



College of the Desert

EMERGENCY RESPONSE GUIDE For our Students

This guide will help you respond to emergencies on campus.
Keep it available, near your telephone.
Know your building evacuation plans which are posted in the classrooms.

Quick Reference

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Who to call in an Emergency

Emergency Numbers

Campus Security.....	2111
Campus Security Outside Line.....	341-2111
Campus Pay Phones for Security.....	Push Security
Emergencies.....	911
Non-Emergencies	2111
Nurse Non-emergency.....	776-7211
Nurse Emergency	

For other problems on campus facilities, call Security at extension 2111 or via cell-phone at (760) 341-2111 to report problems:

- Electrical Outage
- Gas
- Water problems
- Air Conditioning

STUDENTS: We recommend you place Security's phone number of **(760) 341-2111** on your Speed Dial of your cell phone – all you have to do is push one button and you can call Security.

Note: If you call 911 from the classroom, Security is automatically notified; if you dial from your cell phone the call will go directly to Police and Fire.

Active Shooter

Call 911 and Campus Security

- If possible and safe to do so, call 911 and Campus Security (2111)
- Remain calm and answer dispatchers questions
- Maintain Communication with the dispatcher
- Be able to identify your location to the dispatcher

Immediate Action if in Office or Classroom

- Stay inside the classroom/office
- If possible, close and lock the outside door to the room
- Close the blinds, turn off the lights, remain quiet and move behind available cover, such as a desk or table
- Stay on the floor away from doors or windows
- Do not sound the fire alarm to evacuate buildings
- Wait for rescue

Immediate Action if Outside

- Drop to the ground immediately
- If within 15-20 feet of a safe place or cover, duck and run to it
- Move or crawl away from gunfire, trying to utilize any obstructions such as a tree, wall or fence between you and the gunfire
- When you reach a place of relative safety stay down and do not move
- If in a hallway, find the nearest open room in which to hide
- If caught in an open parking lot, hide behind the front wheel/engine area
- Wait for rescue by proper authority

If Suspect is in Close Proximity

- Lie motionless and pretend to be unconscious
- Do not attempt to apprehend or interfere with the suspect except for self-protection
- An individual must use his/her own discretion about when he or she must engage a shooter for survival

Police/Fire Department Responsibility

- Law Enforcement or the Fire Department will take charge of the operation and maintain full control throughout the duration of the incident
- Their ultimate goal is to neutralize the threat and protect your survival

Crisis Response: Quick Reference

Type of Crisis	Who to Call	Phone
Emotional	<p>Psychologist/Counseling Center</p> <p>Security, <i>if danger to others or self</i></p> <p>DSPS, <i>if disabled student (Or call Psychologist for crisis intervention)</i></p>	<p>862-1304/ 773-2521 341-2111</p> <p>773-2534 or 773- 2535</p>
Grief/ Loss/ Post-Traumatic Stress	Psychologist/Counseling Center	862-1304 / 773-2521
Physical Assault/Sexual Assault/ Child or Elder Abuse/ Domestic Violence	<p>Campus Security, <i>for abuse in progress</i></p> <p>Law enforcement (Security is liaison), <i>if injury is inflicted or a weapon is shown</i></p> <p>Psychologist/Counseling Center, <i>coping</i></p> <p><u>Community resources:</u> Sexual Assault/Rape Hotline Shelter from the Storm</p>	<p>341-2111</p> <p>via Security or 911</p> <p>862-1304 / 773-2521</p> <p>568-9071 328-7233</p>

<p>Financial</p>	<p>Financial Aid Office, <i>applications for grants, scholarships, loans, fee waivers etc.</i></p> <p><i>Free Application for Student Financial Aid (FAFSA) www.fafsa.ed.gov</i></p> <p>Counseling, <i>for help with community resources (Shelter, food etc...) Or look at www.deserthealthlink.org</i></p>	<p>773-2532</p> <p>web</p> <p>773-2521</p>
<p>Medical</p>	<p>College Nurse, <i>for minor injury/illness</i></p> <p>Campus Security, <i>for injury requiring transport to hospital (Call nurse also)</i></p> <p>Emergency Personnel, <i>for serious injury call paramedics & ambulance <u>first</u></i></p>	<p>776-7211</p> <p>OR</p> <p>413-1278 (cell)</p> <p>341-2111</p> <p>911</p>

Power Failure/Other Electrical Emergencies

- Stay calm
- Keep emergency exits clear
- If power is not restored in approximately 30 minutes, current classes are cancelled. Faculty members will use their best judgment.
- If decision is made to cancel classes a call will be made on the Campus Wide Emergency Broadcast System located in each classroom.
- Report power failures, downed wires or other emergencies; direct everyone to avoid all downed wires.
- CONTACT: Security: 2111 or 341-2111
- Maintenance: 2551 or 773-2551

Earthquake

1. Stay calm: do not panic and run.
2. Remain where you are: Indoors or outdoors.
3. INDOORS:
 - A. DUCK under a desk or sturdy table. Stay away from windows, bookcases, and other heavy objects that could fall.
 - B. Stay under COVER until the shaking stops.
 - C. Hold onto the desk or table. If it moves, move with it.
 - D. Do not use the elevators. Fire alarms or sprinklers may come on.
4. Do not Evacuate until specifically directed to do so. Evacuation routes are displayed on the map posted in each classroom.

In the event of a major earthquake, an Emergency Treatment Center will be established on the south side of the Nursing Building.

Campus Guide/Map

CAMPUS GUIDE



● Self-serve 1-day parking

Evacuation

PROCEDURES

1. Remain calm and determine the nature and location of the disaster without leaving the immediate area just outside of the classroom.
2. Emergency Assembly Areas: There are two areas on campus to assemble after a major disaster. One is located on the east side of campus and the other on the west side of campus.
 - A. West-side Assembly Area: The area on the **south side of the nursing building** is the west side assembly area. It will also serve as the emergency first-aid station. In the event this site is not useable, use East-side Assembly Area.
 - B. East-side Assembly Area: **The football stadium area will serve as the east-side assembly area.** In the event this site is not useable, use West-side Assembly Area.
3. Faculty: Remain with students until further direction is given. This direction may come in a variety of ways depending upon the nature of the event which caused the evacuation. Direction will be given by oral or written word from the Incident Commander or Designee.
4. Office Areas: Remain with group until all are in attendance.
5. In all cases, be certain that: injured and disabled are evacuated and cared for; all students and staff are accounted for; and the alarm has been sounded if you or someone in your class was the first to discover the potential disaster.

Evacuation Maps

<p>41945 BOARDWALK, SUITE L PALM DESERT, CA 92211 PH 760.776.9907 FX 760.776.9844</p>	<p>Date: 1-18-07 Job#: 23133 Production Artist: [Signature]</p>	<p>YOUR SIGNATURE ACKNOWLEDGES FULL APPROVAL OF DESIGN CONTENT AND LAYOUT, RELEASING SIGN-A-RAMA FROM RESPONSIBILITY IN REGARD TO INCORRECT DESIGN AND INFORMATION. THE COLORS SHOWN ARE ONLY REPRESENTATIVE OF ACTUAL PMS COLOR CALL OUTS. FINAL COLOR WILL BE MATCHED AS CLOSE AS POSSIBLE, COMMENSURATE WITH MATERIALS USED. THIS DESIGN IS PROPRIETARY PROPERTY AND MAY NOT BE USED WITHOUT THE EXPRESSED WRITTEN CONSENT OF SIGN-A-RAMA.</p>
	<p>11" x 8.5"</p>	<p>COLORS • Black • Red • 4 color process</p>
<p>MATERIAL 1.8" Clear Acrylic</p>	<p>APPROVAL SIGNATURE</p>	<p>DATE</p>
		<p>KS</p>

NOT FOR COLOR MATCH !!!

EMERGENCY EVACUATION PLAN

IF YOU ARE LOCATED IN THIS COD SECTION DURING AN EMERGENCY EVACUATION OF THE CAMPUS, PLEASE PROCEED TO THE ESTABLISHED EVACUATION AREA:

SOUTH NURSING GRASS AREA

FOR ROLL CALL

EMERGENCY EVACUATION PLAN

IF YOU ARE LOCATED IN THIS COD SECTION DURING AN EMERGENCY EVACUATION OF THE CAMPUS, PLEASE PROCEED TO THE ESTABLISHED EVACUATION AREA:

SOUTH FOOTBALL FIELD

FOR ROLL CALL

Fire, Smoke, Explosion

WHAT TO DO:

1. PULL ALARM – This AUTOMATICALLY SUMMONS Fire Department. If an alarm is pulled and sounding **THEN YOU MUST EVACUATE THE BUILDING.**
2. Call and report fire to Security Emergency number.....2111

Security outside phone.....341-2111
3. If the fire is easily extinguishable, attempt to extinguish it. Fire extinguishers are located near the exits. You have a choice on each incident to fight the fire or flee. Learn where the two closest fire extinguishers are near you work area.
4. Evacuate the building if necessary, closing the fire doors (do not lock).
5. Proceed to designated area on the campus – see attached maps.

If Emergency Alarm Sounds evacuate the building. In extreme situation evacuation should take place to the evacuation areas designated on the building maps located in each classroom. If the fire alarm is terminated work with the Security Officers/Fire Department to determine if the building is all clear. If it is all clear the Evening Administrator is to give an all-clear and send faculty and students back into their respective classrooms. In the absence of an Evening Administrator the most senior Security Officer will direct them back into their respective classrooms.

Reporting an Emergency

In an emergency, call 2111 or 911

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Campus Security at 2111 can be called from every phone on the campus. Each pay phone on campus also has a button for Security as well. If 911 is dialed, Security and the local Police or Fire will notify respond. On COD campus, Campus Security is the first emergency response agency and the 911 liaison. To report a campus emergency on a cell phone, call 341-2111. Call 2111 to report problems such as:

- Assault or immediate danger of assault
- Chemical spills
- Crimes in progress
- Explosions
- Fires
- Severe injuries or illnesses
- Someone choking or drowning
- Unusual odors
- Person out of control

If you are calling on a campus phone, Campus Security will respond to your call directly and route it to the local police, fire, ambulance, and other services, as needed. Campus Security will meet the emergency responders and direct them to the proper location. You can also use any pay phone or any phone to report a campus emergency. When reporting an emergency, be prepared to give the following information:

- Location of the emergency – directions, street address, building, and room.
- Type and severity of the emergency, e.g.,
 - Fire – type and size of fire
 - Medical – type of illness or injury, cause, number of victims.
 - Police/crime – type of crime, description of suspects and their direction of travel.
 - Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
- When the incident occurred.
- Your name, location your calling from and phone number.

Call from a safe location, if possible. Remain calm. Speak slowly and clearly, do not hang up the phone until the dispatcher tells you to.

Medical and Mental Health Emergencies

Call Campus Security at 2111, or 911, in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

- Serious injury or illness
- Serious mental health issues that might lead to suicide, assault, or homicide.
- Mental Health Emergency notify the Counseling Center at 773-2521 or the Campus Clinical Psychologist at 862-1304 and tell the staff that this is an urgent crisis matter.

Injuries

After calling 2111:

- You may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.

For all injuries, the College Nurse or Security will complete a College of the Desert Incident Report. This includes campus visitors, as well as students, faculty and staff. The Incident Report is available at Student Health Services Office in the Hilb Center. The school nurse, a staff supervisor or Campus Security officer will fill out the report.

Animal Incidents

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to Campus Security at 2111 immediately. Only trained animal technicians should handle animals.

Any animal that is wandering loose on campus should be reported immediately to Campus Security at 2111. If a wild animal, such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

Venomous Animals

In the case of a bite, or other injury caused by a venomous animal (e.g. a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 2111 or 911 immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

Crime Reporting and Prevention

To report a crime or criminal behavior in progress on campus to Campus Security, call 2111 on an on-campus phone or press the Security Call button on the pay phone. To reach Campus Security on a cell phone, dial 341-2111.

Do not approach or attempt to apprehend the persons involved. Take only actions necessary for self-defense. If you are safe, stay where you are until the police arrive. Otherwise try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothing) and of any weapons involved.
- Direction of anyone's travel away from the scene.
- Vehicle description (color, year, make, model and license number).

To report non-emergency police related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles etc., call Campus Security at 2111 or 341-2111.

Practice Preventive Measures

- Do not leave money or valuable belongings out in the open. Leave purses and valuables locked in the trunk of your vehicle.
- Always walk in well-lighted areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call the police as soon as you are in a safe place.