



Mt. San Antonio College

Campus Emergency Response and Evacuation Plan

The Mt. SAC Board of Trustees is committed to providing a safe and secure campus work and learning environment for students, employees, and the community-at-large. The first concern of the college in establishing and operating emergency procedures shall be the welfare of the students and personnel under its jurisdiction.

MISSION

The mission of Mt. San Antonio College's emergency response is to:

- Preserve life
- Protect property
- Maintain the continuity of college operations

EMERGENCY RESPONSE

Mt. San Antonio College Public Safety Officers, the Los Angeles County Sheriff's Department or the Los Angeles County Fire Department are the first responders to critical incidents on campus. These agencies respond and work together to manage a critical incident. Depending on the nature and severity of an incident, the college Emergency Response Plan can be activated. When an immediate threat to the college campus is confirmed, an immediate emergency alert notification will be given to students and staff on campus.

During times of emergency, it shall be the desire of the college to cooperate in every way possible with Civil Defense authorities, American National Red Cross authorities, law enforcement agencies, and other governmental agencies concerned. In all emergency situations, close liaison will be maintained with the Los Angeles County Sheriff's station in Walnut.

If an emergency situation is of such magnitude that it warrants additional planning or logistical support, Mt. SAC will activate its Incident Command Post (ICP) and Emergency Operations Center (EOC). The Incident Commander will manage Mt. SAC support of the incident command system and campus emergency response efforts. If warranted, Mt. SAC Public Safety or the EOC will request assistance from the City of Walnut or Los Angeles County emergency response resources.

Mt. SAC publicizes the *Annual Security Report* and the *Campus Emergency Response & Evacuation Plan* in compliance with the Clery Act. This information can be accessed on the College website at <http://www.mtsac.edu/safety/disclosures/>.

Campus Emergency Notification

The Mt. SAC Public Safety Department has the responsibility to respond and assess situations or incidents that may pose an immediate or ongoing threat to the safety and health of the campus community. The Public Safety Director, Assistant Director, Field Supervisor or Patrol Officers, will assess situations or incidents reported on Mt. SAC campus and determine whether an immediate or ongoing threat exists.

Upon confirming that there is an immediate threat to the safety of the college community or specific segments thereof, the Public Safety Director, Assistant Director, the Chief Technology Officer, the Director of Marketing and Public Affairs, the Director of Public Affairs and the Director of Safety and Risk Management are the authorized administrators who will collaborate to determine the content of the emergency notification notice and will use part or all of the emergency notification systems listed below, to communicate the threat to the entire campus population or segments thereof.

Mt. SAC operates a campuswide emergency notification system that enables authorized personnel to quickly notify students, faculty, and staff about any campus emergency with personalized voice, text, and e-mail messages.

In order to execute the process effectively, personnel have attempted to collect the current contact information from students and employees and identify their preferred method of notification. Participants can provide their information on a secured online site. Participants are also assured that their privacy will be protected and that their personal information will not be shared with anyone or used for any purpose other than for emergency notifications.

Public Safety Department patrol vehicles are equipped with public address systems and during critical emergencies are strategically located throughout the campus to facilitate notification and communication through the PA systems. The college's digital marquee at Grand and Temple Avenues as well as several inner-campus digital message boards (located inside the Student Services Center and on the exterior of the Student Life Center and the Art Building) may also be used to notify students and employees of immediate or ongoing threats. The campus e-mail system will be utilized to communicate alerts and ongoing updates to employees. The Student Web Portal (<http://myportal.mtsac.edu>) will also be utilized to notify students of threats and emergency updates as well.

Annual Emergency Response and Evacuation Testing/Drills

Mt. SAC conducts annual tests of the emergency response and campus notification systems, which include testing of the mass notification system, building fire alarms, evacuation drills, table top exercises and field exercises. These tests assess and evaluate the college's emergency plans and preparedness levels and educate and train occupants of campus buildings in evacuation procedures, evacuation routes and emergency assembly areas. Public Safety Officers, Building Managers, Marshals, Floor Captains and the Director of Safety and Risk Management monitor the emergency response and evacuation drills and evaluate the exercise in post exercise briefings. Each emergency drill shall be documented with a description of the exercise, the date, test start and end time and whether the test was announced or unannounced. Students and college personnel shall be required to participate. A record of the annual tests shall be kept in the Office of Public Safety.

The *Campus Emergency Response and Evacuation Plan* will be published annually in conjunction with at least one emergency response test.

Reporting Emergencies

Students and staff should report serious crimes and emergencies (*i.e.*, fire/medical) occurring on campus that may pose an immediate threat to the safety and health of the campus community to the Public Safety Department or call **911**. When using a campus extension, call **9-911**. Incidents may be reported to Public Safety by calling **909-274-4555**, 24 hours a day, 7 days a week. Public Safety may also be contacted during and after business hours from public telephone locations on campus by calling ***91**. In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department. The Public Safety Department is located in Building 23 south of Temple Avenue on Bonita Drive.

Assistance from Student Health Services

During medical emergencies, the Student Health Services office should be notified immediately at **909-274-4400** or call **911**. If the person can walk to the Student Health Services office in Building 67B without assistance, he/she should be referred or escorted, if needed, for first aid. Public Safety should also be called for serious medical emergencies after business hours and on weekends at **909-274-4555** or call **911**.

Key Phone Numbers

Emergencies	9-1-1
Public Safety	909 – 274 - 4555
Risk Management	909- 274 - 4230

Health Services	909 – 274 - 4400
Facilities problems, including: <ul style="list-style-type: none"> • Utilities outages • Fire alarm maintenance • Fire suppression equipment maintenance 	909 – 274 - 4850

Evacuation

Procedures and Duties

Campus buildings must be evacuated immediately upon the sounding of a fire alarm signal or other pre-designated notification system. The evacuation strategy devised by Mt. SAC relies on these principal methods:

1. Building Marshals have been selected to assist in the communication of evacuation procedures and to perform a headcount of employees normally assigned to the building.
2. Employees are responsible for informing students and student workers under their direction of evacuation procedures and facilitating the safe evacuation of all individuals in the event of an emergency.
3. Each building on campus has one or more emergency assembly areas (EAA) ([link](#)) which is a location near the building where building occupants should gather immediately following an evacuation signal (i.e., fire alarm) to await further instructions. These emergency assembly areas have been selected by your assigned Building Marshals and are also outlined on each building’s evacuation map.
4. During a major incident (e.g., earthquake,) evacuate to the nearest evacuation parking lot as identified in the Mt. SAC Emergency Response Quick Reference Guide ([link](#)).

Responsibilities

Assigning responsibilities during an evacuation is important. Timely and responsible evacuation often becomes the responsibility of a few key individuals. The administrator in charge shall be responsible for the supervision of the evacuation of all facilities under his/her jurisdiction. The faculty, under the supervision of the appropriate administrators, shall be responsible for the orderly evacuation of students.

For evening classes, the same procedures as outlined in these policies will be followed with the exception that the evening administrator on duty will be the administrator in charge. In the event of an actual emergency during evening hours, the following

personnel shall be notified; President/CEO, Vice Presidents, and members of the Board of Trustees.

In the event of an emergency when the college is not in session, any employee learning of the emergency should notify the President/CEO, or other administrators, who will communicate with the Board President and determine subsequent action to be taken.

Under emergency conditions, students may be dismissed from the campus at their own request and be subject to the full assumption of the responsibility of their own personal safety. The authority of this decision shall be vested in the administrator in charge at the time of the emergency.

Building Managers: Assist in the planning, training, equipping, recruiting, and effective response of the Building Marshal(s). The Building Manager may also facilitate communication between the Building Marshal(s) and the campus Incident Commander or Incident Command Post.

Building Marshals: Facilitate the safe evacuation of campus buildings and assist emergency responders. When an evacuation is necessary, the Building Marshals are responsible for:

- Designating Emergency Assembly Areas where employees and students will gather after evacuating
- Assisting in the safe and complete evacuation of a building
- Identifying the names and last known locations of anyone not accounted for and passing the information to their designated Building Manager and/or the Incident Commander.
- Assisting Public Safety in preventing re-entry by non-emergency responders until the building has been deemed safe, and reporting injured or trapped persons to emergency responders (Public Safety, 9-1-1 personnel, Health Services, and the Incident Commander).

Floor Captains will be responsible for checking classrooms, offices, bathrooms, and other spaces before being the last person to exit an area. They are also tasked with ensuring that the fire doors are closed when exiting. Floor Captains provide status updates to their designated Building Marshal(s).

Critical Operations Officers are responsible for ensuring that certain equipment and processes are shut down. In some instances it will not be possible to accomplish this goal; in such instances, safety of personnel is critical. Each Building Manager must review their operation and determine whether total and immediate evacuation is necessary for the specific type of emergency at hand.

All employees remaining behind must abandon the operation or task and evacuate when they perceive that their life is in danger.

General Evacuation Procedures for Students and Employees

If you hear the evacuation alarm or are instructed to leave the building:

- Remain calm.
- Follow all directions from your instructor or designated Building Marshal.
- Evacuate the building to the nearest Emergency Assembly Area (EAA). Take keys, coat, purse and any other critical personal items with you as you will not be allowed to reenter the building. **No exceptions.**
- Use stairways only. Do not use elevators.
- Notify Public Safety at extension 4555.
- Public Safety will call 9-1-1, when warranted.
- Close doors as rooms are vacated.
- Assist those who need help but do not put your self at risk attempting to rescue trapped or injured victims. Individuals requiring special assistance should assemble in areas designated as such.
- Note location of trapped and injured victims and notify Floor Captain, Building Marshal, Building Manager, Incident Commander, or other emergency responders.
- Floor Captains will walk through the building to ensure evacuation is complete.
- Remain in EAA until further instructions are given.
- **Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the Building Marshal or authorized Public Safety personnel.**

Evacuation for Special Populations

- Mt. SAC employees who are mobility-impaired should let the Building Manager, and the Building Marshal, know the location of their usual work area and special needs.
- Whenever possible, mobility-impaired individuals should arrange in advance with their co-workers, instructors, or other students for their assistance in the event of an evacuation or other emergency. The Building Marshal may facilitate development of a "buddy system" in support of special evacuation needs within the building.
- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the Building Marshal and is contained in the Building Evacuation Plan.
- Those assisting mobility-impaired individuals should quickly determine the safest method to evacuate and ask what aid the individual needs.
- For more detailed information on evacuation procedures for people with disabilities, refer to the college's Emergency Response Plan.

Shelter in Place Procedures

During certain emergencies, such as an active shooter on campus situation, weather emergencies, hazardous chemical spills, biological or radioactive material releases, students, faculty and staff may be directed to “shelter in place” rather than evacuate the building.

In these types of emergency situations, notification of the type of emergency and direction to shelter in place will be communicated through the campus emergency notification system or direction from Public Safety Department personnel, Building Marshals, Floor Captains, phone tree notification over campus department extensions, and campuswide e-mail notification.

If directed to shelter in place:

- Stay inside the building or find a safe place to shelter in.
- Close and lock the door if in a classroom.
- Make sure all windows are closed and stand clear of any windows.
- Remain in shelter until notified otherwise by Public Safety or emergency personnel.
- If the emergency involves an active shooter on campus, lock the building and room doors if safe to do so, turn off room lights, cell phones and remain quiet and in place until you are contacted by Public Safety or emergency personnel.

“Shots Fired,” a video providing information on what to do to protect oneself in a situation involving an active shooter on campus, has been made available at <http://myportal.mtsac.edu>.

Civil Defense Response

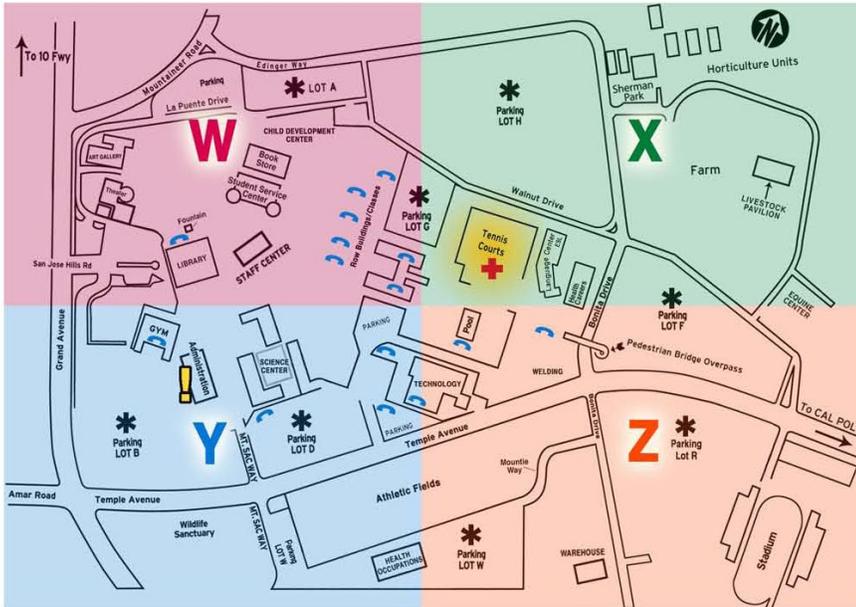
- The *Mt. SAC Emergency Response Plan* (ERP) contains detailed policies and procedures concerning the way the campus community is expected to respond to emergency situations.
- Building Manager(s) are assigned responsibility for planning, organizing, and administering emergency preparedness programs **at the building and department level**. Designated Building Marshals may assist the Building Manager.
- Mt. SAC employees who are not designated as emergency responders are not to become directly involved with the response to an emergency unless otherwise directed by fire, police or Mt. SAC officials.
- All Mt. SAC employees are designated as Disaster Service Workers in accordance with California law. As such they can be trained and required to assist in Mt. SAC preparedness, response, and recovery activities. Department managers designate which functions and people are essential during an emergency.
- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.
- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, Mt. SAC will activate its Incident Command Post (ICP) and Emergency Operations Center (EOC). The Incident Commander will manage Mt. SAC support of the incident command system and campus emergency response efforts.
- If warranted, Mt. SAC Public Safety or the EOC will request assistance from the City of Walnut or Los Angeles County emergency response resources.

Building/Department Response/Recall Policy

Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be designated as "Essential Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:

- **ESSENTIAL PERSONNEL.** Employees essential for maintaining the health, safety, and mission of the College campus following an emergency or disaster.
- **MISSION CRITICAL FUNCTIONS.** Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the college mission following a disaster. Term also may be applied to academic, research, laboratory, library and other functions in facilities that must remain open whenever the campus is in operation.
- The President or designee may authorize the general release or recall of personnel.

Mt. SAC Emergency Response Quick Reference Guide



WHERE WILL YOU GO?

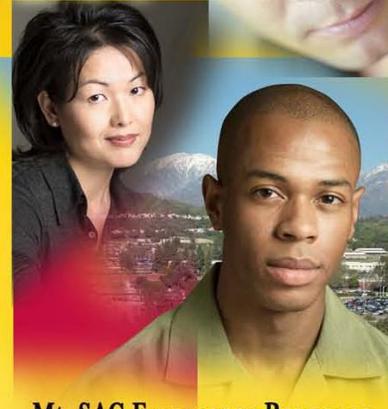
During a major incident, report to the nearest evacuation parking lot in the quadrant (W, X, Y, or Z) where your office/class is located.

- * - Evacuation Area
- + - First Aid / Triage Area
- ! - Emergency Operations Center (EOC) / Incident Command Post
- ☎ - Emergency Blue Phones

WANT TO KNOW MORE ABOUT THE PROGRAM?
For more information, contact the Safety, Health and Risk Management Office at (909) 594-5611, ext. 5508

5/05

What Will You Do?



Mt. SAC Emergency Response
QUICK REFERENCE GUIDE



Public Safety: (909) 594-5611, ext. 4555

WHAT YOU SHOULD DO

This brochure provides an outline of the Mt. SAC Emergency Response Plan, which will be implemented in the event of any major emergency or natural disaster. It tells you **what to do** and **where to go** during an emergency. Please keep it handy as a quick reference at the time of need. We also encourage you to consult the complete plan for more detailed information.

During a response to an isolated or single or campuswide event, it is essential that you understand your role. This section explains what you should do in the following situations:

EARTHQUAKE

- **Take immediate shelter** under tables, desks or other furniture. (Remember the **duck, cover and hold on** procedure.)
- Evacuate the building when safe to do so, assisting any injured or disabled people.
- Proceed to the nearest evacuation area identified on the campus map (see back panel).

FIRE

- **Activate The Nearest Fire Alarm Box!**
- **Call Public Safety at ext. 4555** and report the location of the fire.
- Evacuate the building and assist disabled persons. Close all doors when exiting the building. Proceed to nearest evacuation area.



CIVIL DISTURBANCE

- **Call Public Safety at ext. 4555** and report the type and location of disturbance.
- If it is apparent that anyone's safety is threatened by the disturbance, **exit the building immediately.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

GUNSHOT/EXPLOSION

- **Take cover.**
- **Call Public Safety at ext. 4555** and report the type and location of disturbance, and **exit the building immediately, when safe.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

POWER OUTAGE

- All students should **remain in their classroom** until directed to evacuate by College staff.
- Evacuate the building and assist disabled persons. Proceed to nearest evacuation area.

HAZARDOUS MATERIAL SPILL

- If indoors, **evacuate immediately** to your assigned area (see map other side).
- If outside, **stay upwind** away from toxic fumes.
- **Call Public Safety at ext. 4555** and report the incident.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

BOMB SCARE

- **Do not evacuate** the building unless it is safe and you are directed to do so.
- **Call Public Safety at ext. 4555** and report the threat.
- **If a bomb threat is received by telephone, get the following information:**
 1. What kind of bomb is it?
 2. Where is the bomb?
 3. When will it explode?
 4. What does it look like?
- **If a bomb threat is received by mail, or a suspicious object is discovered, do the following:**
 1. **Do not** handle the envelope or object.
 2. **Evacuate** all persons from the immediate area.
 3. **Stop** anyone from entering the area.
 4. **Call Public Safety at ext. 4555** and report the incident.

