

# Emergency Management 101

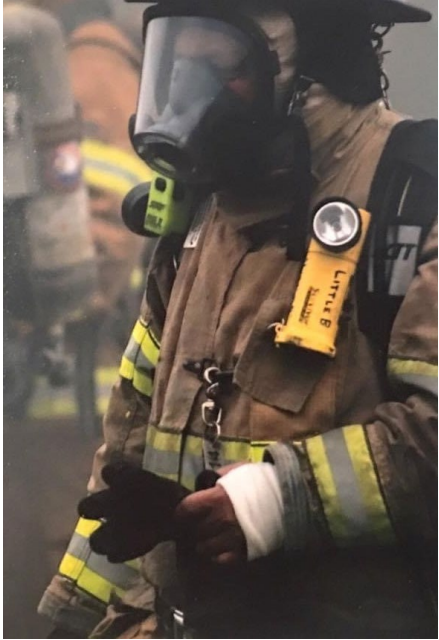
**Sayed Wadud**

**Manager, Environmental Safety/Emergency Services**

When you see these pictures, what comes first to your mind?

Me

Accountability



# What to do in this scenario...



# PASS

Remember the **PASS** Word

## Pull

Pull the pin (or other motion) to unlock the extinguisher.



## Aim

Aim at the base (bottom) of the fire and stand 6 - 10 feet away.



## Squeeze

Squeeze the lever to discharge the agent.



## Sweep

Sweep the spray from left to right until the flames are totally extinguished.



# Today's Objective

- Promote greater understanding and ability to respond to campus incidents
- Be prepared at all time
- Building Evacuation
- EOC
- Scenario and how to acts
- Debrief

# Best practices for campus incidents

- Notify Police and Campus safety number 909-274-4555 and 911
- Follow the given instructions by building evacuation team
- Do Not use elevators in an evacuation situation
- Close the door behind you, keep it unlocked
- Gather at the assembly area
- Main stakeholders that are involved in incident on campus
  - ✓ Police and Campus Safety
  - ✓ Facilities
  - ✓ Building Marshal and Floor Captains
  - ✓ Local Emergency Staff
  - ✓ **Policy Group**

# Be Prepared

- Stay calm
- Building evacuation plan
- Emergency Radio
- Emergency notifications – opt in to the ER system
- Know the location of more than one exit route
- Assembly areas

# Be Prepared

- Know the location and how to use a fire extinguisher
- Know location and how to activate the alarm when necessary (usually located at exits)
- Make sure egress (EXITS) are not blocked!
- Make sure doors are closed, not locked
- Consider others that may need assistance
- Does your building have a evacuation chair and where is it located
- Knowledge of any chemical or equipment specific to your building

# Be Prepared

- Identify furniture or other items that could be used for a barrier of protection
- Location of all fire pull stations to activate alarm
- Recognize the sound of the alarm
- Know the emergency number (911)
- Participate in fire drills and know your plan

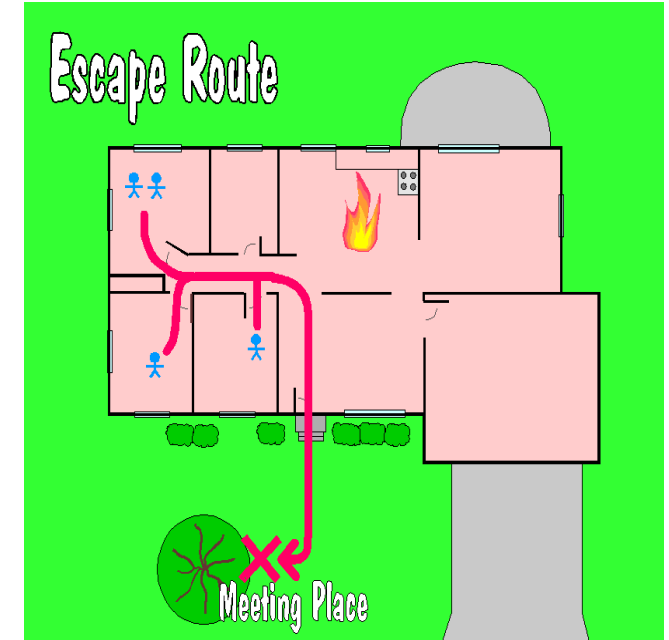
# General Evacuation Procedures

## Emergency Operation Center (EOC)

- Immediately report life safety issues to 911 and Police and Campus Safety.
- Assist those with Disabilities, Access and Functional Needs.
- Be prepared to fill in vacant roles.
- Deputize (with yellow vest) trained staff, faculty or student workers
- Conduct radio drills.
- Check your supplies.

# Exit Route

- Be familiar with the exit routes
- Exit the area via safest exit route
- Move towards the assemble area
- Exit access must be clearly indicated
- Artificial illumination must have battery backup



# Evacuation Chairs



# Assembly Area

- Account for people
- Control incidents
- Communicate instructions
- **Remain at the assemble area**

# How Alarm system is activated!

Majorities of the buildings at MTSAC equipped with Fire Alarm system and automatic sprinklers system.

**Pull Station**



**Smoke and Heat Detector**



**Horn Strobe**



**Sprinkler Head**



**Flow Switch**



**Riser Room**



# Supply Bag and Vests



**Floor Captain bag**



**Floor Captain vest**

**Where are supplies kept?**

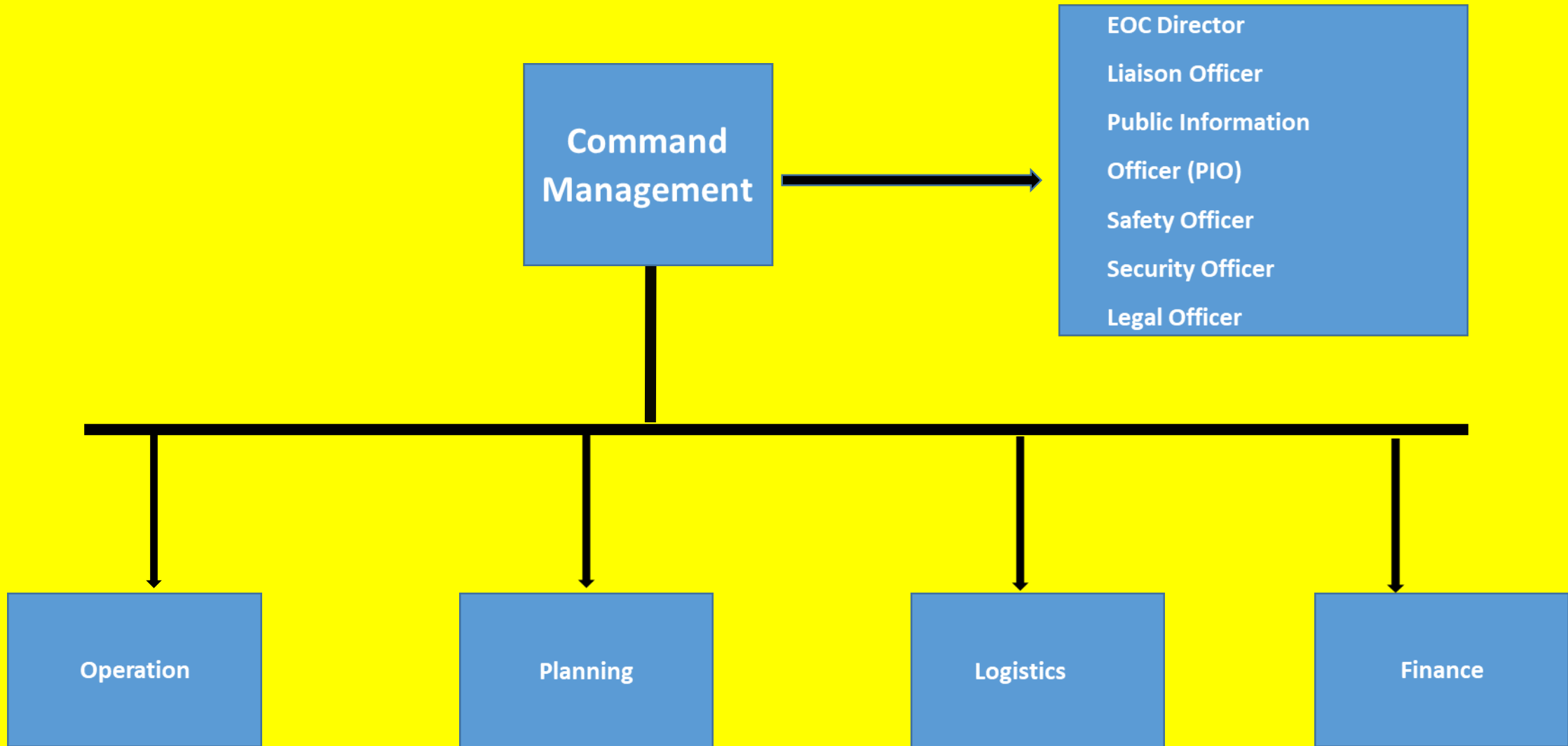


**Building Marshal vest**



**Building Marshal bag**

# Emergency Operation Center (EOC)



# EOC Command Standard Operating Guidelines

- Position Responsibilities
- Activation
- Operation
- Deactivation (Debriefing)

# Example Scenario

## Suspicious Odor in a building

1. Notify Police and Campus Safety (PCSD)
2. Police and Campus Safety order a building evacuation
3. Building Marshal will exit the building to the assigned assembly area
4. Floor Captains will sweep the floors to ensure all people have evacuated and report to the Building Marshal
5. Building Marshal will contact the command post via radio to report the building# has been evacuated
6. Await at assembly area for further direction from command post (Police and Campus Safety)
7. Policy group to make final campus decisions

# Tabletop Exercise: Chemical Spill Building 60

Around 11:45am you received instruction from the building manager all buildings evacuation team to meet at the main conference room. Upon arrival at the conference room you ran into the custodian crew moving cabinets of cleaning chemicals through the hallway on the 1st floor. The cabinets tipped over and the chemicals spilled out, releasing dangerous gases into the hallway area.

➤ List the actions you would take in this incident.

# Tabletop Exercise: Earthquake

- What are the some of the before an earthquake consideration?
- While the earthquake is occurring?
- After the earthquake what are Next steps?

# Tabletop Exercise: Active Shooter

Around 9:00 am you hear gun fire coming from inside your building, you open the door to your office and find people running to get of the building. Believing it is an Active Shooter situation what is your reaction going to be?

# After a drill – Attend a debrief

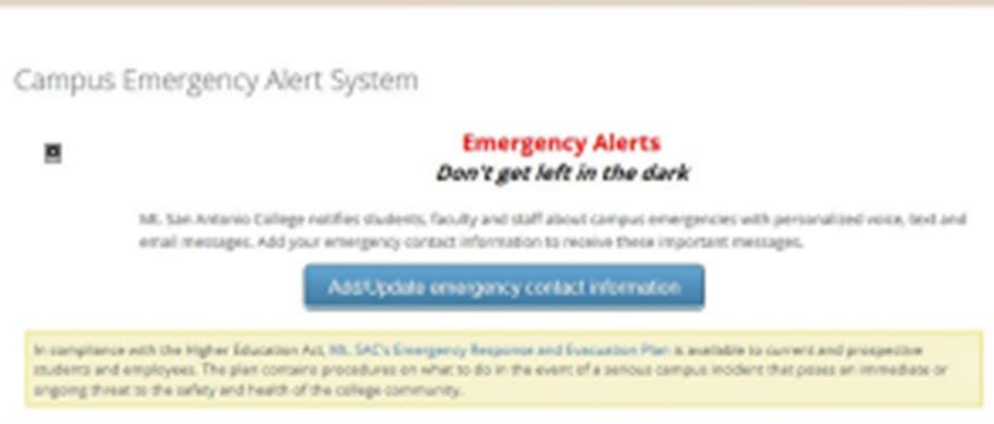


The debrief is an opportunity to listen and share the successes, challenges, and lessons learned after a drill. After a campus evacuation drill, the location of the debrief will be announced over the two-way radio. Complete your Evacuation Report and submit it to your Building Manager.

# Mt SAC Emergency Alert systems

Emergency Alerts are sent to phones and email

*Sign up in the Mt. SAC Portal*



Computer Desktop Display  
Emergency Alert



*Automatically displays on your Mt. SAC computer screen if you are logged onto the network.*

# Questions?

Thank you for your attendance and participation

## Additional Resources

<https://www.mtsac.edu/risk/>

<http://www.mtsac.edu/safety/>