated because they were in the immediate area affected by the spill should avoid physical contact with others as much as possible, remain in the vicinity, and give their names to District Police. Required first aid and clean-up by specialized authorities should be started as soon as possible.**
- **To the best of your ability and without re-entering the building, assist District Police or College staff in their attempt to determine that everyone has been evacuated safely**
- **DO NOT return to a building unless it has been declared safe to do so by DISTRICT POLICE or College administration**

CHEMICAL OR HAZARDOUS MATERIAL SPILL

FIRE

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Upon discovery of an actual fire:

- **Pull a nearby fire alarm**
- **Notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491 and describe the location and size of the fire**
- **Evacuate the immediate area**
- **When the sound of a fire alarm is heard:**

  DO NOT use elevators to evacuate building

  DO NOT attempt to save possessions or collections at the risk of personal injury

  Report to a designated evacuation site away from the fire

  DO NOT re-enter a building unless it has been declared safe to do so by DISTRICT POLICE or College administration

- **Never allow the fire to come between you and the exit**

FIRE

BOMB THREATS

(KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE)

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- **If you receive a bomb threat, ask the caller the following questions:**
  1. **When and where is the bomb right now?**
  2. **When is the bomb going to explode?**
  3. **What kind of bomb is it?**
  4. **What does it look like?**
  5. **Why did you place the bomb?**
- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- **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 and radios because of risk of activating the device**
- **If a suspicious device or package is found. . . DO NOT TOUCH**
- **Clear the immediate area and notify the DISTRICT POLICE**
- **If directed to do so by DISTRICT POLICE OR College administration, evacuate staff and/or students to a designated evacuation area**

BOMB THREATS

EXPLOSIONS

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- In the event of an explosion, notify the DISTRICT POLICE DISTRICT POLICE immediately at ext. 4491 or (909) 384-4491 and take cover under tables, desks, and similar places that will give protection from flying glass and debris

- If directed to do so by DISTRICT POLICE or College administration, evacuate staff and/or students to a designated evacuation area
- Beware of falling debris and electrical wires as you evacuate
- DO NOT re-enter a building unless it has been declared safe to do so by DISTRICT POLICE or College administration

EXPLOSIONS

VIOLENT INTRUDER/WEAPON ON CAMPUS

IN CASE OF EMERGENCY DIAL

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REPORT ANY SUSPICIOUS PERSONS AND SITUATIONS TO THE DISTRICT POLICE AT EXT. 4491 OR CALL (909) 384-4491

IF A VIOLENT INTRUDER OR WEAPONS ARE OBSERVED:

- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- **Take note of the person's description/behavior/weapons and report the details to DISTRICT POLICE**
- **If directed by DISTRICT POLICE or College administration, implement LOCKDOWN procedures (attached)**
- **Remain in LOCKDOWN until DISTRICT POLICE or College Administration give an all clear command or instructions to EVACUATE to a designated evacuation zone.**

VIOLENT INTRUDER/WEAPON ON CAMPUS

LOCKDOWN

IN CASE OF EMERGENCY DIAL

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LOCKDOWN is a security measure used to prevent violent intruders from entering occupied areas of buildings, or to isolate staff and students from danger on campus. The order to LOCKDOWN will be communicated to students and staff working in buildings via the District 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 campus emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE, LOCKDOWN and EMERGENCY EVACUATION procedures.

If a LOCKDOWN order is given, you should:

1. **Immediately close and lock doors (if possible)**
2. **Close window shades or blinds if it appears safe to do so**
3. **Turn off the lights**
4. **Block any hallway windows (in doors) if it appears safe to do so**
5. **Move away from doors and windows, and get down on the floor to avoid discovery**
6. **Assist those needing any special assistance**
7. **Remain in the classroom, or secured area, and wait for further instructions from the DISTRICT POLICE or College administration**

LOCKDOWN

SHELTER-IN-PLACE

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SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff and/or students 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 to students and staff working in buildings via the District 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 campus emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE, LOCKDOWN AND EMERGENCY EVACUATION 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, office or secured space and wait for further instructions from the DISTRICT POLICE of College administration**

SHELTER-IN-PLACE

MEDICAL EMERGENCY & FIRST AID

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Is it a Emergency?

Respirations – difficulty or no breathing?

Pulse – weak or no heart rate?

Responsive – not awake /not alert?

TRUE EMERGENCIES*: Uncontrolled bleeding, head injury; broken bones; poisoning/ overdose; seizure; allergic reaction to insect, drug or food; persistent (3 min.) chest pain or pressure; numbness or paralysis of arm or leg(s); sudden slurred speech; major burns; intense pain.*

Communicate *(slow & clear)* to Campus Police: 909-384-4491

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** – San Bernardino Valley College, building Rm.#, phone number

Before help arrives, if safe, what you can do: STAY CALM, STAY WITH THE VICTIM, REASSURE & KEEP VICTIM COMFORTABLE.

Bleeding – apply pressure

Fracture - don't move the person unless they must be moved to avoid further injury

No Breathing or Pulse *(heart rate)* – CPR send someone for AED

Seizure – help to the floor, protect head; do not try to restrain

Choking- Heimlich Maneuver

Emotional Upsets/Suicidal - stay with person until help arrives

Impaled Object- don't remove; support with bandages

Vomiting – move person onto their side

Give assurance that help is on the way and stay at the scene until help arrive

Clear "on-lookers" from the scene

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

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Valley College staff will be called upon to be leaders in any evacuation scenario. Individual's technical expertise will be invaluable in emergency response roles where it is needed. Each instructor will be called upon to supervise their own class and should do the following:

- **Direct students to evacuate the building and proceed to the designated Evacuation Site (see EVACUATION SITE MAP)**
- **Immediately shut down all equipment in use**
- **Take personal items you can safely carry with you**
- **Shut all doors behind you as you leave**
- **Proceed as quickly as possible, in an orderly manner, to the designated EVACUATION SITE**
- **Accompany and assist handicapped individuals who appear to be in need of direction or assistance**
- **Once outside, move away from the structure and go directly to the designated EVACUATION SITE**
- **WATCH OUT for emergency response vehicles and keep roadways clear for them**
- **Seek medical attention for anyone injured or in need of first aid**

PERSONS WITH DISABILITIES

1. **Help individuals with disabilities to evacuate quickly and safely by assigning or serving as a "buddy" to lead them to the closest safe evacuation site.**
2. **If the elevator is not available, or it is unsafe to use them (DURING FIRE or EARTHQUAKE), direct wheelchair users to the top of the nearest staircase or the nearest designated area of rescue assistance.**
3. **Immediately notify a supervisor, Building Captain or other Emergency Personnel of the individual's whereabouts.**

NOTE: Multi-story buildings have emergency evacuation chairs to assist with the evacuation of wheel-chair users. Locations of these chairs are shown on the EVACUATION SITE map and the directions for its operation are shown on the chair itself. Two people should be present when moving anyone in an Evac+Chair.

EMERGENCY EVACUATION PROCEDURES

EARTHQUAKE

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<u>If an earthquake occurs while you are indoors</u>:

- **DROP, COVER and HOLD ON**
- **DO NOT evacuate immediately during the earthquake**
- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491 if you experience severe or prolonged seismic shaking or emergency help is necessary**
- **Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcase that could fall on you**
- **Be alert for natural gas leaks, live electrical wires or flooding, etc.**
- **Initiate evacuation when it is safe to do so, or as directed by DISTRICT POLICE or College administration**
- **Assist any persons with physical disabilities and find a safe place for them**
- **Protect yourself at all times and be prepared for aftershocks**
- **Proceed to a designated evacuation site**
- **DO NOT re-enter any building until it has been declared safe to do so by College administration**

<u>If an earthquake occurs while you are outdoors</u>:

- **DROP, COVER and HOLD**
- **Move quickly away from buildings, trees, utility poles or other structures that could fall on you**
- **Assist any persons with physical disabilities and find a safe place for them**
- **Protect yourself at all times and be prepared for aftershocks**
- **Be alert for natural gas leaks, live electrical wires or flooding, etc.**
- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491 if you experience severe or prolonged seismic shaking or emergency help is necessary**

<u>EARTHQUAKE</u>

DISASTER MANAGEMENT

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OVERVIEW

Should an emergency or other major disaster strike the SBVC 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. This Emergency Operations Team (EOT) will act on the behalf of the College, providing necessary resources and support, timely situation analysis and needs assessments. The EOT 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.

The SBVC 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.

DISASTER MANAGEMENT

FLOODING

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Low-lying areas of the campus are also prone to urban flooding. In the case of weather-related flooding District Police will monitor the National Weather Service and other weather advisories to determine necessary action.

If indoors:

1. **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. The Campus Administration will identify a temporary shelter to house materials**
2. **Be prepared to move your vehicle if certain parking areas are at risk of being flooded**
3. **Be prepared to evacuate your office at a moment's notice if your building lies in a known flood zone. If there is any possible danger or if given the order to do so, evacuate the building**
4. **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**
5. **Do not return to the building or work area until instructed to do so by District Police or Campus Administration**

If outdoors:

1. **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**
2. **Stay away from flooded areas unless authorities ask for volunteers**
3. **Stay away from downed power lines**
4. **Be aware of areas where flood waters may have receded and may have weakened road surfaces**
5. **Wash your hands frequently with soap and water if you come in contact with flood waters**

After the flood:

Only authorized 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. For information about the status of the campus in the event of a major service interruption access the Notification on the webpage. Do not throw away any flood-damaged items until an official inventory has been taken.

FLOODING

EVACUATION ZONE MAP

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EVACUATION ZONE MAP