

# Emergency Procedures

L.A. County Sheriff/Fire/Paramedic.....	9 + 911 from campus phone	..... 911 from cell phone
Campus Security .....	3490 from campus phones or dial 15 for operator.....	(562) 908-3490
Evening/\Weekend College.....	3405 from campus phone .....	(562) 908-3405
Facilities Services .....	3441 from campus phone.....	(562) 908-3441
President's Office.....	3403 from campus phone.....	(562) 908-3403
Student Health Services (Nurse) .....	3438 from campus phone.....	(562) 908-3438

If an Emergency, call 911 first; give college address and location on campus

**Rio Hondo College- Facilities Services, 3600 Workman Mill Road, Whittier, CA**

AUGUST 2011

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# BOMB THREATS

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 Evening weekend College ..... 3405 from campus phone..... (562) 908-3405  
 Facilities Services ..... 3441 from campus phone..... (582) 908-3441  
 President`s Office..... 3403 from campus phone..... (562) 908-3403  
 Student Health Services (Nurse..... 3438 from campus phone ..... (562) 908-3438

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**Rio Hondo College- Facilities Services, 3600 Workman Mill Road, Whittier, CA**

**DO NOT EVACUATE THE BUILDING UNLESS ORDERED BY CAMPUS SECURITY,**

## **ADMINISTRATORS OR EVACUATION LEADERS**

### **IF YOU RECEIVE A BOMB THREAT BY TELEPHONE:**

#### **1. Ask the caller to identify these factors:**

- a. Time of the planned explosion
- b. Type of bomb
- c. Location of the bomb
- d. Description of the bomb

#### **2. Record the following information:**

- a. Time of call
- b. Exact words of caller
- c. Gender and age of caller
- d. Behavior of caller, including speech characteristics
- e. Background noise or sounds

### **BOMB THREATS — LETTERS, PACKAGES, or OBJECTS:**

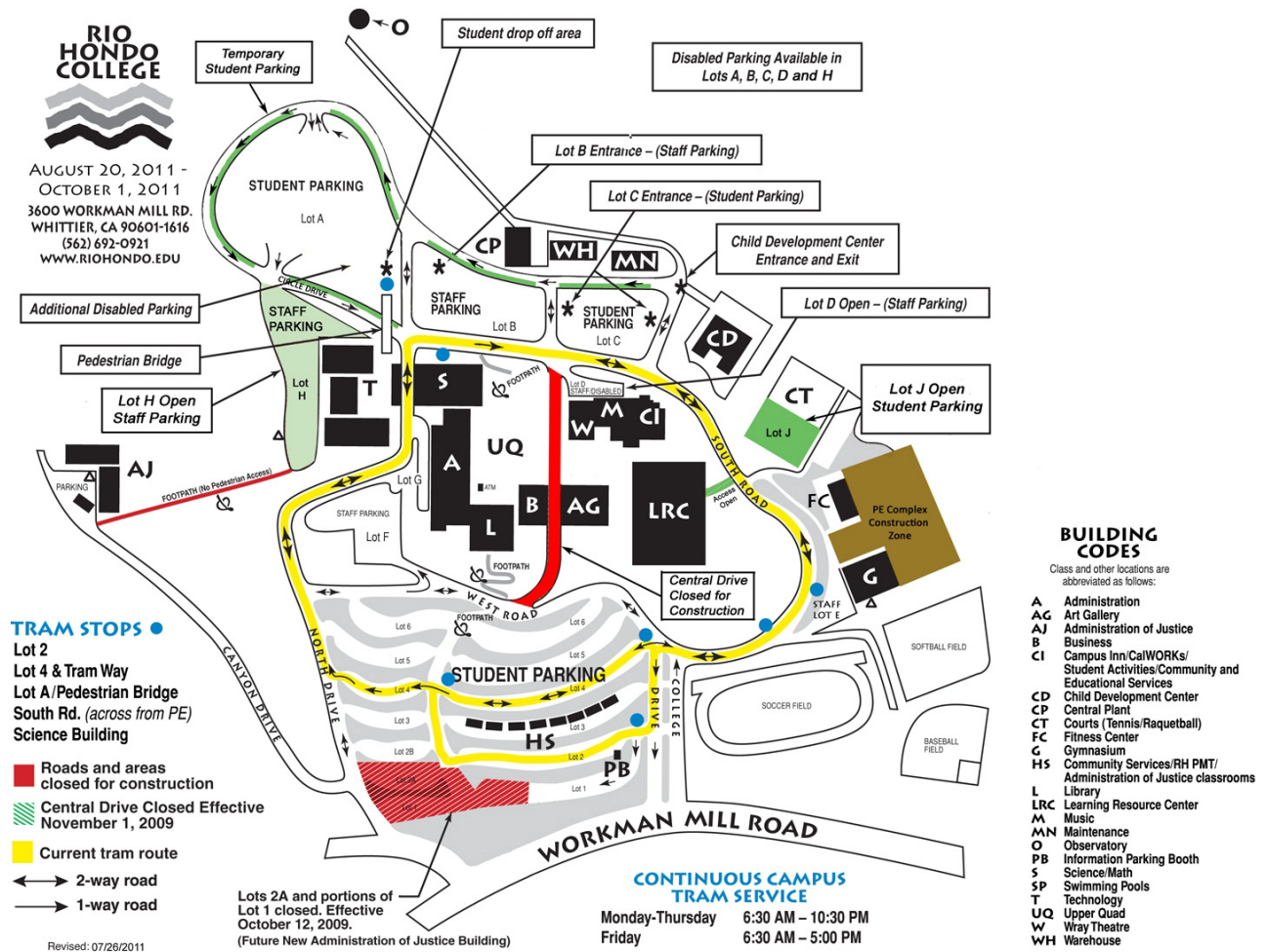
- 1. Do not touch a suspicious envelope, package, or object.
- 2. Evacuate all persons from the area.
- 3. Stop any person from entering the endangered area.
- 4. **CALL CAMPUS SECURITY 3490** (from campus phones)
- 5. Evacuation of disabled persons—Follow the directions when evacuating disabled persons.

### **CAMPUS SECURITY WILL BE IN CHARGE OF BUILDING I AREA SEARCHES**

**DO NOT EVACUATE** the building until ordered to do so.

# BOMB THREATS

# CAMPUS MAP



## CAMPUS MAP

# COMMUNICATION

1. Those administrators and/or staff with 2-way radios should switch to **channel one** and communicate with Campus Security.
2. Major decisions will come from the Emergency Operations Center (EOC) when it is activated.
3. BECs and BELs should await directions from the EOC or Campus Security. BECs and BELs are to aid in communicating to their areas in case the decision is made to evacuate students from buildings to designated safe locations.
  - A. EOC will coordinate operations with Campus Security and Facilities Services.
  - B. Upon notification, Campus Security will notify all divisions and departments. During the day, Deans will coordinate with Campus Security on notifying students and staff that the campus is closed. During the evening, Campus Security will notify students and staff in all areas that the campus is closed.
  - C. Notification will take place via alert systems.

## COMMUNICATION

# EARTHQUAKE

1. **STAY CALM** - Do not panic or run.

2. **Remain where you are: Indoors or Outdoors.**

## 3. INDOORS:

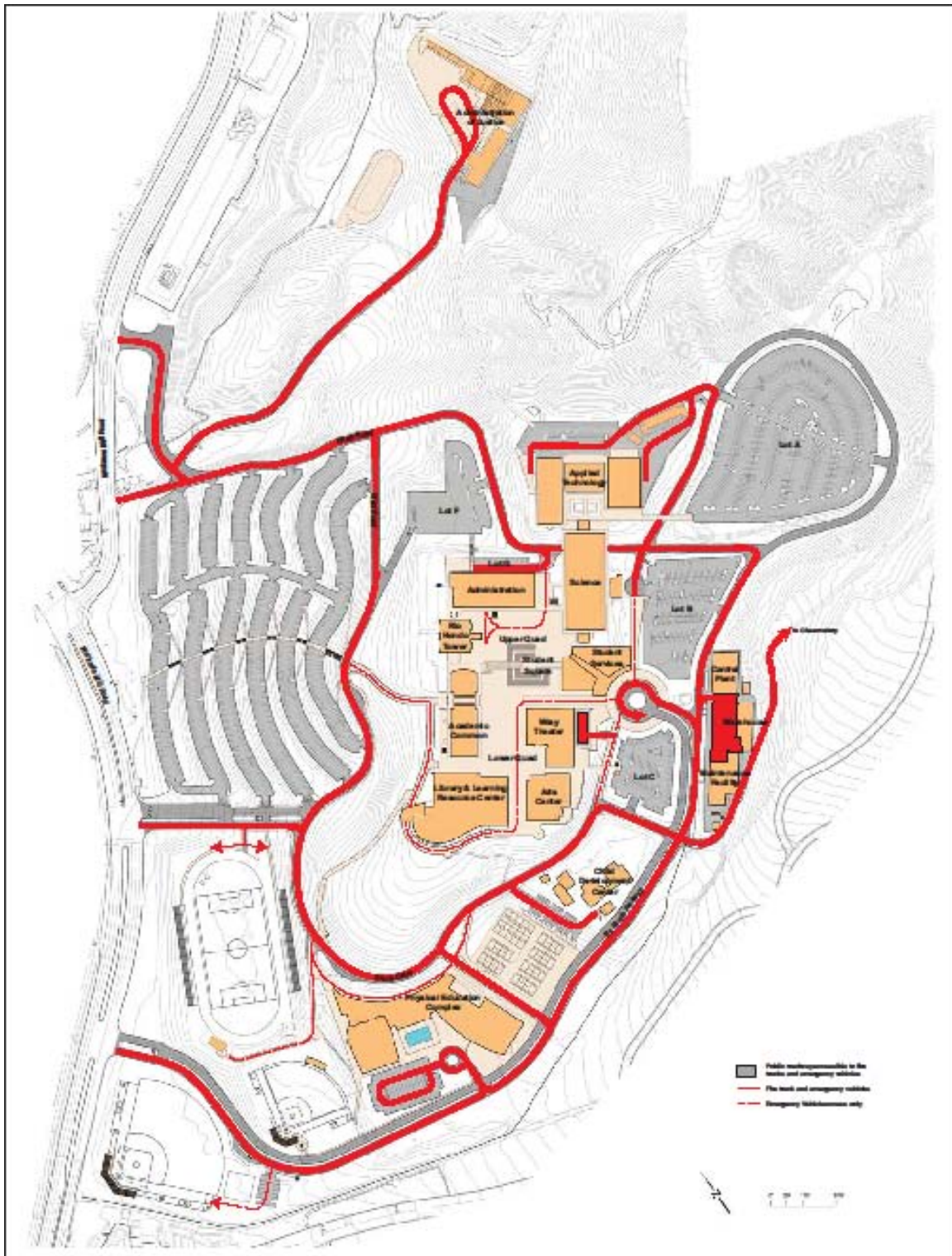
- a. **DUCK, HOLD, and COVER** — Under a desk or sturdy table.
- b. **Hold onto desk or table.** If it moves — move with it.
- c. **Stay away from** windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall.
- d. **Watch for** falling plaster or ceiling tiles.
- e. **Stay under cover** until the shaking stops.
- f. **If in a multistory building** and you are NOT NEAR a desk or table, move against an interior wall and protect your head with your arms.
- g. **DO NOT USE THE ELEVATOR.**
- h. **Do not be surprised** if the fire alarm or sprinkler system is engaged.
- i. **If in a library or office area**, DO NOT rush for an exit. Move away from bookshelves and display cases containing objects that could fall.
- j. **If in a stadium or theater-type seating**, stay in your seat and protect your head with your arms. DO NOT try to leave until the shaking is over.
- k. **If in a wheelchair, stay in it and move to cover.** If possible, lock your wheels and protect your head with your arms.

## 4. OUTDOORS:

- a. **Get as far away from buildings as possible.**
  - b. **Go to a clear area** and stay away from walls, light poles, and downed wires.
  - c. **If on sidewalks near a building**, duck into a doorway to protect yourself from falling objects and debris. The greatest point of danger is just outside of doorways and close to an outer wall.
6. **DO NOT EVACUATE** - unless instructed to by Campus Security, administrators, or the situation requires an immediate evacuation.

# EARTHQUAKE

# EMERGENCY ACCESS AND CIRCULATION

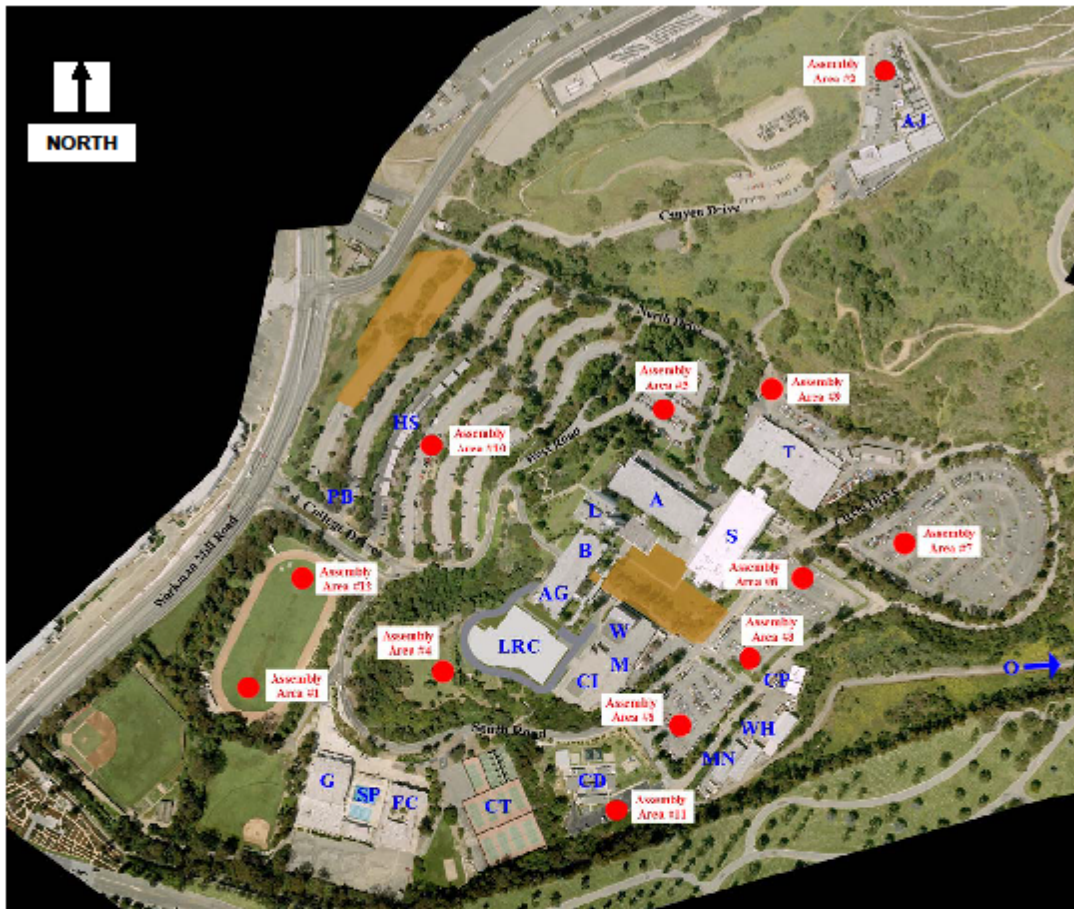


## EMERGENCY ACCESS AND CIRCULATION



## MAP OF EMERGENCY ASSEMBLY POINTS

Effective January 11, 2010



### CONTROL POINT LOCATIONS/ASSEMBLY AREA ●

<u>LOCATION #</u>	<u>EVACUATION AREA</u>	<u>POINT OF ORIGIN</u>
1	Soccer Field	"G", "SP", "FC", "CT" - Physical Education Facilities
2	Parking Lot	"AJ" - Police Academy
3	Parking Lot C	"W" - Wray Theater, "M"-Music and "CI" - Campus Inn
4	LRC Field	"LRC"- Learning Resource Center, "B" – Business and "AG" - Art Gallery
5	Parking Lot F	"A" – Administration and "L" – Library Tower
6	Parking Lot C	"MN", "WH", "CP", - Maintenance Area and "O" - Observatory
7	Tech Quad	"S" - Science - 2 <sup>nd</sup> /3 <sup>rd</sup> floors North
8	Parking Lot B	"S" - Science – 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> floors South
9	Parking Lot H	"T" - Technology
10	Parking Lot 3	"HS" - HS Buildings
11	Center Parking Lot	"CD" - Child Development Center
12	Soccer Field	"CD" - Child Development Center (Secondary Pick-up Area)

## EMERGENCY ASSEMBLY POINTS

# **EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION**

If the situation requires, Facilities Services and/or Incident Commander will activate the Emergency Notification List for authority to establish an Emergency Operations Center. The College President or assigned Administrator has the authority to activate an EOC.

## **EMERGENCY OPERATIONS CENTER LOCATIONS**

1. **PRIMARY** — Board Room (BR)
2. **SECONDARY** — Administration of Justice (AJ)
3. **TERTIARY** — Mobile Command Vehicle — Admin of Justice

## **EMERGENCY INCIDENT COMMAND**

**Mobile Command Vehicle-** Admin of Justice

EMERGENCY OPERATIONS CENTER (EOC)

**EVACUATION**



# HEARING & VISUALLY IMPAIRED

All staff and students are to remain in their assigned area until Campus Security or administrative personnel give the order to evacuate. Fire alarms will signal all building evacuations except bomb threats. Campus Security and staff will evacuate buildings or areas if bomb threats occur.

## HEARING IMPAIRED

Persons with impaired hearing **MAY NOT** perceive emergency alarms.

1. Turn light switch ON and OFF to gain attention.

2. Gesture

a. What is happening

b. What to do

-OR-

1. Define the emergency on paper or blackboard.

2. Give nearest evacuation route — see posted map.

## VISUALLY IMPAIRED

Most visually impaired persons will be familiar with the immediate area they are in.

1. Tell the person the nature of the emergency.

2. Offer to guide him/her. (This is the preferred method when acting as "Sight Guide.")

3. As you walk, tell the person where you are and advise of any obstacles.

4. When you have reached safety, orient the person to where he/she is.

5. Ask if any further assistance is needed.

## EVACUATION- HEARING & VISUALLY IMPAIRED

# EVACUATION NON-AMBULATORY PERSONS

**IMPORTANT:** People in wheelchairs who have respirators attached **MUST** have priority assistance if there is smoke or fumes as their ability to breathe is seriously jeopardized.

**WARNING:** Some people have **limited ability** to move. **Lifting them may be dangerous to their health!** ALWAYS consult the person **first** as to their needs.

## Evacuation WITHOUT a chair:

### THINGS TO CONSIDER ...

1. **Ways of being removed** from chair.
2. The **number of people required** for assistance.
3. Whether to **extend or bend extremities** when lifting because of pain, catheter, leg bags, or braces.
4. Whether a stretcher, chair with cushion pad, car seat, or paramedics assistance will be needed **after evacuation**.
5. If trained, use Stryker Chairs as appropriate.

## Evacuation WITH a chair:

1. **Powered chairs** — turn off motor and remove batteries before transporting.
2. **Secure person in the chair** with seat belt or waist belts, and lock foot rest.
3. **Many wheelchairs have weak or movable parts** which are NOT constructed to withstand the stress of lifting.
4. Lift chair using RIGID FRAME AREAS ONLY (such as hand grips on the back of the chair and leg bars) if being carried forward or backward down a flight of stairs.

**IF CARRYING DOWN MORE THAN TWO FLIGHTS OF STAIRS, A RELAY TEAM MAY BE NEEDED.**

EVACUATION NON-AMBULATORY PERSONS

# FIRE

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Presidents Office ..... 3403 from campus phone..... (562) 908-3403

Student Health Services (Nurse)..... 3438 from campus phone..... (562) 908-3438

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## **FOLLOW THESE DIRECTIONS WHEN DEALING WITH A FIRE:**

- 1. Sound the FIRE ALARM!**
- 2. Attempt to put out small extinguishable fires by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and sweep from side to side.**
- 3. Evacuate the building if unable to control or extinguish the fire.**
- 4. DO NOT use elevators for an evacuation.**
- 5. Crawl or stay near the floor while evacuating a smoke-filled building.**
- 6. DO NOT OPEN ANY DOOR THAT FEELS HOT.**
- 7. Assist the evacuation of any injured or disabled persons.**
- 8. Close doors when exiting the building.**
- 9. Report ALL fires to Campus Security, even if you were able to extinguish the fire before any damage occurred.**

FIRE

# GUNFIRE OR THREAT OF A SHOOTER

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## OUTSIDE BUILDINGS:

1. If outside, take any available cover.
2. Try to make yourself as small a target as possible.
3. Stay quiet until help arrives.
4. Exit area only if safe.

## INSIDE CLASSROOM/BUILDINGS

1. If inside a classroom or building, determine the nearest exit away from the direction of the gunfire or possible shooter.
2. If possible, proceed to that exit and leave the building.
3. Once outside the building, use any available cover and continue to move away from the building slowly — DO NOT RUN.
4. Along the way spread the alarm to others that may be going toward the effected building.
5. Call 911 and/or contact Campus Security as soon as possible.

If confronted with an imminent threat of bodily harm (such as a person inside a classroom with a gun, threatening to shoot), it may not be possible to depart the immediate area.

1. Follow any orders given. .
2. Do not resist or provoke the person, or do anything that might cause the situation to worsen.
3. Try to be observant about the physical description of the person, including clothing worn and weapon(s) used. Your information could be important if the person flees.

## GUNFIRE OR THREAT OF A SHOOTER

# MEDICAL EMERGENCIES

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## **FOLLOW THESE DIRECTIONS WHEN REPORTING AN EMERGENCY:**

1. Identify the location of the ill or injured person.
2. DO NOT move the person unless absolutely necessary.
3. Stop any bleeding by applying firm pressure on the wound.
4. Restore breathing by clearing the person's air passage and perform mouth-to—mouth resuscitation, CPR, or AED (if qualified).
5. Keep the person warm, quiet, and comfortable.
6. Stay with the person until help arrives.

## **FIRST AID FOR SEIZURES**

1. Remain calm. The seizure is painless to the individual.
2. Do not try to restrain the victim or interfere with their movement in any way.
3. Clear area around the victim to prevent injury.
4. DO NOT force anything between the victim's teeth.
5. Turn the victim's head to the side to prevent choking.
6. Contact Campus Security as soon as possible.

## MEDICAL / FIRST AID EMERGENCIES

# POWER BLACKOUTS

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## **FOLLOW THESE DIRECTIONS WHEN REPORTING POWER BLACKOUTS:**

1. Assist persons with disabilities when evacuating a building. If trained, use Stryker Chairs as appropriate.
2. Science faculty and staff should secure laboratory experiments, activities, and equipment that might present a potential danger.
3. Leave light switches "ON."
4. Unplug any and all equipment that could be damaged by a power surge when power is restored.

**CLASSROOMS WITH WINDOWS AND NATURAL LIGHT — Continue classes if possible.**

**CLASSROOMS WITHOUT WINDOWS — Instructors should evacuate the building using the posted evacuation map.**

## **POWER BLACKOUTS**



# STRYKER EVACUATION CHAIRS



## STRYKER EVACUATION CHAIRS LOCATED NEAR:

L – 3<sup>rd</sup> Floor Lobby

L – 4<sup>rd</sup> Floor Lobby

L – 5<sup>rd</sup> Floor Lobby

LR – 207

LR – 223A

S – 205

S – 336

## STRYKER EVACUATION CHAIRS