

# **EMERGENCY PROCEDURES FLIP CHART**

**SAN BERNARDINO VALLEY COLLEGE**

**In Case of Emergency**

**DIAL 4491**

**OR CALL**

**(909) 384-4491**

**Give Building and Room Number**

**After normal business hours this line will be forwarded to the San Bernardino County  
Sheriff's Dispatch Center**

Rev 1/2011

# INTRODUCTION

## **PURPOSE OF THIS FLIPCHART**

Emergencies and disasters are unpredictable and strike without warning. The purpose of this flipchart is to assist in providing a continuing state of readiness for the protection of the College community in the event of an emergency condition such as fire, earthquake, bomb threat, explosion, serious injury, etc.

The San Bernardino Valley College has developed this quick reference “Emergency Procedures Flip Chart” to assist you in the event of an emergency. The information contained herein is designed to protect lives and property, ensure the early resumption of essential services, and to restore normal operations of the College with minimal delay.

**Please read and become familiar with this information.** This material was designed as a guide for the appropriate procedures to follow during emergencies.

# INTRODUCTION

## **AIRCRAFT CRASH**

- **Notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Move staff and/or students away from immediate vicinity of the crash
- If necessary, **evacuate** staff and/or students from the building to a safe evacuation area away from the crash scene
- Check to ensure that all staff and/or students have evacuated
- Maintain control of the staff and/or students to ensure a safe distance from the crash site
- If trained, initiate first aid for any injured staff and/or students
- Remain in the evacuation area until further instructions are provided by College administration, DISTRICT POLICE, or emergency responders

## **AIRCRAFT CRASH**

## **ASSAULT/FIGHTING**

- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Approach in a calm manner and direct combatants to stop fighting
- **DO NOT** attempt to separate combatants during a physical altercation
- Keep combatants isolated from other staff and/or students if possible, until DISTRICT POLICE arrive
- Assess extent of injuries and seek further medical support as needed

## **ASSAULT/FIGHTING**

## CHEMICAL OR RADIATION SPILL

**Any campus spillage of a dangerous chemical or radioactive material is to be reported immediately to the District Police Department at extension 4491 or (909) 384-4491.** When reporting, be specific about the nature of the involved material and the campus location. District Police will contact the necessary specialized authorities and medical personnel.

Vacate the affected area at once, and seal it off to prevent further contamination of other areas.

Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to District Police. Required first aid and clean-up by specialized authorities should be started at once.

- To the best of your ability and without re-entering the building, assist District Police or College staff in their attempt to determine that everyone has been evacuated safely.
- **DO NOT** return to a building unless it has been declared safe to do so by DISTRICT POLICE or College administration.

## CHEMICAL OR RADIATION SPILL

# FIRE

## Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby
- **Notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491 and describe the location and size of the fire**
- Evacuate the area
- If safe to do so, close all doors and windows to confine the fire and reduce oxygen—but do not lock them

## Evacuate when the sound of the fire alarm is heard:

- Do not attempt to save possessions or collections at the risk of personal injury
- **DO NOT use elevators** to evacuate building
- Never allow the fire to come between you and the exit
- Report to an evacuation site away from the fire
- **DO NOT** re-enter a building unless it has been declared safe to do so by DISTRICT POLICE or College administration

# FIRE

# BOMB THREATS

(KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE)

- Ask the following questions:
  - ✓ When and where is the bomb right now? When is the bomb going to explode?
  - ✓ What kind of bomb is it? What does it look like? Why did you place the bomb?
- **Immediately notify the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place
- **Limit usage of radios because of risk of activating a device**
- If a suspicious device or package is found... **DO NOT TOUCH**
- Clear the immediate area and notify the DISTRICT POLICE
- If directed to do so by DISTRICT POLICE or College administration, **evacuate** staff and/or students to a safe distance away from the building to a safe evacuation area

# EXPLOSIONS

- Notify the DISTRICT POLICE and take cover under tables, desks, and similar places that will give protection from flying glass and debris.
- If directed to do so by DISTRICT POLICE or College administration, **evacuate** staff and/or students to a safe distance away from the building to a safe evacuation area
- Beware of falling debris and electrical wires as you evacuate
- **DO NOT** reenter a building unless it has been declared safe to do so by DISTRICT POLICE or College administration

# BOMB THREATS / EXPLOSIONS

# EARTHQUAKE

## If indoors:

- When the earth begins shaking **DROP, COVER** and **HOLD**
- **DO NOT** evacuate immediately during the earthquake
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases
- Check for any injured staff and/or students, and if trained, render first aid
- If emergency help is necessary, **call the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Initiate evacuation when safe to do so, or as directed by DISTRICT POLICE, or College administration
- Protect yourself at all times and be prepared for aftershocks
- Proceed to the designated evacuation site
- **DO NOT** re-enter a building unless it has been declared safe to do so by College administration

## If outdoors:

- When the earth begins shaking **DROP, COVER** and **HOLD**
- Move quickly away from buildings, utility poles, and other structures
- Assist any persons with physical disabilities and find a safe place for them
- Protect yourself at all times and be prepared for aftershocks
- Be alert for gas leaks, live wires, flooding, etc
- **If emergency help is necessary, call the DISTRICT POLICE at ext. 4491 or (909) 384-4491**

# EARTHQUAKE



## **VIOLENT INTRUDER / WEAPONS ON CAMPUS**

- Report all suspicious persons and situations to the **DISTRICT POLICE** at ext. 4491 or **(909) 384-4491**

### **If a violent intruder or weapons are observed:**

- **Immediately call the DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Take note of description/behavior/weapons and report to the District Police
- If directed by DISTRICT POLICE or College administration, implement lockdown procedures (attached)
- Remain in lockdown until DISTRICT POLICE or College administration give an all clear command or instructions to evacuate

## **VIOLENT INTRUDER / WEAPONS ON CAMPUS**

# **DISASTER MANAGEMENT**

## **OVERVIEW**

Should an emergency or other major disaster strike the campus, the need for coordinated efforts of the entire College community will be necessary.

In an emergency, a number of pre-planned actions will take place. The Emergency Operations Team, made up of key managers/supervisors, will meet in the pre-determined Emergency Operations Center (EOC). Members will serve in designated emergency management positions designed to conform to the State "Standardized Emergency Management System and the National Incident Management System" (SEMS/NIMS).

These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the College, providing resources and support, timely situation analysis, and needs assessment. The EOC is equipped with communication capabilities to support these operations and to coordinate with outside agencies.

The College's administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the College community will provide a skilled pool of professionals to deal with a myriad of technical, medical, logistical, and human relations problems certain to arise in a major disaster. It is to that end that these general emergency instructions are targeted

# **DISASTER MANAGEMENT**

## **MEDICAL EMERGENCY AND FIRST AID**

### **FOR SERIOUS INJURY OR ILLNESS**

**DO NOT MOVE VICTIM UNLESS ABSOLUTELY NECESSARY!!!** Immediately call DISTRICT POLICE at **ext 4491 or (909) 384-4491**. Give your name; describe the nature of the medical problem and the location of the victim. Paramedics will be called by DISTRICT POLICE if necessary.

### **FOR MINOR INJURY OR ILLNESS**

Provide first aid. Use the first aid materials that are available in the nearest Department Office. After treatment, the victim may go to the Student Health Center.

### **HEART ATTACK**

- Help victim to a comfortable position, maintaining an adequate airway. **Call DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Give resuscitation or CPR as necessary
- Keep victim comfortable and calm
- Ask or look for emergency medical ID
- Stay with victim until help arrives

### **CHOKING**

- Determine if person can speak or cough. If not... **Call DISTRICT POLICE at ext. 4491**
- Perform abdominal thrusts (Heimlich maneuver) repeatedly until the foreign body is expelled
- A chest thrust may also be used for obese persons or women in late stages of pregnancy
- If the person becomes unresponsive, perform CPR. If you see an object in the throat or mouth, remove it
- Stay with victim until help arrives

### **FAINING OR UNCONSCIOUSNESS**

- Have victim lie or sit down and **call DISTRICT POLICE at ext. 4491 or (909) 384-4491**
- Keep victim comfortable, not hot or cold
- Keep victim on side if unconscious to prevent choking
- Ask or look for medical ID
- Treat other injuries as necessary
- Stay with victim until help arrives

### **SEVERE BLEEDING AND WOUNDS**

- **Call DISTRICT POLICE at ext. 4491 or (909) 384-4491 and Student Health Services** and apply direct pressure on wound (wearing gloves if possible)
- Elevate the body part, if possible
- Keep pressure on wound until help arrives
- Stay with victim until help arrives

## **MEDICAL EMERGENCY AND FIRST AID**

## **LOCKDOWN / SHELTER-IN-PLACE PROCEDURES**

**LOCKDOWN** is a security measure used to prevent violent intruders from entering occupied areas of buildings, or to isolate staff and/or students from danger on the College campus. Each instructor should do the following upon notification of a need for a lockdown:

- Immediately close and lock doors (if possible), close any shades and/or blinds if it appears safe to do so, and turn off lights
- Instruct staff and/or students to move away from doors and windows, and to get down on the floor
- Remain in the classroom, or secured area, until further instructions are provided by DISTRICT POLICE or College administration

**SHELTER-IN-PLACE** is a short-term measure implemented when there is a need to isolate staff and/or students from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing doors windows and vents.

- Immediately clear staff and/or students from the hallways
- Keep all staff and/or students in the classroom until further instructions are received. Assist those needing any special assistance
- Secure classrooms: close and lock doors and windows, shut down the classroom HVAC system if possible
- Remain in the classroom or secured area and wait for further instructions from DISTRICT POLICE or College administration

## **LOCKDOWN / SHELTER-IN-PLACE PROCEDURES**

# EMERGENCY EVACUATION PROCEDURES

**Faculty will be called upon to be leaders in any evacuation scenario.** Faculty members will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed. Each instructor should be responsible for the direct supervision of their class and will do the following:

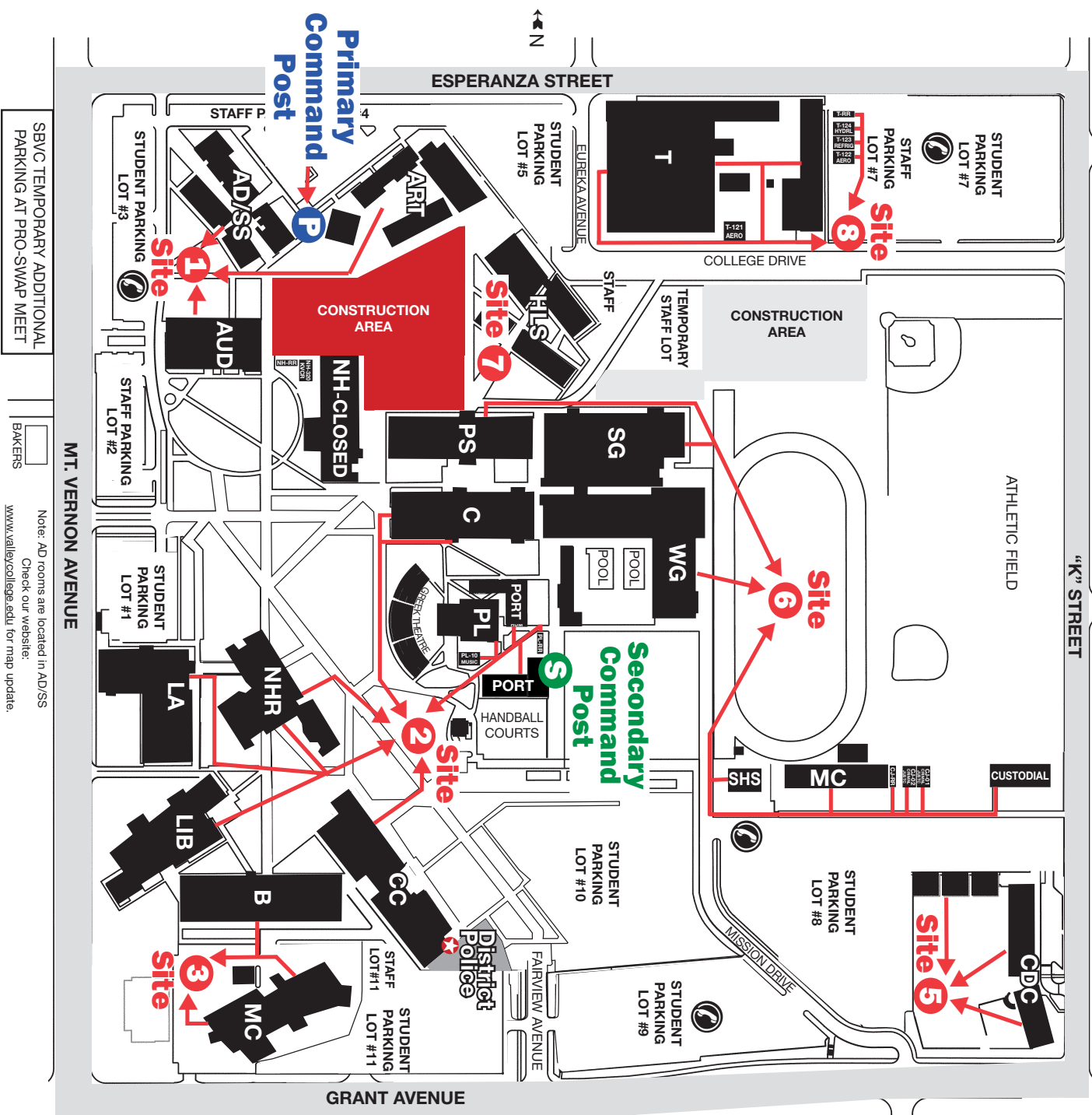
- Direct the evacuation of staff and/or students to designated Evacuation Sites (see Evacuation Site Map)
- Immediately shut down all equipment in use
- Take personal items with you
- Shut all doors behind you as you leave
- Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site
- Accompany and assist handicapped personnel, staff and/or students, and visitors who appear to be in need of direction or assistance
- Once outside, move away from the structures and go to the designated Evacuation Site. **Keep roadways free for emergency vehicles**
- Seek medical attention for injured staff and/or students

## EVACUATION OF PERSONS WITH DISABILITIES

- Help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest safe evacuation area
- If an elevator is not available, or if it is unsafe to use them, direct wheelchair users to the top of the nearest staircase or the nearest designated area of rescue assistance
- Immediately notify a supervisor, Building Captain, or Emergency Personnel of the individual’s whereabouts

# EMERGENCY EVACUATION PROCEDURES

# EMERGENCY EVACUATION SITES



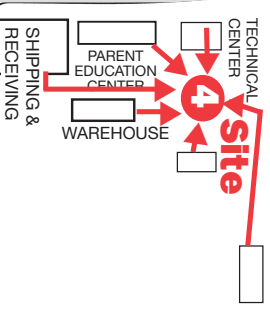
"K" STREET

## San Bernardino Valley College

701 South Mount Vernon Avenue  
 San Bernardino, CA 92410  
 (909) 384-4400

**LEGEND**

- 1 Evacuation Sites
- P Primary Command Post
- S Secondary Command Post
- Emergency Phone



Building Symbols	Evacuation Site
AD/SS	Administration/ Student Services Site 1
(Note: AD rooms are located in AD/SS)	
ART	Art Center Site 1
AUD	Auditorium Site 1
B	Business Building Site 3
C	Chemistry Building Site 6
CC	Campus Center Site 2
CDC	Child Development Center Site 5
CJ Port	Criminal Justice Portables Site 6
HLS	Health & Life Science Building Site 7
LA	Liberal Arts Building Site 2
LIB	Library Site 2
MC	Media/Communications Site 3
MCHS	Middle College High School Site 6
NH (Closed)	North Hall Building Site 2
NHH	North Hall Replacement Site 2
PL Port	Planetarium Portables Site 6
PS	Planetarium Portables Site 6
SG	Physical Science Building Site 6
T	Snyder Gym (Men's) Site 6
T Port	Technical Portables Site 8
Warehouse	Warehouse Site 4
WG	Women's Gym Site 6

# EVACUATION SITE MAP

SBVC TEMPORARY ADDITIONAL PARKING AT PRO-SWAP MEET

BAKERS

Note: AD rooms are located in AD/SS  
 Check our website:  
[www.valleycollege.edu](http://www.valleycollege.edu) for map update.

MT. VERNON AVENUE

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