

**SDCC Graves Apartments**  
**EMERGENCY ACTION PLAN**

*QUICK REFERENCE GUIDE 2016 – 2017*

**IN CASE OF EMERGENCY CALL**

**911**

*Non-emergencies request for police service call the San Diego County Sheriff's Department at:*

**(858) 565-5200**

*Call the Sheriff's Department **FIRST** if the following occurs:*

- Suspicious person(s) walking around the apartments.
- Your vehicle and or apartment has been broken into.
- Anything suspicious in and around the apartments.

**IF YOU SEE SOMETHING...SAY SOMETHING**

**Who Responds To The Apartments?**



San Diego County Sheriff's Department

And or



Santee Fire Department (Yellow Trucks)

**TYPES OF EMERGENCIES**

*Emergencies have been divided into two basic types and Crisis and Disaster.*

**Crisis:** A crisis is an unstable or crucial time or situation in which a decisive change, with a distinct possibility of a highly undesirable outcome, is impending.

Examples include: shootings, written or verbal threats, and suspicious packages or other mail. (Pg. 2-4)

**Disaster:** A disaster is a sudden, calamitous event bringing great damage, loss, or destruction to all or a portion of the campus.

Examples include: earthquakes, fires, explosions, toxic spills, health epidemics, and aircraft crashes. (Pg. 5-7)

## Emergency Evacuation Areas

1. The primary evacuation area is located on the south side of the parking lot along the brown fence line.
2. The secondary location is out and off the property all the way south of the apartment building.

\*\* See campus map on the last page of this guide for the primary evacuation area graphic.

## WHAT TO DO IN CASE OF:

### 1. APARTMENT SHOOTING

**Type: Crisis**

#### **Discoverer**

Warn others to take cover. Call 911. Notify Campus Security ASAP. If trapped, obey gunman.

**Mode: Lock Down**

**What to do?**

**RUN. HIDE. FIGHT.**

### **Room Lock-Down Procedures**

The resident(s) must secure and lock the doors if possible, have everyone inside the apartment get out of sight of the window, and turn out room lights. Stay in your apartment until law enforcement agencies give you the all clear.

### **Students in the Lounges or Outside**

Students should take cover where they are. If possible run into an apartment or nearby lounge and lock the doors. When it is safe then proceed to a safer location and wait for further instructions from law enforcement agencies.

**REMEMBER- Make a decision *RUN* (away), *HIDE* (so the threat can't find you) or *FIGHT* (to protect yourself).**

## 2. HOSTAGE SITUATION

**Type: Crisis**

#### **Discoverer**

Warn others to take cover. Call 911. Notify Campus Security ASAP. Do not antagonize suspect. If held, obey suspect.

#### **Mode: Lock Down (see above)**

Law enforcement will notify SDCC to lock down the apartments. All students are to remain locked down until the crisis is under control and we are notified by law enforcement.

### **3. OUTSIDE THREATS**

#### **Type: Crisis**

#### **Mode: Lock Down (see above)**

Law enforcement may or may not notify Campus Security to lock down the apartments. Apartment Residents should use their best judgment when dealing with these incidents. If there is a heavy police presence and or the presence of police helicopters, residents are free to call the San Diego Sheriff's Department at (858-565-5200). If the incident is a life or death emergency, call 911.

### **4. BOMB THREAT**

#### **Type: Crisis or Disaster**

#### **The More You Know Could Save Lives**

- Know where the Fire Evacuation Areas are for the apartments.

#### **Discoverer**

Call 911. Get as many details as possible and write them down.

#### **Mode: Evacuate**

#### **What to Do?**

If a bomb has been reported, but a location for the apartments, Operations will ring the fire bell to evacuate the buildings. Wait until proper authorities are contacted. If anything suspicious is noticed, CALL 911 and report that information. When practical, Campus Safety must be notified. (619) 201 - 8714

If at any time a resident believes there is imminent danger, he/she should pull the nearest fire alarm to evacuate. Residents should evacuate to one of the Fire

Evacuation Areas for the apartments. Stay calm and evaluate the situation. Remain at the Fire Evacuation Area until given further instructions from officials.

### **5. FIRE, EXPLOSION, etc.**

#### **Type: Disaster**

#### **The More You Know Could Save Lives**

- Know where fire extinguishers are located at the apartments.
- Located on every apartment building.
- Know where Fire Evacuation Areas are at the apartments.
- Use fire extinguishers on small fires.
  - PASS
    - Pull the pin
    - Aim the nozzle
    - Squeeze the handle
    - Sweeping motion

#### **Discoverer**

Call 911. Notify Campus Security.

#### **Mode: Evacuate**

#### **What to Do?**

The fire alarm will sound and everybody should evacuate the building and proceed to the nearest Fire Evacuation Area at the apartments. Stay calm and evaluate the situation. Remain at the Fire Evacuation Area until further instructions from officials.

## 6. EARTHQUAKES

### Type: Disaster

#### The More You Know Could Save Lives

- Know where fire extinguishers are at the apartments.
- Know where Fire Evacuation Areas are at the apartments.

#### Discoverer

Evaluate if 911 call is necessary. Notify Security.

#### Mode: Evacuate

#### Proactive Check List

The checklist below will help you identify common earthquake hazards. Each resident needs to conduct his or her own hazard assessment. Many of the items below can be eliminated for little or no cost.

- \_\_\_\_\_ Are free-standing cabinets, bookcases, and wall shelves secured to a structural support? Books will become flying objects. Unsecured bookshelves and file cabinets will fall over.
- \_\_\_\_\_ Are heavy objects removed from high places? Big boxes or cabinets and bookshelves need to be on bottom shelves.
- \_\_\_\_\_ Are aquariums and other potentially hazardous displays located away from seating areas?
- \_\_\_\_\_ Are wall mounted objects secured against falling? (Clocks, pictures, etc.)
- \_\_\_\_\_ Are toxic, corrosive, and flammable materials securely stored to withstand falling and breaking?

\_\_\_\_\_ Are light fixtures adequately supported?

\_\_\_\_\_ Are fire extinguisher secured against falling?

\_\_\_\_\_ Computers, printers?

#### What to Expect During an Earthquake

There may be a gentle or violent jolt. You may notice swaying of light fixtures or plants or objects wobbling on shelves. You may hear a low (or loud) rumbling noise. As it builds in a few seconds it will be difficult to move.

It is important to take "quake-safe" action at the first indication of ground shaking. Don't wait to make sure it is an earthquake. Danger increases immediately and ground shaking grows stronger.

- Freestanding cabinets and bookshelves are likely to fall. Wall-mounted objects clocks, pictures, maps, or screens may shake loose and fly across the room.
- Doorframes may be bent by moving walls and may jam doors shut. Moving walls may bend window frames causing glass to shatter and sending dangerous pieces of glass into the room.

The noise that accompanies an earthquake cannot cause harm but may cause considerable emotional stress to students (fire alarms, breaking glass, falling objects, or creaking walls.) The noise is frightening, but a little less so if you anticipate it.

## What to Do?

IF INDOORS: Give the "DUCK AND COVER" command and stay inside - move away from windows and heavy objects that may fall.

- **Take cover** - Duck under a table or desk. Bend head close to knees, cover side of head with elbows, and clasp hand firmly behind your neck. Remain in sheltered position for at least 60 seconds or until the ground stops shaking.
- After the ground stops shaking proceed to one of the Fire Evacuation Areas. Watch for debris and downed power lines. Stay calm and evaluate the situation.
- Remain at the Fire Evacuation Area until further instructions from officials.

IF OUTDOORS: Move to an open space, away from building, and overhead power lines, trees, etc. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of danger that may demand movement.

- After the ground stops shaking proceed to one of the Fire Evacuation Areas. Watch for debris and downed power lines. Stay calm and evaluate the situation.
- Remain at the Fire Evacuation Area until further instructions from officials.

## 7. GAS LEAK OR HEALTH EPIDEMIC Type: Disaster

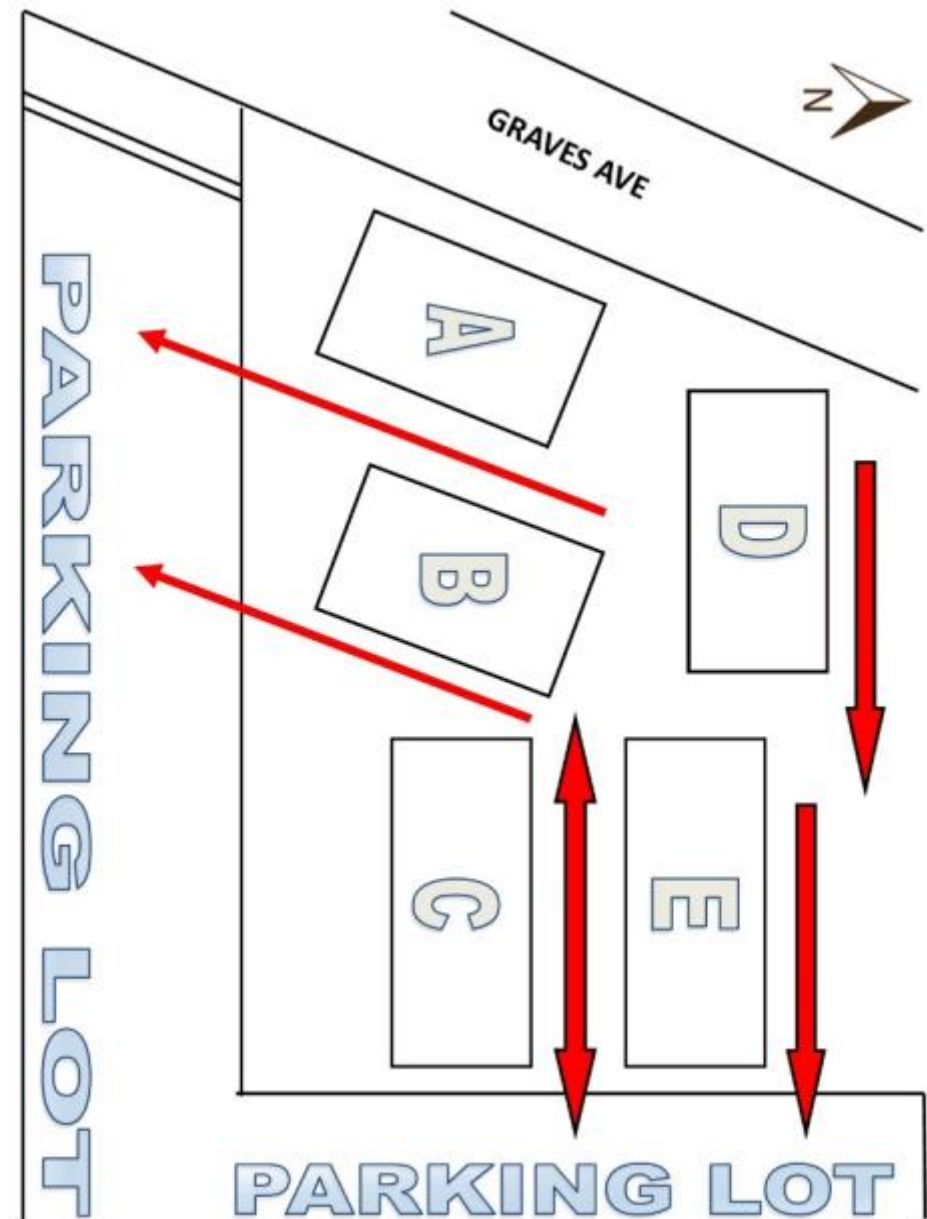
### Discoverer

Call 911. Notify campus security.

**Mode: Evacuate (Area Only)**

## What to Do?

Stay calm and call 911.



# EMPLOYEE ASSIGNMENTS AND RESPONSIBILITIES

## COMMAND CENTER

**Location:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

- Coordinates emergency response of the School Site: Triage/First Aid Team, Safety/Security Team, Student Assembly Area, Student Release Area, & Sweep and Rescue Teams.
- Works very closely with the Chief Operations Officer.
- Oversees the SDCC functions in the Command Center.
- Develops measures to assure safety of all staff, students, and volunteers.
- Manages and controls the emergency organization.

## STUDENT ASSEMBLY AREA

**Location:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**Support Personnel:** RD's, RAs, Faculty and Staff

- Reports to the Command Center.
- Accounts for all students, faculty and staff.
- Assembles students in an orderly manner \_\_\_\_\_
- Help with distribution of supplies. \_\_\_\_\_
- Keep accurate record of a student's whereabouts. *Some students maybe moved to the triage center or may assist in other areas.*
- Provide counseling

## STUDENT RELEASE TEAM

**Location:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**Support Personnel:** Enrollment Management Staff, Admissions Staff

- Reports to the Command Center
- Monitors and records when students leave campus
- Supervises the reunion of families with their student

## TRIAGE/FIRST AID TEAM

**Location:** \_\_\_\_\_

**Coordinator:** Head Athletic Trainer – *Carolyn Peters*

**Support Personnel:** Nurse, Student Trainers, CPR & First Aid Certified Employees and Students

- Reports to the Command Center
- Sets up and staffs the Triage Center
- Supervises the triage and treatment of the injured at the School Site
- Establishes a morgue at the School Site, if necessary
- Each injured person should be tagged or have their name visibly written on their person in case they are moved to another area. *If the student loses consciousness and cannot answer questions the student's name, phone number and extent of injuries should be readily available on their person.*

## MEDIA RELATIONS

**Coordinator:** Dean of Administration and Finance – *Robert Jensen*

**Support Personnel:** \_\_\_\_\_

## **SAFETY & SECURITY TEAM**

**Location:** Security Center

**Coordinator:** \_\_\_\_\_

**Support Personnel:** \_\_\_\_\_

- Report to the Command Center
- Works closely with the facilities department & Security
- Turns off School Site Utilities when necessary
- Secures the School Site
- Assists in extinguishing small fires
- Provides damage teams as necessary and marks hazardous areas

## **SWEEP & RESCUE TEAMS**

**Location:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**Support Personnel:** \_\_\_\_\_

- Reports to the Command Center
- Works closely with the Triage/First Aid Team
- Distribute supplies & tools
- Sweep and Rescue a predetermined area of the campus in an established pattern, in order to find and rescue/remove trapped or injured people, and extinguish fires (if needed)

- ✓ Area 1 –
- ✓ Area 2 -
- ✓ Area 3 -