



EMERGENCY PROCEDURES GUIDE

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EMERGENCY PHONE NUMBERS

LIFE THREATENING EMERGENCIES

From campus phones 9+9-1-1
From other phones..... 9-1-1

ON-CAMPUS TELEPHONE NUMBERS

College Police (campus phone emergency line) Ext. 4000
College Police (direct dial emergency line) 818-409-5911

College Police (campus phone non-emergency line)..... Ext. 5205
College Police (direct dial non-emergency line) 818-409-5925

Center for Students with Disabilities (CSD) Ext. 5905
Facilities Ext. 5555
Health Center..... Ext. 5909

CITY OF GLENDALE TELEPHONE NUMBERS

Glendale Police Dept. (emergency line from campus phone)..... Dial 9, then 9-1-1
Glendale Police Dept. (non-emergency direct dial line) 818-548-4840

Glendale Fire Dept. (emergency line from campus phone Dial 9, then 9-1-1
Glendale Fire Dept. (non-emergency direct dial line)..... 818-548-4814

If uncertain as to which number to call, and/or for all other incidents please contact the Glendale Community College Police Department at its non-emergency direct line at 818-409-5925. College Police dispatchers will ask you questions regarding the incident including what occurred, where the incident occurred, and/or any appropriate descriptions of individuals responsible.

EMERGENCY NOTIFICATION

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety to members of the campus community, an emergency notification will be issued using one, some, or all of the below methods.

- “NIXLE” – Emergency Notification System. Text GO GCCALERT from your cellular phone to 888777 to subscribe.
- All campus notifications (email, GCC web page, Twitter, Facebook, and message sign at Mountain St./Verdugo Rd.)
- Campus telephone reverse intercom speakers.
- Flashing room lights to notify deaf/hearing impaired persons.
- Personal notification by emergency personnel.
- Emergency vehicle public address (PA) speakers.
- Press releases and/or media notification may also be utilized for notification.

MEDICAL EMERGENCIES

First aid and medical emergencies do occur on our campus. The person who is affected by the medical emergency should be evaluated and treated by a health care professional as soon as possible.

Take the following steps in the event of a medical emergency:

- Call 9-1-1 from a cell phone or 9+9-1-1 from a campus phone to summon an ambulance.
- When calling 9-1-1 stay on the phone line until the dispatcher hangs up. They can provide appropriate guidance and pre-arrival instructions until an ambulance arrives.
- After calling 9-1-1 contact the College Police at extension 4000 from a campus phone or direct dial 818-409-5911 so they can arrange for the most efficient entry of emergency vehicles on campus.
- You may also notify the Health Center at extension 5909 from campus phones. Advise them of the location of the victim, nature of the injury and tell them who you are.
- Prior to taking any action, CHECK the accident scene for potential hazards in order to protect your personal safety.
- To reduce the risk of infection, if possible, WEAR NON-LATEX GLOVES and WASH YOUR HANDS before and after treating an open wound or handling any body fluids. Stay with the victim and reassure them that medical help is on the way.
- Do not move a seriously injured person unless there is a life threatening situation.

POWER OUTAGE/BUILDING UTILITY FAILURE

- Remain calm.
- Contact the College Police at extension 5205 from a campus phone or direct dial 818-409-5925. You may also contact the Facilities Department at extension 5555 from a campus phone.
- Evacuate via nearest exit when safe to do so.
- If safe to do so, retrieve personal belongings and secure business belongings.
- If the hallways or stairwells are dark due to the power outage, move slowly and cautiously. Illuminate your pathway with flashlights or mobile phone lights.
- Walk, do not run.
- Use stairs, do not use elevators.
- Assist people with functional and access needs to evacuate.
- Laboratory personnel should secure experiments, unplug electrical equipment, and store chemicals in their proper locations.
- If you are trapped in an elevator during a power failure:
 - Use the elevator emergency phone to contact the College Police (College Police will also conduct elevator checks of all elevators on campus to insure no one is trapped inside).
 - Stay on the line with the dispatcher until help arrives.

HAZARDOUS MATERIALS RELEASE / TOXIC SPILLS

- Remove yourself from the area. Do not touch spilled substances.
- Evacuate via nearest exit when safe to do so.
- Only when safe to do so, retrieve personal belongings and secure business belongings.
- Try to avoid breathing the gases/fumes. Cover your mouth while leaving.
- If outside, or if the building you are in has not been damaged or exposed, begin Shelter-in-Place or evacuation procedures as directed by first responders or official campus notification updates.
- If inside a building and it is unsafe to evacuate because you may be exposed to the affected area:
 - Locate an interior room if possible,
 - above ground level;
 - without windows or with the least amount of windows possible.
- Shut all windows and doors tightly.
- Place backpacks, jackets, or other non-essential clothing in the doorway seams.
- If possible, turn off air conditioning/heating systems and close vents.
- Make a list of people with you, and call 9-1-1 or the College Police at extension 4000 from a campus phone or direct dial 818-409-5911.
- Remain calm.
- Wait for official campus notification updates.

FIRES

- If you see smoke or fire, or if you smell smoke, and/or odors are present, activate the nearest alarm and evacuate immediately.
- Call 9-1-1 or the College Police at extension 4000 from a campus phone or direct dial 818-409-5911.
- Stay low to the ground when moving through areas with smoke.
- Close doors behind you when evacuating or leaving a room or building.
- DO NOT use elevators. Use the stairs.
- Use caution when touching any door handles. Use the back of your hand first to feel the door handle or the door for heat. If hot, keep it closed. If not, open slowly, be prepared to close quickly.
- Proceed to your building's designated evacuation area. Keep access clear for arriving emergency vehicles/personnel.
- If you are trapped in a room, remain calm, and close the door of the room you are in. Call 9-1-1. If possible, place cloth or material under the door to prevent smoke from entering the room.
- If possible, move to a window when safe to do so to get the attention of people outside.

EVACUATION - BUILDINGS

Before an emergency occurs, determine the nearest exit to your location, alternate exits, and designated evacuation area for the building (see evacuation area tab). Building evacuation routes are posted in every building. You must evacuate the building if an alarm sounds, or when told to evacuate by emergency response personnel even if no alarm sounds. Refer to the “Evacuation Floor Plan” for the building and floor you are on.

- Do not panic, remain calm.
- Stop all activities and retrieve personal belongings if safe to do so. Secure business belongings if safe to do so.
- Immediately exit the building. Do not re-enter or enter a building when an alarm is sounding.
- Evacuate via nearest exit. WALK, DO NOT RUN.
- Use stairs, do not use elevators.
- Assist people with access and functional needs to evacuate.
- Last one out close the door behind you.
- Proceed to designated evacuation area. Do not congregate at the building entrances or exits.
- Do not return to the building until told to do so by emergency personnel even if the alarms have silenced.
- Campus closures may be ordered by the Superintendent/President or his/her designee. If the campus is ordered to be closed, all persons except for emergency response personnel must exit the campus.
- If evacuating to a location off campus all persons will be directed where to evacuate and assemble.

EVACUATION - PERSONS WITH FUNCTIONAL/ACCESS NEEDS

Before an emergency occurs, persons who may need assistance during an evacuation are encouraged to let others know how to best assist them. Those wishing to assist persons with functional and access needs should ALWAYS ask how they can help BEFORE attempting any rescue or assistance.

Assisting individuals who are non-ambulatory:

- Those unable to self-evacuate should move towards and wait at stairwell platforms for assistance. Emergency personnel will search these areas first.
- If you notice someone in need at the stairwell, notify first responders immediately after exiting the building.
- Emergency personnel will coordinate further evacuation as appropriate.
- Help clear the exit route of debris so the floor is clear for persons using canes, crutches, or walkers. Be sure the person takes crutches, canes, walkers, or other mobility devices with them during an evacuation.

Assisting individuals who are visually impaired:

- Guide the person by offering them your arm for guidance, or let them place their hand on your shoulder. Walk one step ahead of them and advise of any obstacles in their pathway. When in a safe location, orient them to where they are.

Assisting individuals who are deaf/hearing impaired:

- Get their attention by flashing room lights or waving your arms. Write on board or paper the nature of emergency, and instruct to evacuate.

Evacuation Areas Verdugo Campus

VERDUGO CAMPUS EVACUATION AREAS

- 1. Parking Lot F: Construction Zone. Not in use.**
- 2. Plaza Vaquero: San Gabriel, Camino Real, Cimmarusti Science Center, Library, Student Center, Sierra Vista, Sierra Madre, Sierra Nevada, San Rafael, Administration**
- 3. Sartoris Field: Auditorium, San Fernando Complex, Kinesiology and Vaquero Athletic Complex**
- 4. Facilities Loading Dock: Health Sciences and Technology, Advanced Technology, Tongva**
- 5. Outer Parking Lot B: East side of campus, Child Development Center Building**
- 6. Parking Lot D: East side of campus, Life Skills Building**
- 7. Life Skills Parking Lot: East side of campus, Life Skills Building**



Evacuation Areas Garfield Campus

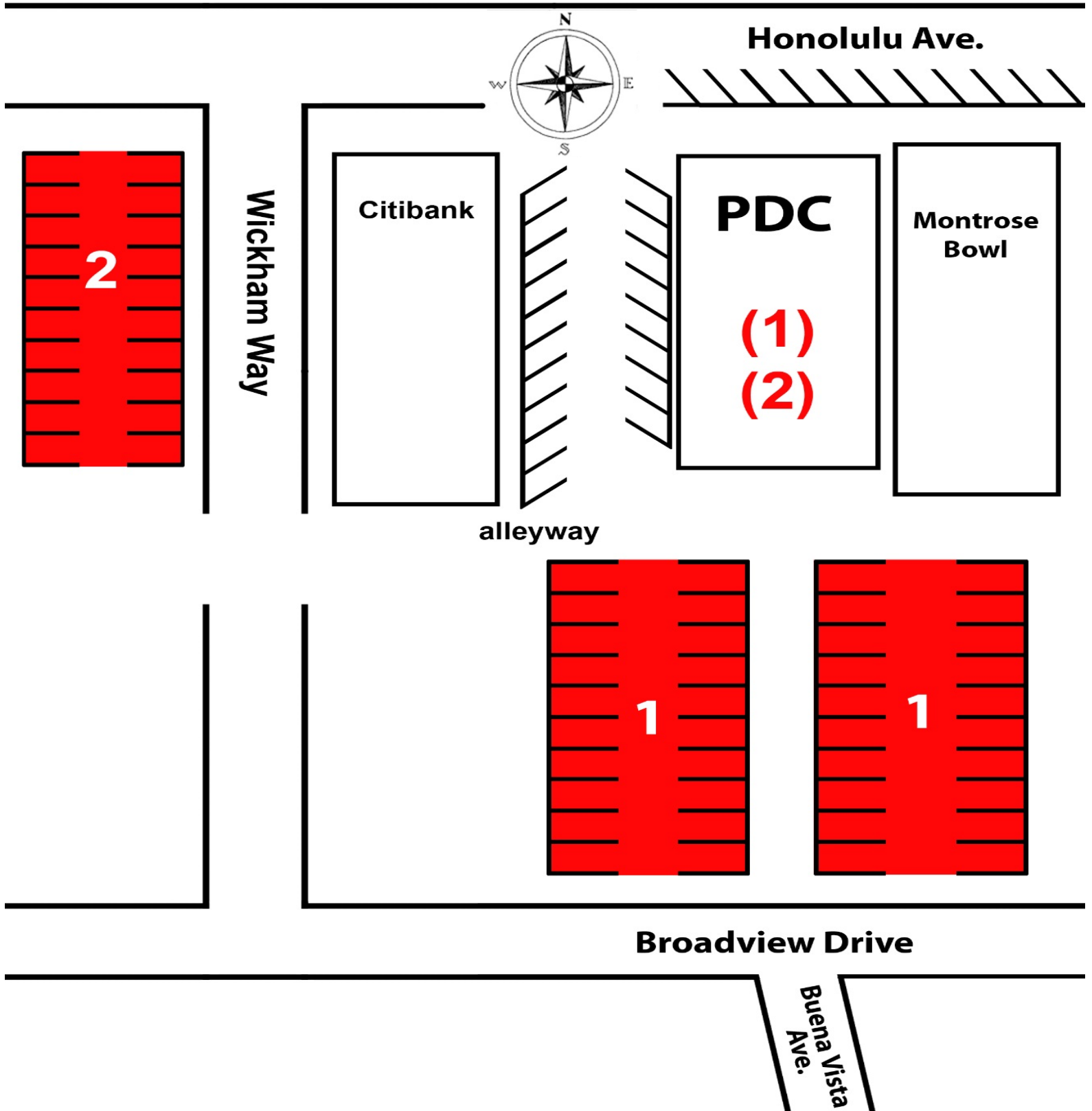
GARFIELD CAMPUS EVACUATION AREAS

- 1. Primary Evacuation Area: On Campus Lawn**
- 2. Secondary Evacuation Area: Windsor Mini-Park**
(On the corner of E. Windsor Road and Porter Street)



EVACUATION AREAS - PROFESSIONAL DEVELOPMENT CENTER

1. SOUTH CAMPUS PARKING LOTS (primary evacuation area) - PDC building.
2. CITY PARKING LOT at WICKHAM WAY/HONOLULU AVE. (secondary evacuation area) - PDC building.



EARTHQUAKES

If an earthquake occurs while inside a room or building, DROP, COVER, and HOLD-ON.

- DROP to the ground.
- Take COVER under a sturdy desk/table. If no desks/tables are nearby, crawl away from windows and exterior walls. COVER your head, neck and face. Crouch into a ball to make yourself as small as possible. Do not go in a doorway. Do not run outside.
- HOLD-ON to your desk/table until the shaking stops. Be prepared to move with your cover.
- After shaking completely stops, turn off computers/electrical equipment if possible. If possible, proceed to designated evacuation area. Use stairs, do not use elevators. Evacuate via nearest safe exit.
- Stay away from buildings, glass, walls, power lines, gas pipes, and trees.
- Be prepared for aftershocks.
- Call 9-1-1 or the College Police at extension 4000 from a campus phone or direct dial 818 409-5911 to report serious injuries and hazards.
- Do not return to the building until advised by emergency personnel.
- If trapped inside a building, knock on solid material to attract attention of the rescue parties. Avoid shouting to prevent inhalation of dust or dangerous particles.
- Remain calm.

If an earthquake occurs while outside a room or building, move to an open area away from buildings, power lines, and/or trees. If driving on or near campus, pull to the side of the roadway, apply your emergency brake, and avoid over-passes or bridges.

SHELTER-IN-PLACE

Depending upon the type of emergencies that may occur, such as an armed intruder, active shooter, violent crime, extreme weather conditions, or toxic pollutant in the air due to a chemical leak, it is generally safer to stay indoors to avoid exposure to that threat. You may also be directed via campus notification to shelter-in-place. If told to shelter-in-place, follow these guidelines:

For active shooter(s) or armed intruder(s) situations:

- Locate a room you can lock and/or barricade with heavy furniture.
- Turn off lights, cover door windows, close window blinds if possible or safe to do so. Move away from doors and windows.
- Stay low to the ground and hide behind heavy furniture. Do not restrict your options for movement.
- You may also separate into groups if there are multiple people with you.
- Remain quiet. Silence cell phones.
- Remain calm and wait for official campus notification updates.
- If law enforcement comes to your location, request identification to be slid under the door or call 9-1-1 to verify their identity.

For extreme weather conditions or outdoor hazardous material releases:

- If you are inside, and the building you are in has not been damaged or exposed, stay where you are. If you are outdoors, proceed to the nearest safe building and seek shelter.
- Locate a room to shelter inside. If there is a large group of people inside a particular building, several rooms may be necessary. The room should be:
 - An interior room
 - Above ground level; and
 - Without windows or with the least amount of windows possible.
- Close doors and lock windows (tight seal).
- Turn off air conditioning/heating systems (if possible). Close vents to ventilation systems (if possible). Place clothing, backpacks, etc. in door seams.
- Remain calm. Wait for official campus notification updates.

ACTIVE SHOOTERS

If possible, and safe to do so, EVACUATE the area:

- Help others escape if possible.
- Prevent other individuals from entering the area.
- Keep your hands visible when police officers arrive on scene.
- Call 9-1-1 when in a safe location.

If evacuation is not possible, SHELTER-IN-PLACE:

- Locate a room that you can lock and/or barricade with heavy furniture.
- Turn off lights, cover door windows, close window blinds if possible or safe to do so. Move away from doors and windows.
- Stay low to the ground and hide behind heavy furniture. Do not restrict your options for movement.
- You may also separate into groups if there are multiple people with you.
- Remain quiet. Silence cell phones.

If evacuation and sheltering-in-place are not possible, and ONLY if your life is in imminent danger, you may choose to TAKE ACTION against the violent offender:

- If you choose to take action, you may have to commit to your actions until the threat is reduced. Always consider the risk of taking action against the immediate need to protect your life from imminent danger.
- Throw items such as books, backpacks, staplers, chairs, fire extinguishers, etc. Yell, scream and/or shout to distract/scare the offender and solicit help.

When encountering Law Enforcement:

- Please follow their instructions. Do not attempt to hold or grab the officers. Put down any items in your hands.

BOMB THREATS / SUSPICIOUS PACKAGES

If you receive a bomb threat by phone, stay calm and keep the caller talking.

Attempt to gather the following information:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it? What does it look like?
- What is your name?
- Note the age, sex, speech pattern, accent of the caller and any background noises.

If you observe or locate a suspicious package or device:

- DO NOT touch the suspicious package or device.
- Evacuate the area immediately and notify the College Police. Move at least 1000 ft. away and out of direct line of sight from the item.
- Note the item's exact location, its appearance, and any other appropriate details such as suspicious persons in and around the area or near the item in question.
- Do not cover the suspicious package or device. Do not attempt to block it with furniture or other items.

CIVIL DISTURBANCE

- If the College Police are not already present, call the police dispatcher at extension 4000 from a campus phone or direct dial 818-409-5911.
- Avoid provoking or obstructing demonstrators.
- Avoid the area of disturbance.
- If the disturbance is outside, stay away from doors and windows.

SUSPICIOUS BEHAVIOR / CRIMES IN PROGRESS

Everyone is asked to assist the College Police in making the campus a safe place by reporting suspicious activity. If you observe a crime in progress, or any behavior you suspect is suspicious, please immediately notify the College Police at extension 4000 from a campus phone or direct dial 818-409-4911.

You may be asked to stay on the phone with the dispatcher while the officers are being sent to the incident. This will allow real time updates that can be given to the responding officers via police radio systems.

- Upon notification to the College Police Department, provide the location of the incident and the physical description of those involved.
- If a vehicle is involved, attempt to obtain the license plate number, the vehicle description and the last known direction of travel if you can do so in a safe manner.
- DO NOT approach or apprehend the person(s) involved.
- The College Police will respond to the area, take appropriate action and investigate the incident. If necessary, the College Police will call for assistance directly from local area police or fire departments.
- All members of the campus community should refrain from attempting to negotiate with the suspect(s) unless specifically asked to do so and under the immediate direction of a sworn police officer.

NOTES



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