



MEMORANDUM

To: All Faculty and Staff

From: Irene Malmgren, Vice President, Instruction
Karen Saldana, Director of Safety & Risk Management

Date: March 8, 2016

Re: EMERGENCY PREPAREDNESS DRILL (MARCH 17, 2016)

On Thursday, March 17, 2016, between the hours of 10:00 am – 12:00 pm and 7:00 pm to 9:00 pm, Mt. SAC will hold an emergency preparedness drill. All staff, including those personnel assigned as Building Marshals and Floor Captains, will be expected to be prepared for this drill.

SCENARIO:

- **Emergency Evacuation Drill** – The following buildings will evacuate to designated Emergency Assembly Areas: 2, 3, 4, 6, 7, 9C, 10, 11, 16A-D, 17, 18A-D, 19A-C, 20, 21A-I, 26A-D, 60, 61, and the Mountie Cafe. The Emergency Notification System will alert individuals when the drill is activated. Evacuate to the nearest [Emergency Assembly Area](#). Do not leave monetary items or other valuables in an unsecured location.

FACULTY:

- Please schedule this 15-20 minute event as part of your activity for the day.
- Review [Emergency Assembly Area](#) map and General Evacuation Procedures for [Students and Instructors](#) http://inside.mtsac.edu/departments/admin/risk/pdf/GENERAL_EVACUATION_PROCEDURES_for_employees.pdf with students prior to the day of the drill.
- Assist those who need help but do not put yourself at risk attempting to rescue trapped or injured victims. Individuals requiring special assistance should assemble in a safe areas near an exit or stairs. Note their location and notify an emergency response team member or Public Safety personnel.

ALL PERSONNEL:

- Review the [Emergency Assembly Area](#) map and [General Evacuation Procedures for Employees](#).
- Arrange in advance assistance for those in wheelchairs that may need help in the event of an evacuation or emergency.

BUILDING MARSHALS/FLOOR CAPTAINS:

- Please assume your emergency evacuation roles and responsibilities. Refer to [Building Evacuation Plan](#).
- Please meet with your team prior to the drill to review responsibilities.
- Conduct a test of handheld radios prior to the drill.
- Assign specific individuals to those that may be mobility impaired and need support during the drill.

SECURITY CONSIDERATIONS:

- Do not leave monetary items or other valuables in an unsecured location.
- Secure or bring valuables with you to the [Emergency Assembly Area](#).
- Review these instructions with your staff/students.

Thank you for supporting the College in its emergency preparedness endeavors.

Should you have any questions, please contact Melonee Cruse at mcruse@mtsac.edu or Beth Sullivan at bsullivan5@mtsac.edu