



## **EMERGENCY PROCEDURES**

EMERGENCY PHONE NUMBERS .....	1
CHEMICAL & BIOLOGICAL SPILLS .....	2
QUAKE SAFETY .....	3
MEDICAL EMERGENCIES .....	4
FIRE SAFETY.....	5
BOMB THREAT .....	6
UTILITY FAILURE .....	7
ACTIVE SHOOTER INFORMATION .....	8
THREATENING OR VIOLENT BEHAVIOR .....	9
BUILDING EVACUATION.....	10

### **EMERGENCY PHONE NUMBERS**

**Fire / Paramedic / Police:**  
**Emergency 9-1-1**

**Campus Safety Emergency Line:**  
**3-3-3**

SAC Campus Safety  
714-564-6330

District Safety Office  
714-480-7331

SCC Campus Safety  
714-628-4730

Risk Management  
714-480-7570

OEC Campus Safety  
714-628-5950

Updated 10/20/09

Emergencies may also be reported by using the emergency phones located at various locations around campus identified by a blue light.

# CHEMICAL & BIOLOGICAL SPILLS

## Prepare for a Spill

The nature and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The clean-up of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, protective equipment and disposal bags and labels should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

All laboratories utilizing hazardous chemicals must have standard operating procedures that address chemical spill response actions. These SOPs must identify appropriate response equipment, procedures and limitations.

## Chemical Spill

- Remove any affected personnel from the area.
- If spill is flammable, turn off ignition and heat sources, evacuate area, activate fire alarm.
- Close doors to affected area.
- If spill or its vapor migrates outside of laboratory to other occupied spaces, activate building evacuation alarm
- Attend to injured personnel, as necessary.
- **Call the Campus Safety Office – 3-3-3.**
- **Call 911 if it is a large spill or possibly life threatening.**
- Contain the spill, unless doing so poses a risk, and alert others in the immediate area.
- Before attempting to clean up the spill, know what the chemical is and locate the appropriate MSDS (Material Safety Data Sheet). Wear appropriate personal protective equipment (gloves, aprons, face shield, etc). Follow instructions on that sheet.

## Chemical Spill to the Body

- Immediately flood exposed area with water (faucet, safety shower) for at least 15 minutes.
- **Call the Safety Office.**
- For a splash to the eyes, immediately rinse eyes and inner surface of eyelid with water continuously for 15 minutes. Forcibly hold eye open to ensure effective wash.
- Locate the MSDS, follow instructions and seek medical attention.
- Report incident to supervisor.

## Blood Spills

- Isolate the area and alert personnel in immediate area of spill.
- Personal protective equipment must be worn such as gloves, protective clothing, and eye and face protection.
- Attend to injured or contaminated persons and remove them from exposure.
- **Notify Custodial Services for clean up.**
  - Cover spill with paper towels or other absorbent materials. Use biohazard spill kit.
  - Use paper towels to wipe up the spill, working from the edges into the center.
  - Clean spill area with fresh towels soaked in disinfectant (10% bleach solution).

# QUAKE SAFETY

## PREPARE BEFORE A QUAKE

1. **Plan an escape route and an alternate.** Locate the stairwell exit nearest you and an alternate in case the first is blocked. Keep a flashlight handy.
2. **Keep personal supplies in your car or desk.** A change of clothing, shoes, medication, water, and blanket are just a few things to have available.
3. **Secure tall furniture to the wall.** Keep heavy items on the bottom of shelves. This applies to both home and work.
4. **Store chemicals properly.** Separate incompatible chemicals and keep them on shelves with protective barriers or behind cupboard doors that lock.
5. **Learn First Aid & CPR.**

## DURING A QUAKE - TAKE COVER

### DUCK



#### Indoors:

Stay indoors and take cover where you are. Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture which might slide or topple. Stay away from windows and mirrors. If in danger, get under a table or desk, against a hallway wall, or in a corner away from windows. Encourage others to follow your example. Do not run outdoors; falling debris or electrical wires may hit you.

### COVER



#### Outdoors:

Avoid high buildings, walls, power poles, and other objects which could fall. Do not run through streets. If possible, move to an open area away from all hazards. Protect your head and neck.

#### In Your Car:

Stop in the safest place available, preferably an open area.

### HOLD



#### If in an Elevator:

If power fails, elevators will stop and lights will go off.

Be patient. Emergency personnel will rescue you as soon as possible.

## AFTER A QUAKE.....

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so. DO NOT USE ELEVATORS.
- Follow directions of emergency responders

## STUDENTS WITH DISABILITIES

- Make a list of any special needs, medications, or equipment that you have. Always keep an updated copy of the list with you.
- Keep any auxiliary device you use, along with extra batteries, medications, or other necessary items nearby at all times.
- Arrange to have "buddies" help you during an emergency.
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location.
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow, or blanket.
- Call for help if you need it

# MEDICAL EMERGENCIES

## CALL FOR HELP

Report all on-campus medical emergencies immediately to Campus Safety – **Call 3-3-3** from a campus phone.

When a person cannot or should not be moved has breathing difficulty or suspected heart attack.

## CALL 911

Report the nature of the medical problem, the location of the victim and your name. The dispatcher will call paramedics, Safety Officers and Health Center personnel where applicable. Safety Officers are trained in CPR and basic first aid.

- DO NOT MOVE VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.
- Keep the victim comfortable.
- Have someone meet and escort security staff and medical personnel to the victim. Provide all requested information.

## General Instructions

### Unconscious Person

1. Assess responsiveness.
2. Open the airway, check breathing, and pulse.
  - If not breathing, give 2 breaths
  - If no pulse, begin CPR
3. Place a breathing person on their side (recovery position)
4. Keep person warm & comfortable

### Choking

If victim is coughing, or able to speak, stand by and allow victim to cough up object. If the victim is unable to speak do the following:

1. Stand behind the victim and wrap your arms around the victim's waist.
2. Grasp your hands in front of the victim; the hand that is resting against the victim's abdomen should be in a fist. Make sure that the fist is positioned between the tip of the breastbone and the navel.
3. With your hands tightly grasped, press your fist into the victim's abdomen, using a quick, upward thrust.
4. Continue abdominal thrusts if necessary.
5. Obtain medical help.



2. Provide circulation of air and loosen tight fitting clothing.

### Seizures

1. Protect the victim during the seizure by removing any obstacles or objects they could be injured from.
2. Do not use force to restrain the person.
3. Do not put anything in their mouth.
4. Only move the person if in danger.
5. Watch for vomiting! If the victim begins to vomit, turn them on their side to help avoid inhalation and choking.

### Bleeding Injuries

1. Protect yourself from blood splatter! Wear protective gloves.
2. Apply direct pressure to the wound using a clean cloth or hand.
3. Elevate the injury if possible.

### Burns, Thermal & Chemical

1. Immerse burned area in cold water.
2. Flood chemical burn with cool water for 15 minutes.
3. Cover burn with dry bandages.

### Fainting

1. Have the person sit down with their head between the knees or lie them down with their feet elevated.

# FIRE SAFETY

## When Fire or Smoke is Discovered

R	A	C	E
Rescue/Remove Persons in Immediate Danger	Activate Alarm and Call 9-1-1	Confine/Contain the Fire. Close Door After Exiting Area.	Extinguish with Portable Fire Extinguisher if Possible, or Evacuate

1. In the event of a fire, alert others, activate the nearest fire alarm and **GET OUT**. Move everyone away from area of fire; close (but do not lock) all doors as you move in order to slow down spread of fire.
2. Walk, do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
3. **Do not use elevator.**
4. On stairways, use handrails and keep to right. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
5. If you are caught in smoke, drop to hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
6. Proceed to Evacuation Assembly Area
7. If you have relocated away from the building, do not return until you are notified that it is safe to do so.
8. If your clothing catches fire, DO NOT RUN. **STOP... DROP... ROLL.**

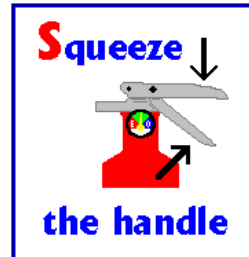
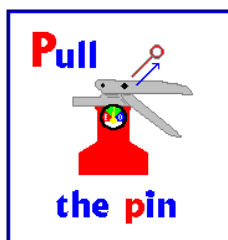
### If trapped by a fire in a room

1. Place (moist, if possible) cloth material around/under door to prevent smoke from entering.
2. RETREAT-close as many doors as possible between you and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM!**

## How to Use a Fire Extinguisher

P	A	S	S
Pull Pin from handle	Aim at base of fire	Squeeze handle completely	Sweep from side to side



### Do Not Fight the Fire If:

- The fire is larger than the size of a trash can
- You don't have adequate or appropriate equipment
- You might inhale toxic smoke
- Your instincts tell you not to

# BOMB THREAT

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the campus population.

## TELEPHONED BOMB THREAT

- Take the caller seriously, but remain calm.
- Keep caller on phone as long as possible--DELAY--ask a lot of questions.
- Get as much information about caller as possible.
- Tell a nearby co-worker to **contact Security**
- Ask the following questions:
  - (c) Where is the bomb located?
  - (c) If time bomb, when is it set to explode?
  - (c) What kind of bomb is it?
  - (c) Why is caller doing this?
- Do not discuss the threat in public.
- Campus Safety Officers will determine if evacuation is necessary. If you do evacuate, move to an evacuation assembly area and do not re-enter the area until instructed to do so.

Note details: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

### Caller's Voice:

- |            |           |             |            |                  |                   |
|------------|-----------|-------------|------------|------------------|-------------------|
| • Calm     | • Nasal   | • Slow      | • Raspy    | • Loud           | • Angry           |
| • Stutter  | • Excited | • Rapid     | • Deep     | • Soft           | • Clearing Throat |
| • Laughter | • Normal  | • Disguised | • Distinct | • Deep Breathing | • Crying          |
| • Accent   | • Slurred | • Lisp      | • Ragged   | • Cracked Voice  | • Familiar        |

If voice is familiar, who did it sound like?

---

Sex of caller: \_\_\_\_\_ Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Accent: Local, Foreign, Regional (describe)

---

Number at which call received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Background Sounds:

- |                 |                     |                 |          |             |          |                    |
|-----------------|---------------------|-----------------|----------|-------------|----------|--------------------|
| • Street Noises | • Factory Machinery | • Animal Noises | • Voices | • PA System | • Static | • Local            |
| • Music         | • Long Distance     | • House         | • Noises | • Booth     | • Motor  | • Office Machinery |

## SUSPICIOUS LETTER OR PACKAGE

If you observe a suspicious object or potential bomb on campus, **Do Not Touch The Object**. Clear the area and immediately **call Campus Safety**.

- |   |                     |
|---|---------------------|
| • Leaking with something unusual              | • No return address |
| • Ticking                                     | • Incorrect address |
| • Exposed wiring or other suspicious hardware |                     |

# UTILITY FAILURE

In the event of a major failure occurring during regular business hours, immediately notify Facilities Management. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Safety.

## Power Outages During Daylight Hours

- The Campus will remain open and all business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, deans/directors/chairs may reassign employees outside the work area.
- Faculty retains the discretion to cancel the remainder of a class if instructional quality or student safety is compromised.

## Power Outages During Nighttime Hours

Remain on campus for fifteen minutes in the event power is restored quickly. If power has not been restored within fifteen minutes, instruction will stop and Business Offices will close for the remainder of the evening.

## Elevator Failure

If you are trapped in an elevator, use the emergency phone in the elevator to notify the Campus Safety. Remain calm.

## Plumbing Failure/ Flooding

Cease using all electrical equipment. Notify Facilities Management (during regular working hours; otherwise notify Campus Safety). If necessary, vacate the area.

## Serious Gas Leak

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion! Notify Facilities Management (during regular working hours, otherwise notify Campus Safety.) Vacate the area.

## Ventilation Problem

If smoke or odors come from the ventilation system, immediately notify Facilities Management. If necessary, cease all operations and vacate the area.

# ACTIVE SHOOTER INFORMATION



Situations where one or more individuals are using deadly force against many people are very fluid and changing. It is impossible to anticipate exactly how the situation will evolve. It is impossible to provide absolute guidelines. Thinking through possible actions now may give you an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning.

## Action Steps

Hearing gun fire may be your first indication that something is wrong. Assess your situation as best you can and take action.

**Call 911 as soon as it is safe to do so.** If you can, get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. There are risks and benefits to both decisions and your decision will need to be based on your individual situation. Below are some options and best practices:

- Get Out.** In general, the more distance you can put between yourself and the shooter the better. Do not go towards the sounds of gunfire to investigate and/or try to help. Get away from the area. Try to be a moving target vs. a non-moving target.
- Hide Out.** If you can not get out of the area but are somewhat distant from the shooting consider hiding out and **locking down** your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.
  - If possible, close and lock the outside door to the room.
  - Barricade the door with desks, tables or whatever else is available. Your goal is to keep the shooter from entering your room
  - Close the blinds, turn off the lights, remain quiet.
  - Spread out and move behind objects that may conceal you from the suspect.
  - If a fire alarm goes off while you are in lock down assess the situation before leaving your shelter. The alarm may have been set off by the shooter(s). If you smell smoke or see fire you need to exit.
- Take Out.** A last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss with others in the room what you will do if the shooter enters the room.

## What to Expect From Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible.

If you encounter the Police, do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to do so, lie down. If you know where the shooter is, tell the officers.



# THREATENING OR VIOLENT BEHAVIOR

## Crisis Intervention & Threat Assessment

Students who are experiencing a psychological or emotional crisis often need immediate help and intervention. Some examples of serious crises include: 1) suicidal or homicidal thoughts or impulses; 2) sexual or physical assault; 3) hearing voices or otherwise misperceiving reality; 4) overwhelming loss, such as a death in the family. Listed below are services available in crisis situations.

The Campus **Psychological Services** department provides crisis intervention during the Health and Wellness Center hours. Call or come to the Psychological Services office and **MAKE IT CLEAR THAT YOU ARE IN CRISIS**. Every effort will be made to respond as soon as possible. In addition to crisis intervention, Psychological Services offers short-term individual therapy, group therapy, assessment and referral to students on an appointment basis. Below are other avenues of help.

Suicide Prevention Hotline	(800) 784-2433
Sexual Assault/Rape Crisis Hotline	(714) 957-2737
Domestic Violence Hotline	(877) 854-3594
Child Abuse – Orangewood Children’s Home	(714) 935-7080
Child or Parent Emergency Services	(800) 422-4453
OC Child Protective Services	(714) 940-1000

## Threats & Violence

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and by reporting them to Campus Safety. If you are the victim or witness to any violation of the law, such as assault, robbery, overt sexual behavior, etc., immediately contact Campus Safety **or call 911**.

Do not attempt to apprehend or interfere with the criminal except in the case of self defense. **Do Not Take Any Unnecessary Chances!**

If a person becomes disruptive (violent, threatening, bizarre behavior), immediately notify your supervisor and contact Campus Safety.

**IF IN IMMEDIATE DANGER**, shout, yell for help, send a runner for help, make noise in any other way you can. Pull a fire alarm, run, try to make your way towards a phone and call 911

## Campus Demonstrations

Most campus demonstrations will be peaceful, and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators. Should a disturbance occur, call the Campus Safety Department and do the following:

- Alert all individuals in the area of the situation.
- Lock all doors; secure all files, documents and equipment.
- If necessary, cease operations and evacuate.

Campus Safety will assess the situation and will notify local authorities if needed.

# BUILDING EVACUATION

## Evacuation Procedures

1. Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by Campus Safety officers or building managers.
2. To exit the building, use the nearest safe exit or exit stairwell. **Never use elevators in an emergency evacuation.**
3. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
4. During stairwell evacuation, hold the handrail and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
5. Once outside the building, assemble away from the facility and stand by for instructions from emergency personnel. Every department should have an agreed-upon evacuation assembly location outside the building.
6. Do not re-enter the building until given the "all clear" by emergency personnel.  
Take time now to identify alternate paths to exit the building, noting the location of all stairwells and the location of your assembly area.

## Shelter in Place

In some unusual situations, it may be necessary to remain inside the building, or "shelter in place," rather than evacuate. Examples include a civil disturbance, campus shooting, or terrorist incident involving chemical weapons. If directed to shelter in place, do the following:

1. Go indoors.
2. Close doors and windows.
3. Move to an interior room away from windows.
4. Stay in place until notified by Campus officials.

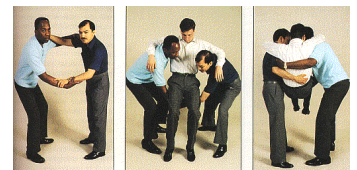
## Emergency Evacuation for People with Disabilities

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.



### Mobility Disability - Wheelchair User

For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person. When individuals with mobility disabilities are in immediate danger and cannot wait for professional assistance, ask them first for advice about how to best assist or move them before attempting any rescue. One technique for evacuating individuals with mobility disabilities is the **two-person cradle carry** as shown. Never leave the wheelchair in a stairwell.



### Visual Disability

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
- Verbally say where you are as you walk and describe any obstacles in the path.
- When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.

### Deaf and Hard of Hearing

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
- Write on a board or paper the nature of the emergency and evacuation route.
- Use visual cues and gestures to explain what is happening and what to do

# DISTRICT PHONE NUMBERS

---

**SAC – Santa Ana College**

1530 W. 17th St.  
Santa Ana 92706-3398  
(714) 564-6000  
[www.sac.edu](http://www.sac.edu)

**Health Center**

714-564-6216

**Crisis Intervention Services**

714-564-6216

**Child Development Center**

(714) 564-6894

---

**CEC - Centennial Education Center**

2900 W. Edinger  
Santa Ana 92704-3902  
(714) 241-5700

**Child Development Center**

(714) 241-5739

---

**Digital Media Center**

1300 S. Bristol  
Santa Ana, CA 92704  
Phone: (714) 241-5812  
Fax: (714) 966-3036

---

**Sheriff's Training Academy**

15991 Armstrong Avenue  
Tustin, CA 92782  
714-566-9200

**JPTC CN – Joint Power Training Center-Central Net**

18301 Gothard  
Huntington Beach 92648  
(714) 841-9645

**MCHS – Middle College High School**

1530 W. 17th St., Bldg. B-15  
Santa Ana 92706-3398  
(714) 564-6136

**SCC – Santiago Canyon College**

8045 E. Chapman Ave.  
Orange 92869-4512  
(714) 628-4900  
[www.scccollege.edu](http://www.scccollege.edu)

**Health Center**

714-628-4773

**Crisis Intervention Team**

714-628-4766

**Child Development Center**

(714) 628-4890

---

**OEC – Orange Education Center**

1465 N. Batavia St.  
Orange 92867-3504  
(714) 628-5900

**Child Development Center**

(714) 628-5925

---

**SCCCE-AHC – Santiago Canyon College  
Anaheim Hills Center**

101 S. Chaparral Ct.  
Anaheim 92808  
(714) 637-3071

---

**RSCCD District Office**

2323 N. Broadway  
Santa Ana 92706-1640  
(714) 480-7300