

WHERE WILL YOU GO?

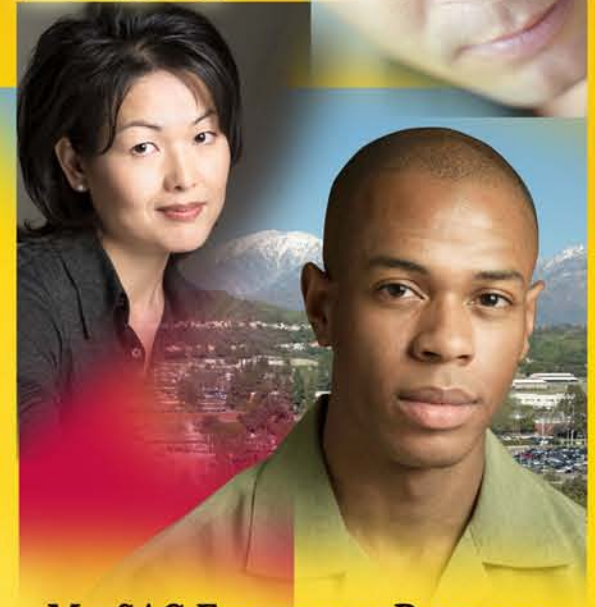
During a major incident, report to the nearest evacuation parking lot in the quadrant (W, X, Y, or Z) where your office/class is located.

- * - Evacuation Area
- + - First Aid / Triage Area
- ! - Emergency Operations Center (EOC) / Incident Command Post
- ☎ - Emergency Blue Phones

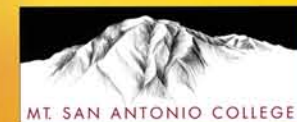
WANT TO KNOW MORE ABOUT THE PROGRAM?

For more information, contact the **Safety, Health and Risk Management Office** at (909) 594-5611, ext. 5508

What Will You Do?



Mt. SAC Emergency Response
QUICK REFERENCE GUIDE



Public Safety: (909) 594-5611, ext. 4555

WHAT YOU SHOULD DO

This brochure provides an outline of the Mt. SAC Emergency Response Plan, which will be implemented in the event of any major emergency or natural disaster. It tells you **what to do** and **where to go** during an emergency. Please keep it handy as a quick reference at the time of need. We also encourage you to consult the complete plan for more detailed information.

During a response to an isolated or single or campuswide event, it is essential that you understand your role. This section explains what you should do in the following situations:

EARTHQUAKE

- **Take immediate shelter** under tables, desks or other furniture. (Remember the **duck, cover** and **hold on** procedure.)
- Evacuate the building when safe to do so, assisting any injured or disabled people.
- Proceed to the nearest evacuation area identified on the campus map (see back panel).

FIRE

- **Activate The Nearest Fire Alarm Box!**
- **Call Public Safety at ext. 4555** and report the location of the fire.
- Evacuate the building and assist disabled persons. Close all doors when exiting the building. Proceed to nearest evacuation area.



CIVIL DISTURBANCE

- **Call Public Safety at ext. 4555** and report the type and location of disturbance.
- If it is apparent that anyone's safety is threatened by the disturbance, **exit the building immediately.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

GUNSHOT/EXPLOSION

- **Take cover.**
- **Call Public Safety at ext. 4555** and report the type and location of disturbance, and **exit the building immediately, when safe.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

POWER OUTAGE

- All students should **remain in their classroom** until directed to evacuate by College staff.
- Evacuate the building and assist disabled persons. Proceed to nearest evacuation area.

HAZARDOUS MATERIAL SPILL

- If indoors, **evacuate immediately** to your assigned area (see map other side).
- If outside, **stay upwind** away from toxic fumes.
- **Call Public Safety at ext. 4555** and report the incident.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

BOMB SCARE

- **Do not evacuate** the building unless it is safe and you are directed to do so.
- **Call Public Safety at ext. 4555** and report the threat.
- **If a bomb threat is received by telephone, get the following information:**
 1. What kind of bomb is it?
 2. Where is the bomb?
 3. When will it explode?
 4. What does it look like?
- **If a bomb threat is received by mail, or a suspicious object is discovered, do the following:**
 1. **Do not** handle the envelope or object.
 2. **Evacuate** all persons from the immediate area.
 3. **Stop** anyone from entering the area.
 4. **Call Public Safety at ext. 4555** and report the incident.

