

MSJC | Mt. San Jacinto
College

EMERGENCY PLANNING GUIDE



Mt. San Jacinto Community College District

Phone numbers - 24 hours/day, 7 days a week
ALL EMERGENCIES (Police, Fire, Paramedic): Call 911

Campus Safety: (951) 639-5188

Campus Safety Deaf or Hard of Hearing Text Message Option: (951) 537-7832

Riverside County Sheriff Non-Emergency: (800) 776-1099

Menifee Police Department Non-Emergency: (951) 677-4964

Banning Police Department Non-Emergency: (951) 922-3170

California Highway Patrol Non-Emergency: (800) 835-5247

In any emergency police, fire, medical, or mental health situation, call 911 to report a crime, fire, serious injury/illness, or any incident requiring immediate response.

EMERGENCY — PHONE NUMBERS



STAFF AND FACULTY

Staff and faculty duties are as follows:

- 1) Take roll or ensure there is an accountability system for determining who is under your supervision at any given time.
- 2) Communicate necessary information to all students, staff, and investigating agencies.
Discuss procedures with students and staff.
- 3) Help with any emergency procedures such as evacuation, lockdown, shelter-in-place, etc.
- 4) Provide emergency guidance to students and other staff.
- 5) React as calmly as possible during an emergency and follow the directions of their Building/Area Captain, department head or the Incident Commander.
- 6) Know what individuals in your class or office may need extra assistance in evacuations.
- 7) Know location of the building's evacuation routes and emergency resources (fire extinguishers, evacuation chairs, AEDs, etc.)



CLASSROOM EVACUATION PLAN

Evacuation plan is as follows:

- 1) Evacuation team leader is the instructor.
- 2) Evacuation routes are posted on the wall. Evacuation chairs are available in buildings over two (2) stories.
- 3) Duties of the team leader during an evacuation:
 - a) Quickly remind class of evacuation procedure.
 - b) Remind class of established emergency assembly area and safely lead them to this location.
 - c) Take attendance.
 - d) Report to assigned Building/Area Captain to provide outcome of attendance (missing students, injured students, etc.)

General Evacuation procedures:

- 1) Give special needs individuals priority, unless it will hinder the evacuation of a majority of the occupants.
- 2) In case of fire, utilize available fire extinguisher to try to put the fire out, if safe to do so.
- 3) Direct class to calmly evacuate.
- 4) Follow all procedures, including reporting to Building/Area Captain the outcome of your attendance accountability.



EVACUEE GUIDELINES FOR STUDENTS & STAFF

Evacuation plan is as follows:

- 1) When asked to evacuate the building – start evacuation immediately – do not speculate – wait to ask questions until after evacuation.
- 2) Close desk/cabinet drawers to clear passageway for easy evacuation.
- 3) Shut off any electrical equipment.
- 4) Terminate all phone calls immediately.
- 5) Walk. Do not run. Do not panic.
- 6) Only take personal belongings (purse/wallet) if they are easily accessible. If not, leave them behind and evacuate quickly.
- 7) Last person out of the classroom or office should close doors.
- 8) Report to assigned emergency assembly area for further instructions.
- 9) Do not use elevators.



FLOOD

- 1) Call Campus Safety at (951) 639-5188 – they will call the necessary agencies/individuals.
- 2) Director of Maintenance and Operations will:
 - a) Determine the extent of the flood.
 - b) Work with executive cabinet/incident command to close the campus, as necessary.
 - c) Work with executive cabinet/incident command to evacuate designated buildings, as necessary.
 - d) Direct the assessment of the affected areas.
 - e) Determine if gas and electrical need to be shut off and will execute as necessary.
- 3) The President/Superintendent or designee will notify Board of Trustees.
- 4) Depending on the decisions made, staff and students may be requested to evacuate or shelter-in-place.
- 5) Follow any directions given by Campus Safety, Building/Area Captains, or provided by mass notification systems (ReGroup, AlertUs, intercom systems, bullhorns, etc.)



FIRE

- 1) Be familiar with the Evacuation Plan.
- 2) Evacuate by following the Evacuation Plan.
- 3) Be familiar with fire extinguisher locations. Use extinguisher if possible.
- 4) Assign a person to call Campus Safety at 951-639-5188 or dial 911.
- 5) If you discover a fire, close the door where the fire is located. Sound the fire alarm located in hallways.
- 6) Keep access to roads and entrances/exits open.
- 7) Once at emergency assembly area, take roll. Faculty and staff should report to the assigned Building/Area Captain.
- 8) Do not re-enter an evacuated building unless cleared by Campus Safety or Law Enforcement for safe re-entry.

FIRE



BOMB THREAT

If you receive the threat via phone, if possible, obtain information from caller and keep caller on the line

Delay call with such statements as - “I am sorry; I did not understand you” and “What did you say?”

Ask questions such as - “Where is the bomb located?”, “What kind of bomb is it?”, “When it is set to detonate?”

Note the following if possible:

- a) Perceived gender and age of caller, and any other characteristics of the caller.
- b) Voice quality: Calm, excited, accent, or speech impediment.
- c) Background noises: music (type), trains or traffic.
- d) Get as much information from the caller as possible.

Notify Campus Safety at (951) 639-5188, or call 911

Campus Safety will contact necessary individuals at the campus and District level.

District/Campus Administration or Campus Safety may decide to evacuate building.

During a Bomb Threat, staff and students may be asked to evacuate, shelter-in-place, or lockdown. In these situations, staff and students should follow the instructions of Building/Area Captains, Campus Safety, Law Enforcement or information provided by mass notification systems (ReGroup, AlertUs, intercom systems, bullhorns, etc.).



EARTHQUAKE

In the event of an earthquake:

- 1) Keep calm.
- 2) Stay in building.
- 3) Take shelter under table, desk, doorway, or similar places. If no shelter is available, use book, notebook, or other surface to protect head and neck.
- 4) Keep away from overhead fixtures, windows, skylights, filing cabinets and bookcases.
- 5) If outside, stay in the open away from buildings or things that can fall on you.
- 6) Do not use elevator.

If evacuation is ordered:

- 1) Evacuate as per Classroom Evacuation Plan.
- 2) Beware of falling debris and electrical wires as you exit.
- 3) Proceed to evacuation area.
- 4) Take precautions against additional shock waves.
- 5) Follow all emergency instructions.

After earthquake:

- 1) Evacuate when feasible and go to a safe, open area.
- 2) Report to Building/Area Captain as soon as students and staff are secured.
- 3) Note any individuals who are unable to evacuate and report their location to Building/Area Captain.
- 4) Use common sense in dealing with the crisis.
- 5) Turn on radio (preferable battery operated), TV or MSJC Social Media/Website for emergency news.
- 6) Stay out of damaged buildings. Aftershocks can shake them down.
- 7) Please use cell phones sparingly as cell towers will be overwhelmed with emergency calls. ***Text! Don't make phone calls.***



ACTIVE SHOOTER

If a lockdown with an active shooter at a MSJC campus is announced:

Outside buildings:

- Move to first available lockable room. Remain in the secured area until further instructions are given.
- Run/Escape off campus to a safe location. Those who decide to leave campus will call/email/text their instructor/supervisor to report their location.

Inside buildings:

- Go to door and lock if safe to do so. If safe, hold door open and direct as many students, staff and visitors in as possible.
- Note whether door opens IN or OUT. This is crucial in building a barricade.
- Build a defensible space within the classroom. Barricade the door if unable to lock. The room will need to be better barricaded if there is evidence that physical force is imminent.
- If safe, direct students to help in the classroom to:
 - Cover windows
 - Move away from windows
 - Turn-off/silent all cellular phones. Leave one cell phone accessible at all times for communication with law enforcement or administration. **STAY OFF PHONES AND SOCIAL MEDIA.**
- The only reason individuals in the classroom should use a phone is to provide information on the following:
 - Location of the perpetrator
 - Provide a description of the perpetrator
 - Someone needs immediate medical assistance
- Find items that can be used to defend yourself and others – and develop a plan to defend if the perpetrator enters the room.
- Keep calm.
- If safe to do so, monitor e-mail, texts and/or website for updated information or requests for information with the designated phone (preferably, using the instructor's phone).

Do not open the door for anyone. Law Enforcement will have keys or methods of breaching the door. If in doubt as to whether the person opening is a law enforcement officer, ask for their name/badge number and if possible, get on the phone with dispatch to confirm their identity.

Law Enforcement may come in with their guns drawn. If law enforcement enter, have arms raised above head and do not make any sudden movements.

Comply with ALL Law Enforcement instructions.

ACTIVE ASSAILANT



RIOT AND CIVIL DISORDER

- 1) Contact Campus Safety immediately at (951) 639-5188 or call 911.
- 2) During a Riot/Civil Disorder incident, staff and students may be asked to Lockdown or evacuate. Please follow all instructions of Building/Area! Captains, Campus Safety, Law Enforcement or provided by mass notification systems (ReGroup, AlertUs, intercom systems, bullhorns, etc...
- 3) Report individual(s) attempting to destroy or damage District property via cell phone, email or any other means of communication.
- 4) Follow instructions given by Superintendent/President, designee or incident Commander.

CALL 911 IN AN EMERGENCY

- 1) Speak slowly and controlled. Don't panic or yell.
 - 2) Give your name and position with the District.
 - 3) Give exact location, if possible (campus, building name and/or area, room number, etc.).
 - 4) State exact nature of problem.
 - 5) Give call-back phone number, when possible.
 - 6) When using 911: State what emergency unit you need - i.e., fire, paramedics or police.
- » These six (6) steps are the minimum information needed by a dispatcher before emergency units can be sent.
 - » Make sure to identify which campus you need assistance.
 - » Following the above steps will save time and possibly lives.



INFORMATION POLICY

It is the Mt. San Jacinto Community College District Board of Trustees' intention to provide the College community with vital information regarding emergency procedures.

Authorized representatives of all information media, including the press, radio and television, will receive full cooperation from the Mt. San Jacinto Community College District in the performance of their duties.

This will include:

- 1) Equal access to information, prepared statements, or other data of concern, not expressly denied by Education Code for the State of California
- 2) Reasonable access to the facilities necessary to report the occurrence.
- 3) Conducted access to the scene of the occurrence.
 - a) All statements to the news media shall be the responsibility of the President/Superintendent or designee through the Public Information Office.
 - b) Complete responsibility for all on-the-scene press facilities, including conducted access to the disaster area will be vested in the Superintendent/ President or designee through the Public Information Office.

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