

IN CASE OF

EMERGENCY

CAMPUS EMERGENCY

Dial 911 from any
campus phone
(for El Camino College
“911 emergencies”
from mobile
phones, call
310-660-3100)

Produced by the El Camino Community
College District — Administrative Services —
Workplace Safety & Risk Management



EL CAMINO COLLEGE Procedures for Emergencies

All members of the campus community are strongly encouraged to read and understand these procedures **BEFORE** an emergency occurs.

Be prepared: Please re-familiarize yourself with these procedures on a regular basis.



BEFORE THE EMERGENCY

- Be aware of your surroundings and stay prepared.
- Find your primary AND secondary exits.
- Identify your location's evacuation area. (Contact the instructor or Building Captain)
- Take note of the nearest fire alarm pull station, emergency phones, office phones, and campus pay phones.
- Have personal contact information handy.
- Keep halls and exits clear.
- Correct or report hazardous conditions.
- Note the El Camino College Campus Police 911 Emergency direct-line for mobile phones: 310-660-3100.



Individuals with disabilities should use the “buddy system” to identify others available to class, term, project, or job—ask your instructor or supervisor, or contact the Special Resource Center.



EMERGENCY EVACUATION

- Begin evacuation any time you hear an alarm, smell smoke or see flames, or are directed by instructor, Building Captain, or other authority.
- Proceed to the nearest safe stairwell and/or site. DO NOT USE THE ELEVATOR.
- Stay calm, move quickly, and do not run.
- Provide help to those who need assistance.
- Report to your location's evacuation area. (Contact the instructor or Building Captain)
- DO NOT RE-ENTER THE BUILDING until told to do so by the Building Captain or other emergency officials. NO MEMBER OF THE FACULTY, STAFF, OR STUDENT BODY SHOULD ATTEMPT TO RE-ENTER INTO ANY DISTRICT BUILDING UNTIL GIVEN APPROVAL BY THE ECC INCIDENT COMMANDER.



Individuals not able to use the stairs may request assistance from anyone available to provide it. Use of the “buddy system” (refer to Before the Emergency) may be more effective. If unable to get evacuation assistance immediately, those not able to use the stairs should proceed to the nearest accessible stairway landing to wait for assistance.



POWER OUTAGE

- Stay calm and remain in place, if safe to do so. Turn off all light switches, except one.
- Pay attention to instructions from an instructor, Building Captain, or other authority.



EARTHQUAKE

BEFORE AN EARTHQUAKE

- Determine ahead of time the safest location for you to duck, cover and hold. Individuals in wheelchairs should not attempt to duck, cover, and hold. Rather, position against a wall and away from windows, if possible and lock wheelchair brakes.
- Look for items placed on shelves or elsewhere above you that are heavy and/or loose and might fall if there is shaking or a sharp jolt. Secure such items, or report them to instructor or other authority, and move to another area.
- Note Emergency Exits.
- Keep emergency exits clear of boxes and other items that may shift and fall and block your exit in an earthquake.

IF AN EARTHQUAKE OCCURS

- DUCK: Immediately duck down close to the floor and seek cover.
- COVER: Take cover under a table, desk, other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms.
- HOLD: If you are under something, hold onto it and be prepared to move with it.
- Windows/Glass—Stay clear of windows and glass to reduce the risk of being injured by flying broken glass.

Remain in the HOLD position until all of the shaking has stopped! Aftershocks are likely; be prepared to duck, cover, and hold again.

NOTE: Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer. If the doorway is your only option, drop down to the floor and brace yourself so your back is to the doorjamb, where the door is hinged to the frame. Watch for moving objects.



AFTER THE SHAKING STOPS

- Keep calm. Do not go outdoors, unless told to do so by emergency officials, or unless there is immediate danger from fire, the smell of natural gas, or signs of severe structural damage. You are in greater danger outside from falling glass and debris.
- Check area for hazards, including broken glass and objects that might fall in an aftershock; consider such hazards in choosing your exit route.
- Provide help to those who need assistance.
- If trained, render first aid. If not trained, assist those rendering first aid.
- Cooperate with instructor or other emergency authority. Assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake, but may fall in an aftershock.
- Clear emergency exits of debris, if safe to do so.
- If a fire occurs, activate the nearest fire alarm pull station.
- Refrain from using the telephone, except to report life-threatening emergencies.
- Hang up any telephone receivers that were knocked off during the earthquake.



BOMB THREAT

If evacuation is required, take all personal items with you.

If a suspicious object or potential bomb is discovered, DO NOT APPROACH OR HANDLE THE OBJECT, CLEAR THE AREA, AND CONTACT CAMPUS POLICE.

If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:

- When is the bomb going to explode?
- What does it look like?
- What will cause it to explode?
- Where is the bomb located?
- What kind of bomb is it?
- Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age and gender of caller, speech pattern/accent, caller's emotional state and any background noise.



IN CASE OF FIRE

- Pull the nearest red fire alarm pull station.
- Contact Campus Police by dialing 911 using any campus phone (including all pay phones), or by dialing 310 660-3100 on a mobile phone (911-type emergencies ONLY).
- Be prepared to:
 - Describe the situation.
 - Give your location.
 - Do not hang up until the dispatcher tells you to do so.
- **Only** attempt to extinguish a fire if you find it is safe to do so. Read and follow instructions on fire extinguishers.
- Alert others in your area to go to your location's evacuation area. (Contact your instructor or Building Captain.)
- As you evacuate the area completely, close but do not lock doors, after last person has exited.
- Use the nearest stairwell and/or exit; DO NOT USE THE ELEVATOR.
- Try to stay low to the floor if smoke is present.



SHELTER-IN-PLACE

In certain situations, (*e.g., the presence of chemical, biological, or radiological contaminants; acts of terrorism or other violence; extreme weather; and some earthquake scenarios) it may be best advised to shelter-in-place, rather than evacuating.

How to shelter-in-place:

- Stay calm and remain quiet.
- Do not activate fire alarms, unless there is a fire.
- Individuals in outdoor areas or hallways should seek shelter in the nearest safe classroom, office, or other room.
- Close and lock all doors and windows and close window blinds, shades, and curtains.
- If explosions or gunshots are heard, get down on the floor and stay low—away from doors and windows.
- Shelter-in-place until given an all-clear announcement by the Building Captain or other emergency officials.



MEDICAL EMERGENCY

- Survey the scene; determine if it is safe for you to help. **Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.**
- Use the **3 Cs—CHECK, CALL, CARE: Check** the victim(s) for consciousness, turn to someone to **Call 911** using any campus phone, and return attention to the victim(s) to provide **Care** in the form of first aid or CPR, if trained to do so.
- When calling 911 for Campus Police, be prepared to give:
 - The number of victims, approximate age(s), and gender(s);
 - Your name, telephone number, and location;
 - Victim location(s);
 - The nature of the medical emergency;
 - What help, if any is being given; and,
 - Any other information requested by the dispatchers.
- DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER TELLS YOU TO DO SO.
- If available, send someone to meet and direct Campus Police.
- Stay calm.

Unfortunately, it is not possible to foresee every potential scenario. Individuals are advised to use their best judgment in applying these and other procedures in the event of any emergency. Your safety and the well-being of others depend on good decisions and seeking and obtaining the services of established emergency personnel (police, fire, medical, and Building Captains) in any emergency.