

**To:** All Faculty and Staff

**From:** Bill Scroggins, President & CEO  
Melonee Cruse, Manager, Environmental Safety and Emergency Services

**Date:** December 13, 2018

**Subject:** **EMERGENCY PREPAREDNESS DRILL | SPRING 2019**

---

Mt. SAC will conduct an emergency preparedness drill during the Spring 2019 term. The Spring drill will be conducted on Thursday, April 11, 2019, between 10:00-11:00 am **AND** 7:00-8:00 pm. The drill will include building evacuations and a functional exercise. The drill will also include an emergency alert message which will be sent via our Blackboard Connect emergency notification messaging system (phone, email, and/or text) and the Alertus desktop notification and pager system. The Alertus desktop emergency alert will only display on a desktop or laptop computer connected to the campus IT network. The Alertus pagers will be activated in select buildings.

Maps of the building(s) selected to participate in drill activities are included below. The exact time that the drills will commence will not be publicized ahead of time. All staff, including those personnel assigned as Building Marshals and Floor Captains, will be expected to be prepared for this drill.

*Emergency response and evacuation procedures can be found at:*  
<https://www.mtsac.edu/risk/emergency-preparedness.html>.

**Buildings included in the drill:** Buildings 23, 23A, 27ABC, 28AB, 29, 30, 31AB, 33, 35, 36, 37, 38AB 40, 46A, 46, 47, 48, 66, 67AB, 69, 70, 71, 72, 73, 77,78,79,80, and the Farm. Please see the map provided below.

## **SCENARIO:**

### **Spring Emergency Evacuation Drill**

- All Mt. SAC employees or students signed up to receive a campus emergency notification message on a phone, by email, or a text message will receive a campus emergency message via the Mt. SAC Emergency Alert System. All Mt. SAC computer desktop displays and buildings with Alertus pagers will be activated. The message will announce the Building Evacuation Drill and remind the recipient to safely evacuate the building and proceed to the nearest assembly area. To sign up for emergency notifications to check how you will

receive your campus emergency notification messages, log onto the Mt. SAC Portal and scroll down to the **Campus Emergency Alert System**.

- Mt. SAC emergency response teams and Incident Command operations will conduct a field exercise. Predesignated areas on campus will be reserved for this exercise. The location and activities will be announced prior to the drill.
- The field exercise may include volunteers from our Building Evacuation Teams and will **not** involve building occupants.

### **In preparation for the Spring Drill:**

#### **Faculty:**

- Please review Evacuation Procedures with your classes. Discuss the importance of participation and accountability. Evacuation procedures for Faculty and Students are located on the [Risk Management Emergency Preparedness webpage](#).
- If your class must evacuate, take roll to account for your students. Schedule this 15-20-minute event as part of your activity for the day.
- Review the [Emergency Assembly Area](#) map and General Evacuation Procedures for Faculty and Students prior to the day of the drill.
- Assign a classmate to assist those who are in wheelchairs or need assistance going down stairs. If no ramp is available, designate a classmate to wait with the individual throughout the duration of the drill and immediately inform a building safety person (building safety personnel wear vests).

#### **ALL PERSONNEL:**

- Review the Emergency Assembly Area map and General Evacuation Procedures for Employees. Both documents are found on the [Risk Management Emergency Preparedness webpage](#).
- Arrange, in advance, assistance for those in wheelchairs or those who need help getting out of the building in an emergency.

#### **BUILDING MANAGERS, MARSHALS, AND FLOOR CAPTAINS:**

- Please assume your emergency evacuation roles and responsibilities. Refer to your *Building Evacuation Plan*.
- Please meet with your team, prior to the drill, to review responsibilities.

- Attend a Building Marshal/Floor Captain refresher course to receive updates to emergency procedures. Training dates and times are available on the Professional Development calendar.
- 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 Evacuation Assembly Area.
- Review these instructions with your staff and students.

Thank you for supporting the College in its emergency preparedness endeavors. Should you have any questions, please contact Melonee Cruse, via email, at [mcruse1@mtsac.edu](mailto:mcruse1@mtsac.edu).

### Spring 2019 Drill Area Map

Includes Buildings:

23, 23A, 27ABC, 28AB, 29, 30,  
31AB, 32, 33, 35, 36, 37, 38AB, 40,  
46, 46A, 47, 48, 66, 67AB, 69, 70,  
71, 72, 73, 77, 78, 79, 80 and the  
Farm.



Thank you for supporting the College in its emergency preparedness endeavors. Should you have any questions, please contact Melonee Cruse, via email, at [mcruse1@mtsac.edu](mailto:mcruse1@mtsac.edu).