Columbia College
Emergency Procedures – Quick Reference

Medical

Life Threatening: Call 9-1-1
Then, if you are able call Campus Safety 566-5476

Non-Life Threatening: Call Campus Safety – 566-5476

- Describe the type of injury or illness with a brief description of how it happened and provide the location.
- Do NOT move the injured or ill unless it is necessary to avoid further injury.
- Provide first aid only to the extent of your personal training and ability.
- If possible, have someone meet the medical personnel to direct them to your location.

Seizure: Call Campus Safety – 566-5476

- Ease the person down to the floor immediately and loosen restrictive clothing.
- Give the person as much privacy as possible.
- Do NOT attempt to force any object between the teeth.
- Do NOT hold him/her down. Instead make him/her as comfortable and safe as possible.
- Talk to him/her until medical personnel arrive to assist.

Fire

Call 9-1-1 from a safe location
Then, Campus Safety - 566-5476
Do not try to fight a fire unless you have been trained to do so

- **R.A.C.E. to safety from a fire**
- **R = RESCUE** anyone in immediate danger from the fire if it does not endanger your life.
- **A = ALARM** by sounding the alarm when activating the pull station alarm box.
- **C = CONFINE** the fire by closing all doors.
- **E = EVACUATE** to the building evacuation assembly point.

Fire - continued

- If you smell smoke, prior to opening a door, feel if the door is HOT. Open cautiously.
- Leave the area at once. If smoky, stay near the floor where there is less smoke.
- Evacuate the building calmly, but quickly, proceeding to the evacuation assembly point.
- DO NOT TRY TO USE ELEVATORS. They act like a chimney in a fire.
- Assist persons of disability on upper floors to an area of safe refuge (usually a stairwell landing), ask someone to stay with them and alert responders of their location.
- If trapped, stay calm. Alert emergency crews by trying the telephone, placing a sign or clothing in a window, whistle, shout or bang on a solid surface at intervals. Stuff material in door cracks to minimize smoke and stay low. Do NOT open a window.

Shelter-In-Place

Severe Weather

- Move away from exterior doors and windows into the core of the building. Promote calm.
- If possible listen on a portable radio for changes in the weather.
- Remain in place until you are told it is safe to move about.

Hazardous Dispersal Outside

- Move away from exterior doors and windows into the core of the building.
- Promote calm.
- Secure exterior doors if possible; stuff materials around exterior doors to prevent leakage; and post signs that a shelter-in-place is in progress.
- Once doors are secure, do NOT open them to let someone in.
- Remain in place until you are told it is safe to move about.

Earthquake

Indoors: Drop, Cover and Hold

- DROP to the floor. Take COVER under a sturdy desk, table, etc. HOLD on to the furniture you are under and protect your face/head.
- Instruct others to DROP, COVER and HOLD.
- Stay away from glass windows, wall shelves and tall equipment/furniture that might topple over onto you.
- DO NOT RUN OUTSIDE. DO NOT EVACUATE THE BUILDING UNTIL THE TREMORS CEASE. Once the main tremor has ceased, quickly evacuate the building, assisting persons of disability.
- If you smell GAS, cease all operations and do not activate electrical switches. Evacuate the building.

Earthquake - continued

Outdoors:

- Quickly move 300 feet away from buildings, utility poles, or other structures.
- AVOID power or utility lines.

Hazardous Dispersal Inside

- Isolate materials if safe to do so. Close doors to the room/area to minimize the release.
- Evacuate immediately and activate the building alarm, assisting persons of disability.
- Call 9-1-1 and then Campus Safety if you are able.
- Move to the evacuation assembly point (primary or alternate) that is upwind.
- Advise emergency responders of the nature, amount and location of the spill.
- Chemical labs will have specific emergency procedures.

Utility Failure

- Electrical/lighting failure – stay in place for 30 seconds in case there is a power fluctuation or temporary "brown out". If lighting does not resume, exit the building following emergency lighting. If it is too dark to safely exit the building, call Campus Safety and wait for assistance from emergency responders. DO NOT ATTEMPT TO NAVIGATE STAIRWELLS IN COMPLETE DARKNESS.
- Plumbing failure/flooding – IMMEDIATELY STOP USING ALL ELECTRICAL EQUIPMENT. Do not activate electrical switches, especially if you smell gas, call Campus Safety and evacuate the building.
- Ventilation problem – If smoke and strange odors come through the ventilation system, evacuate and call Campus Safety.

Elevator Failure

- If you are trapped in an elevator, notify Campus Safety using the Emergency Call Box located on the front panel. Remain calm while waiting for assistance.

Active Shooter or Weapon on Campus

Get out, RUN! HIDE out! FIGHT!

Get Out, RUN!

When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Prevent others from entering the area.
- Call 911 when you are safe.

HIDE out!

If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

FIGHT!

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Columbia College Campus

In case of emergency, call 911
Campus Security (Bldg. 22) 588-5167

1. Alder
2. Aspen
3. Buckeye
4. Cedar
5. Dogwood (Forum Bldg.)
6. Fir
7. Juniper (College Nurse)
8. Laurel (Child Care Center)
9. Madrone
10. Mahogany
11. Manzanita (Administration, Student Services, Instruction Office, Bookstore, Cellar Restaurant & Cafeteria)
12. Maple
13. Oak Pavilion
14. Pinyon
15. Ponderosa
16. Redbud
17. Sequoia
18. Sugar Pine
19. Tamarack Hall (Library)
20. Toyon
21. Willow
22. Public Safety Center / Firehouse
23. Charles Segerstrom, Jr. Memorial Amphitheater
24. Segerstrom Arboretum Nature Trail
25. Warehouse, Shipping/Receiving, Transportation & Maintenance
26. Me-Wuk Cultural Center
27. Observatory
28. Start Point, Fitness Jogging Trail
29. Davis Cabin
30. Transit Stop
31. Information/Toll Booth

Fall 2011

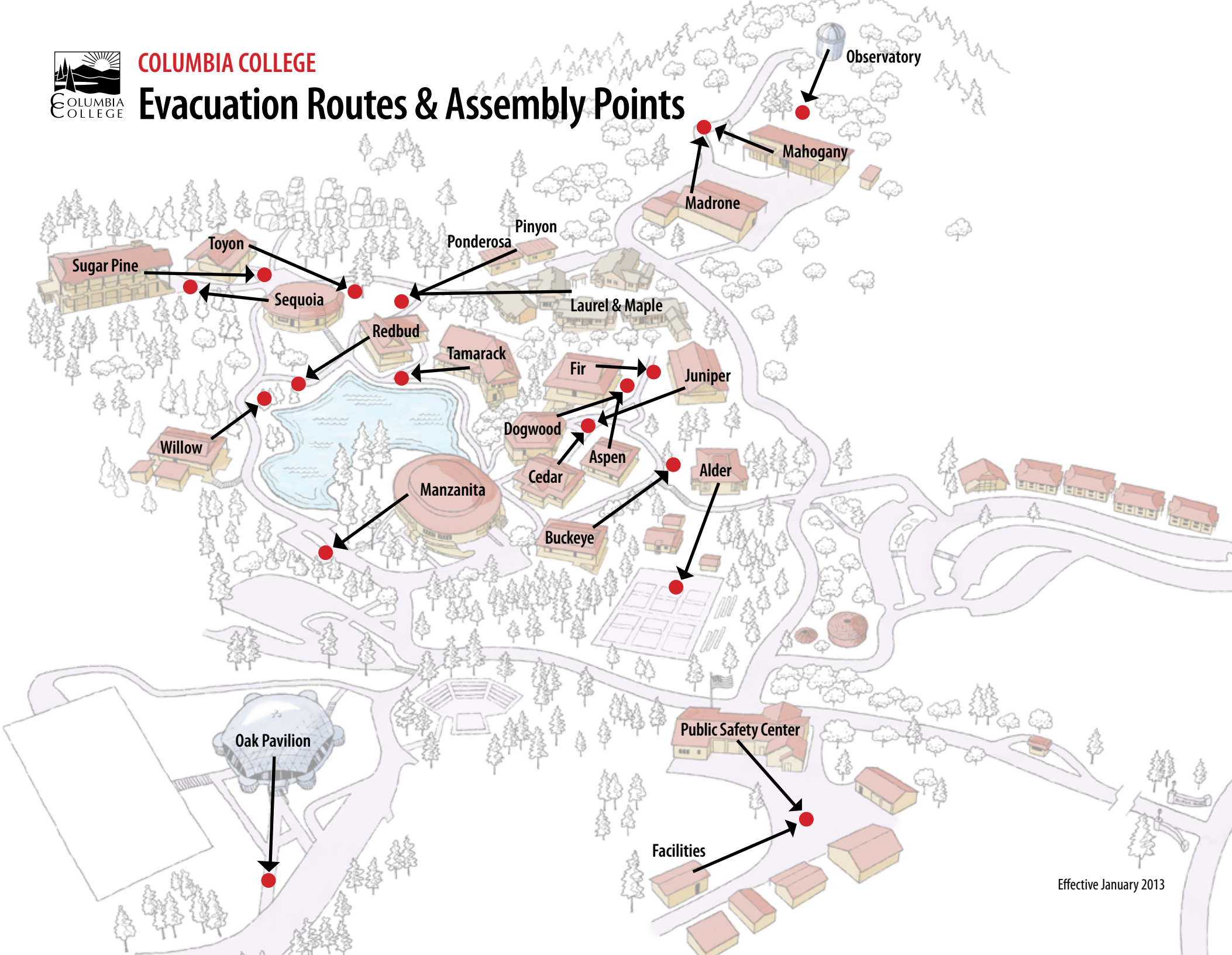
Automated External Defibrillator (AED) Locations

AED Automated External Defibrillator

AED Mobile Automated External Defibrillator

COLUMBIA COLLEGE

Evacuation Routes & Assembly Points

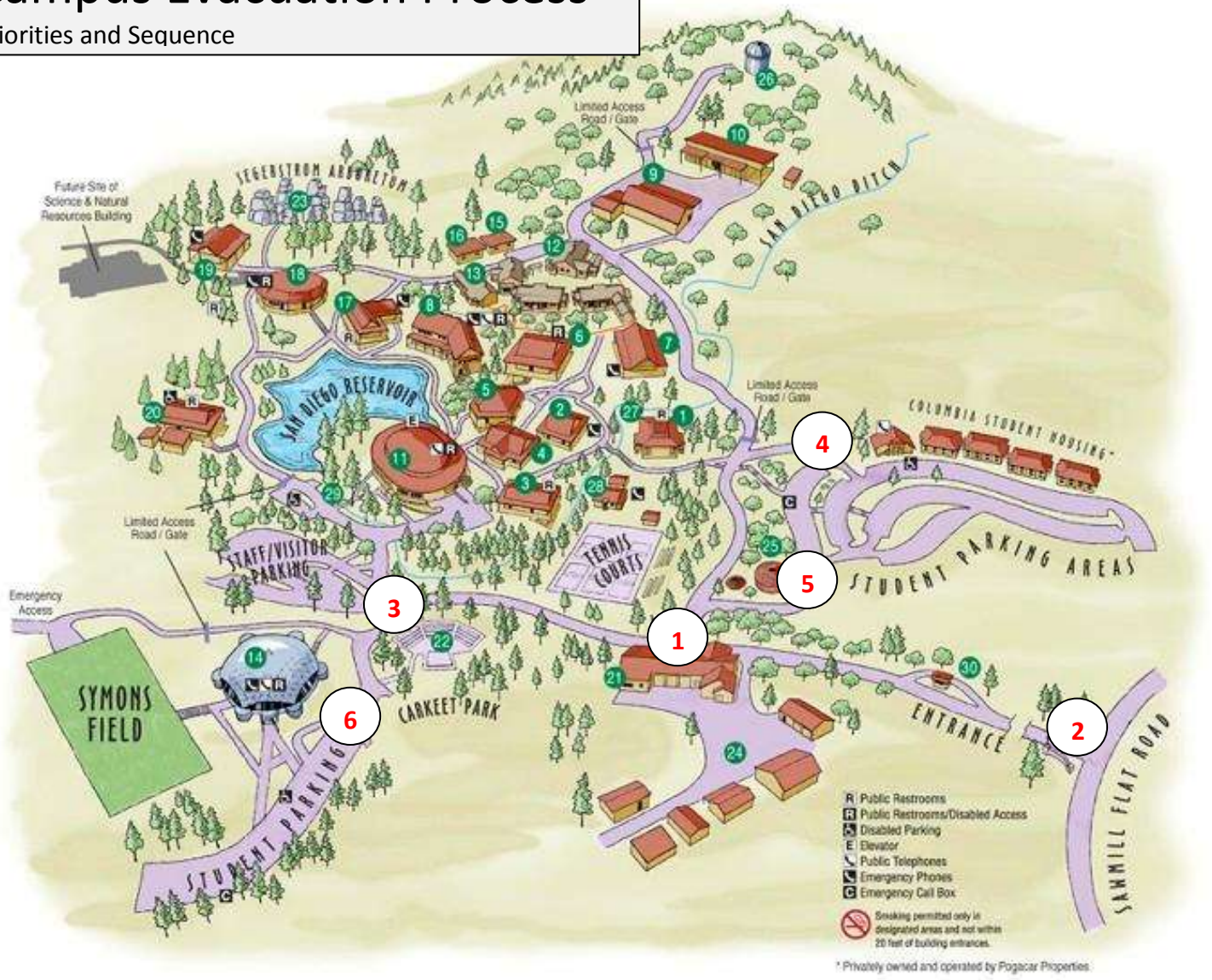


Effective January 2013

Campus Evacuation Process

Priorities and Sequence

Rev. 2/23/11, cmc



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In the case a campus closure and evacuation is called:

1. College or Fire Station personnel will be placed at the locations above in the priority order numbered.
2. Zone page will be done with appropriate pre-recorded or live message.
3. After parking lots have been cleared, and personnel become available, check buildings for any remaining students/staff.

Notes (additional information is available in the CEOP):

The highest priority is to keep Columbia College Drive clear. (In snow, plow and sand the road before allowing any two-wheel drive vehicles without chains to leave.) Departure from the main intersection will be controlled by allowing no more than five vehicles at a time to depart. In snow, priority departures will be given to student vehicles with four-wheel or all-wheel drive and two-wheel drive vehicles with chains. Last to go will be two-wheel drive vehicles without chains. Once most students have left, staff and faculty without assignments will depart. Special arrangements will need to be made for disabled students and those without transportation. Individuals coming to pick up students/staff will be allowed on campus after the road has been sanded. Child Development will be a pick up point for children enrolled in the program and the Manzanita Rotunda will be a pick up point for all others. During a power outage, the generator operates the Manzanita Rotunda.