



EMERGENCY PROCEDURES

Campus Police 4 4 4 4 (From campus phones)

Campus Police (Non-emergency) (949) 582-4585

Orange County Fire/Paramedic .. 9 + 911 (From campus phones) *

Orange County Sheriff 9 + 911 (From campus phones) *

*** 9-1-1 from any cell phone: Give college address and location on campus.**

Saddleback College, 28000 Marguerite Parkway, Mission Viejo

GENERAL EMERGENCY PROCEDURES

In the event of an emergency within your classroom, office, or area, contact:

Campus Police 4 4 4 4 (From campus phones)

Orange County Fire/Paramedic ...9 + 911 (From campus phones) *

Orange County Sheriff9 + 911 (From campus phones) *

GIVE LOCATION (building and room or area) AND NATURE OF THE EMERGENCY.

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All staff and students are to remain in their assigned area until Campus Police or administrative personnel give the order to evacuate.

Fire alarms will signal all building evacuations except bomb threats. Campus Police and staff will evacuate buildings or areas if bomb threats occur.

Rev. 10/05

EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION

If the situation requires, Campus Police will activate the Emergency Notification List for authority to establish an Emergency Operations Center. The College President, Chief of Police, Director of Facilities & Physical Plant, or assigned Dean or Administrator has the authority to activate an EOC.

EMERGENCY OPERATIONS CENTER LOCATIONS

1. **PRIMARY** – President’s Conference Room (AGB)
2. **SECONDARY** – Campus Police Station (Parking lot #2)
3. **TERTIARY** – Mobile Command Vehicle – Campus Police

EMERGENCY PHONE NUMBERS

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Health Center (Nurse) (949) 582-4606

Saddleback College Switchboard (949) 582-4500

Irvine Valley College Switchboard..... (949) 451-5100

See other side for COMMUNICATIONS ...

COMMUNICATIONS

1. Those administrators and/or staff with 2-way radios should switch to channel one and communicate with Campus Police.
2. Major decisions will come from the Emergency Operations Center (EOC) when it is activated.
3. Deans should await directions from the EOC or Campus Police Officers. Deans are to aid in communicating to their areas in case the decision is made to evacuate students from buildings to designated safe locations.
 - A. EOC will coordinate operations with Campus Police and Maintenance & Operations.
 - B. Upon notification, Campus Police will notify all divisions and departments. During the day, Deans will coordinate with Campus Police on notifying students and staff that the campus is closed. During the evening, Campus Police will notify students and staff in all areas that the campus is closed.
 - C. Notification will take place in the following order:
 - a. HS (District Office), SSC, BGS, TAS
 - b. AGB, CC, SA, ITC
 - c. Library, SM, FA
 - d. PE, Child Care, and lower-campus facilities

MEDICAL / FIRST AID EMERGENCIES

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FOLLOW THESE DIRECTIONS WHEN REPORTING AN EMERGENCY:

1. Identify the location of the ill or injured person.
2. DO NOT move the person unless absolutely necessary.
3. Stop any bleeding by applying firm pressure on the wound.
4. Restore breathing by clearing the person's air passage and perform mouth-to-mouth resuscitation or CPR (if qualified).
5. Keep the person warm, quiet, and comfortable.
6. Stay with the person until help arrives.

VISUALLY IMPAIRED PERSONS

Most visually impaired persons will be familiar with the immediate area they are in.

- 1. Tell the person the nature of the emergency.**
- 2. Offer to guide him/her. (This is the preferred method when acting as “Sight Guide.”)**
- 3. As you walk, tell the person where you are and advise of any obstacles.**
- 4. When you have reached safety, orient the person to where he/she is.**
- 5. Ask if any further assistance is needed.**

HEARING-IMPAIRED PERSONS

Persons with impaired hearing **MAY NOT** perceive emergency alarms.

VISUAL ...

1. Turn light switch ON and OFF to gain attention.
2. Gesture
 - a. What is happening
 - b. What to do

– OR –

WRITTEN INSTRUCTION ...

1. Define the emergency on paper or blackboard.
2. Give nearest evacuation route – see posted map.

CRUTCHES – CANES – WALKERS

For evacuation purposes:

- 1. Persons should be treated as if they were injured.**
- 2. Carry options:**
 - a. Use two-person locked-arm-position “chair.”**
 - b. Have the person sit in a sturdy chair (one with arms is the best). If possible, secure in chair with a belt or rope.**
 - c. If more than two flights of stairs, a relay team may be needed.**

NON-AMBULATORY PERSONS

IMPORTANT: *People in wheelchairs who have respirators attached **MUST** have priority assistance if there is smoke or fumes as their ability to breathe is seriously jeopardized.*

WARNING: *Some people have **limited ability** to move. **Lifting them may be dangerous to their health!** ALWAYS consult the person first as to their needs.*

Evacuation WITHOUT a chair:

THINGS TO CONSIDER ...

1. **Ways of being removed** from chair.
2. The **number of people required** for assistance.
3. Whether to **extend or bend extremities** when lifting because of pain, catheter, leg bags, or braces.
4. Whether a stretcher, chair with cushion pad, car seat, or paramedics assistance will be needed **after evacuation**.

Evacuation WITH a chair:

1. **Powered chairs** – turn off motor and remove batteries before transporting.
2. **Secure person in the chair** with seat belt or waist belts, and lock foot rest.
3. **Many wheelchairs have weak or movable parts** which are **NOT** constructed to withstand the stress of lifting.
4. **Lift chair using RIGID FRAME AREAS ONLY** (such as hand grips on the back of the chair and leg bars) if being carried forward or backward down a flight of stairs.

IF CARRYING DOWN MORE THAN TWO FLIGHTS OF STAIRS, A RELAY TEAM MAY BE NEEDED.

FIRST AID FOR SEIZURES

Campus Police 4 4 4 4 (From campus phones)

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- 1. Remain calm. The seizure is painless to the individual.**
- 2. Do not try to restrain the victim or interfere with their movement in any way.**
- 3. Clear area around the victim to prevent injury.**
- 4. DO NOT force anything between the victim's teeth.**
- 5. Turn the victim's head to the side to prevent choking.**
- 6. Contact Campus Police as soon as possible.**

POWER BLACKOUTS

Campus Police 4 4 4 4 (From campus phones)

Maintenance & Operations (949) 582-4880

FOLLOW THESE DIRECTIONS WHEN REPORTING POWER BLACKOUTS:

1. Assist persons with disabilities when evacuating a building.
2. Science faculty and staff should secure laboratory experiments, activities, and equipment that might present a potential danger.
3. Leave light switches “ON.”
4. Unplug any and all equipment that could be damaged by a power surge when power is restored.

CLASSROOMS WITH WINDOWS AND NATURAL LIGHT – Continue classes if possible.

CLASSROOMS WITHOUT WINDOWS – Instructors should evacuate the building using the posted evacuation map.

FIRE

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FOLLOW THESE DIRECTIONS WHEN DEALING WITH A FIRE:

- 1. Sound the FIRE ALARM!**
- 2. Attempt to put out small extinguishable fires by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and sweep from side to side.**
- 3. Evacuate the building if unable to control or extinguish the fire.**
- 4. DO NOT use elevators for an evacuation.**
- 5. Crawl or stay near the floor while evacuating a smoke-filled building.**
- 6. DO NOT OPEN ANY DOOR THAT FEELS HOT.**
- 7. Assist the evacuation of any injured or disabled persons.**
- 8. Close doors when exiting the building.**
- 9. Report ALL fires to Campus Police, even if you were able to extinguish the fire before any damage occurred.**

EARTHQUAKE

1. **STAY CALM** – Do not panic and run.
2. **Remain where you are: Indoors or Outdoors.**
3. **INDOORS:**
 - a. **DUCK, HOLD, and COVER** – Under a desk or sturdy table.
 - b. **Hold onto desk or table.** If it moves – move with it.
 - c. **Stay away from** windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall.
 - d. **Watch for** falling plaster or ceiling tiles.
 - e. **Stay under cover** until the shaking stops.
 - f. **If in a multistory building** and you are NOT NEAR a desk or table, move against an interior wall and protect your head with your arms.
 - g. **DO NOT USE THE ELEVATOR.**
 - h. **Do not be surprised** if the fire alarm or sprinkler system is engaged.
 - i. **If in a library or office area,** DO NOT rush for an exit. Move away from bookshelves and display cases containing objects that could fall.
 - j. **If in a stadium or theater-type seating,** stay in your seat and protect your head with your arms. DO NOT try to leave until the shaking is over.
 - k. **If in a wheelchair, stay in it and move to cover.** If possible, lock your wheels and protect your head with your arms.
4. **OUTDOORS:**
 - a. **Get as far away from buildings as possible.**
 - b. **Go to a clear area** and stay away from walls, light poles, and downed wires.
 - c. **If on sidewalks near a building,** duck into a doorway to protect yourself from falling objects and debris. The greatest point of danger is just outside of doorways and close to an outer wall.
5. If possible, **tune your FM radio** to the Saddleback College radio station (KSBR 88.5 FM) for information on campus conditions, class closures, or campus evacuation.
6. **DO NOT EVACUATE** – unless instructed to by Campus Police, administrators, or the situation requires an immediate evacuation.

BOMB THREATS

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DO NOT EVACUATE THE BUILDING UNLESS ORDERED BY CAMPUS POLICE OR ADMINISTRATORS ...

IF YOU RECEIVE A BOMB THREAT BY TELEPHONE:

1. Ask the caller to identify these factors:

- a. Time of the planned explosion
- b. Type of bomb
- c. Location of the bomb
- d. Description of the bomb

2. Record the following information:

- a. Time of call
- b. Exact words of caller
- c. Gender and age of caller
- d. Behavior of caller, including speech characteristics
- e. Background noise or sounds

BOMB THREATS – LETTERS, PACKAGES, or OBJECTS:

1. Do not touch a suspicious envelope, package, or object.
2. Evacuate all persons from the area.
3. Stop any person from entering the endangered area.
4. **CALL CAMPUS POLICE 4 4 4 4** (from campus phones)
5. Evacuation of disabled persons—Follow the directions on **Pages 7-10** when evacuating disabled persons.

CAMPUS POLICE WILL BE IN CHARGE OF BUILDING / AREA SEARCHES

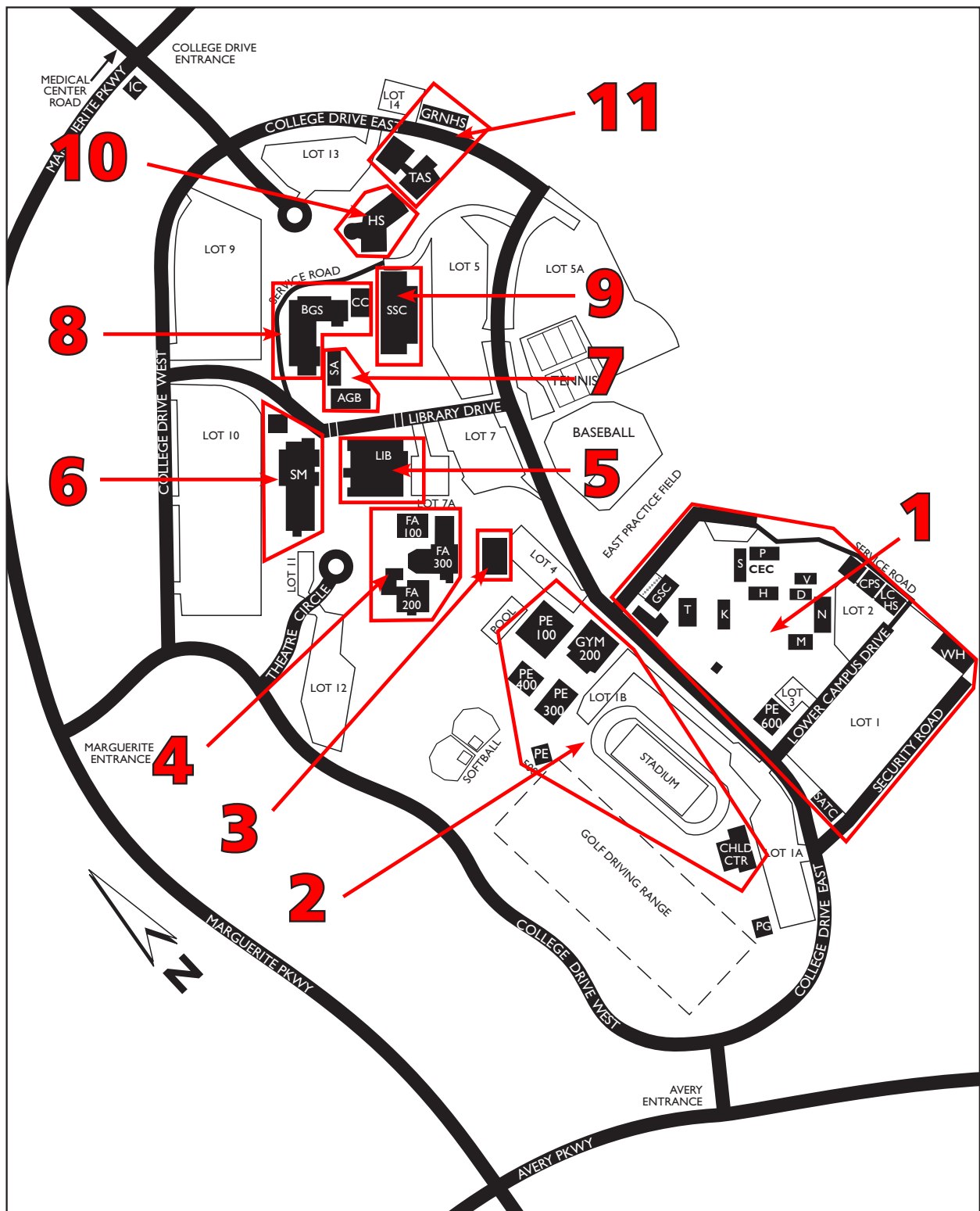
DO NOT EVACUATE the building until Campus Police or a college administrator orders the building evacuated.

Campus Police will have the information on bomb type, description, and possible location. Campus Police will also inspect the evacuation areas to determine if they are safe.

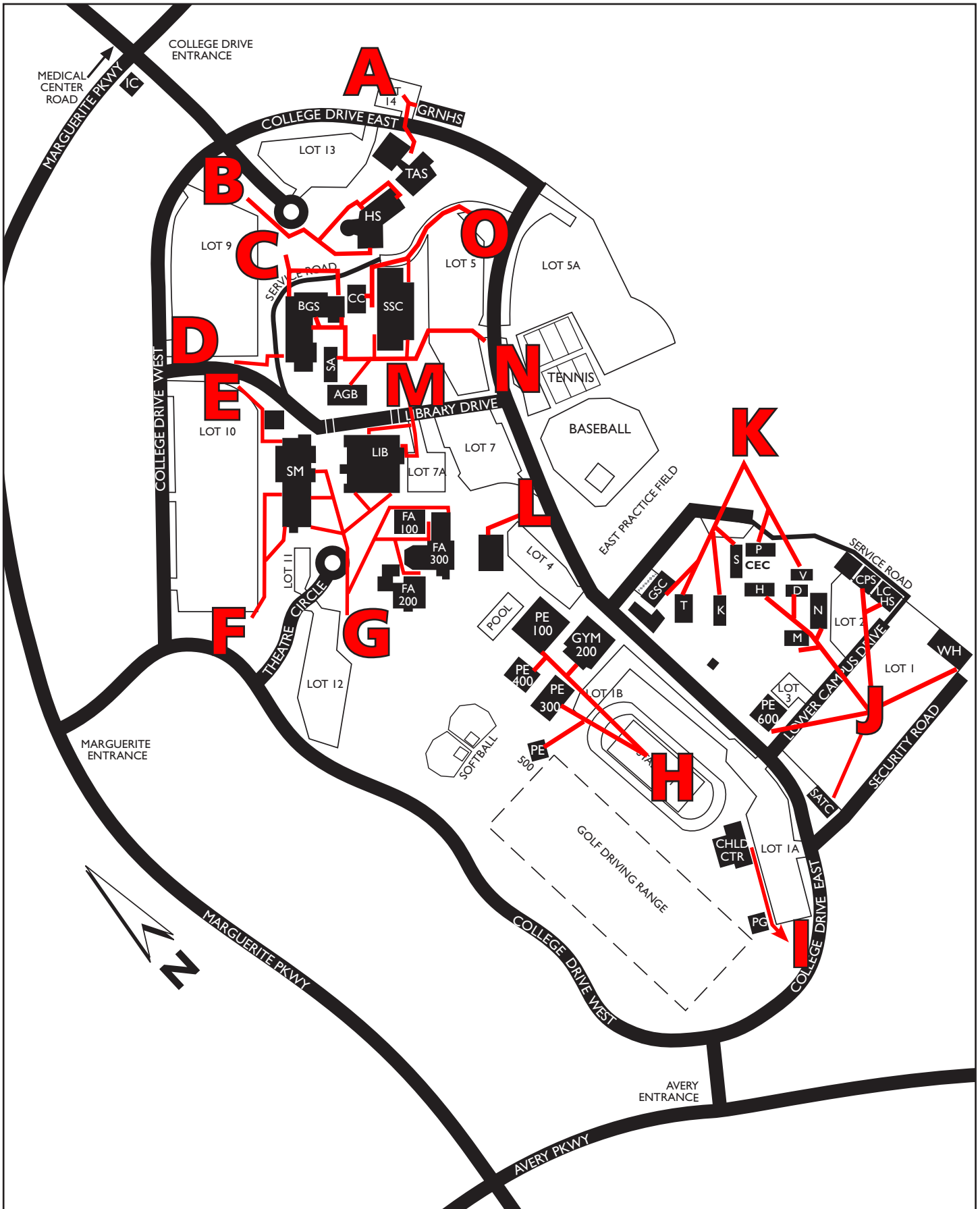
CAMPUS EVACUATION MAP – AREAS OF RESPONSIBILITY

- 1. Chief of Police Ext. 4585
- 2. Dean of PE & Athletics 4645
- 3. Director of Facilities & Physical Plant 4306
- 4. Dean of Fine Arts 4907
Director of Performing Arts 4763
- 5. Dean of Learning Resources 4366
- 6. Dean of Math, Science & Engineering 4820

- 7. Vice President for Instruction Ext. 4795
- 8. Dean of Social & Behavioral Sciences 4365
- 9. Vice President for Student Services 4566
- 10. Deputy Chancellor 4664
Vice Chancellor of Human Resources 4699
- 11. Dean of Advanced Technology & Applied Science 4311



BUILDING EVACUATION MAP



VEHICLE EVACUATION MAP

AREA #1 Exit Avery Entrance:
 Lots #1, 1A, 1B, 2, 2A, 2B, 3, 4, 7, 7A, 8

AREA #2 Exit College Drive Entrance:
 Lots #5, 5A, 6, 9, 13, 14

AREA #3 Exit Marguerite Entrance:
 Lots #10, 11, 12

