

<p>Active Shooter</p>	<p>An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. Be prepared to run, shelter in place, or take on the shooter. <u>IF OUTSIDE WHEN A SHOOTING OCCURS</u></p> <ul style="list-style-type: none"> • Run away from the threat if you can, as fast as you can. Run in a zigzag pattern, and use vehicles, bushes, trees and other objects that could shield you from the view of a shooter. • If you can get away from the area of immediate danger, call for help (9-1-1) and warn others. • If you are unable to run away, drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or somewhere out of the suspect's view, duck and run into it. • Move or crawl away from gunfire, utilize any obstructions between you and the gunfire. • When you reach a place of relative safety, evaluate your location to determine if it is a good place to hide. If so, stay down and do not move. • Wait and listen for directions from the Police. When the Police arrive, obey commands. You may be told to lie face down, raise up your hands, or may be handcuffed. This is for safety reasons. Do not run at the Police. <p><u>IF INSIDE WHEN A SHOOTING OCCURS</u></p> <ul style="list-style-type: none"> • If possible, quickly exit the building and evacuate to a safe area away from danger. • Call 9-1-1 • If not possible to exit safely, stay inside the classroom/office. • If possible, close and lock the outside door to the room and barricade it. • Close the blinds, turn off the lights, remain quiet and move behind objects that may conceal you from the suspect. Stay on the floor, away from the doors or windows, and do not peek out to see what is happening. • If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible. <p style="text-align: center;">See something, say something!</p>
<p>Bomb Threat</p>	<p>Bomb threats are usually made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the campus population. <u>TELEPHONE BOMB THREAT</u></p> <ul style="list-style-type: none"> • Have someone else call 9-1-1 and call RCCD Police to report the threatening call. • Take the caller seriously and remain calm. • Get the phone number from the phone's screen if listed • Keep the caller on the phone as long as possible and ask many questions. • Get as much information about the caller as possible. • Ask the following questions: <ul style="list-style-type: none"> ○ Where is the bomb located? ○ What does the bomb look like? What kind of bomb is it? ○ When is the bomb going to detonate? ○ What is your name? ○ Why are you doing this? • Do not discuss the threat in public. • RCCD Police will determine if evacuation is necessary. If you do evacuate, do not re-enter the area until instructed to do so. • Note details about the caller: sex, accent, speech impediment, background noises, unusual phrases, etc. <p><u>SUSPICIOUS LETTER OR PACKAGE</u> If you observe a suspicious object or potential bomb on campus, Do Not Touch The Object. Clear the area and immediately call RCCD Police.</p> <ul style="list-style-type: none"> • Look for leaking, ticking, exposed wiring or other suspicious hardware, and suspicious unattended bags.
<p>Chemical and Biological Spills</p>	<p>If a chemical or biological spill occurs within any campus building or facility, call 9-1-1. If a chemical spill occurs outside of a building or from an off campus source, follow shelter in place procedures. <u>CHEMICAL SPILL</u></p> <ul style="list-style-type: none"> • Remove affected personnel from the area. • If spill is flammable, turn off ignition and heat sources, evacuate area and activate the fire alarm. • Close doors to affected area. • If spill or its vapor migrates outside of laboratory to other occupied spaces, activate building evacuation procedures. • Try to get upwind, uphill, upstream of a chemical spill. • Attend to injured personnel as necessary. • Contain the spill, unless doing so poses a risk, and alert others in the immediate area. • If there is a large group of people unconscious or affected, do not go in the area. <p><u>BLOOD SPILL</u></p> <ul style="list-style-type: none"> • Isolate the area and alert personnel in immediate area of spill. • Personal protective equipment must be worn such as gloves, protective clothing, and eye and face protection. • Attend to injured or contaminated persons and remove from exposure. • Notify Facilities for proper cleanup.
<p>Mental Health Services</p>	<p>Students who are experiencing a psychological or emotional crisis often need immediate help and intervention. Some examples of crises include: 1) suicidal or homicidal thoughts or impulses; 2) sexual or physical assault; 3) hearing voices or otherwise misperceiving reality; 4) overwhelming loss, such as death in the family. Student Health Services offers some psychological services during hours of operation. Listed below are some services available in crises situations.</p> <ul style="list-style-type: none"> • <u>National Suicide Prevention Hotline</u> (800) 273-8255 <u>Riverside HELPLine</u> (951) 686-4357 • <u>County of Riverside Sexual Assault/Rape Crisis Hotline</u> (951) 686-7273 • <u>National Domestic Violence Hotline</u> (800) 799-7233 <u>Riverside Alternative to Domestic Violence</u> (951) 683-0829 <p>For employee assistance contact Human Resources (951) 222-8595 or Employee Assistance Program (REACH) (800) 273-5273.</p>

<h2 style="text-align: center; color: white;">Earthquake</h2>	<p><u>INDOORS</u></p> <ul style="list-style-type: none"> Stay indoors and take cover where you are. DROP, COVER, and HOLD on under a sturdy desk or table. Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture that might slide or topple. Stay away from windows and mirrors. Do not run outdoors; falling debris or electrical wires may hit you. <p><u>OUTDOORS</u></p> <ul style="list-style-type: none"> Avoid high buildings, walls, power poles, and other objects that could fall. Do not run through the streets. If possible, move to an open area away from all hazards. <p><u>IN YOUR CAR</u></p> <ul style="list-style-type: none"> Stop in the safest place available. Preferably an open area. Do not stop on a bridge or under an overpass. <p><u>IN AN ELEVATOR</u></p> <ul style="list-style-type: none"> If power fails, elevators will stop and lights will go off. Be patient, emergency personnel will rescue you as soon as possible.
<h2 style="text-align: center; color: white;">Evacuation</h2>	<ul style="list-style-type: none"> Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by District Police or Emergency Personnel. Close the door to the office or classroom you are leaving. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit. During stairwell evacuation, hold on to the handrail and stay to one side of the stairwell. Allow enough room for others to enter the flow. Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may need to shelter in place until help arrives. Once outside the building, assemble away from the facility and stand by for instructions from emergency personnel. Every department should have an agreed upon evacuation assembly location outside the building. Do not re-enter the building until given the "all clear."
<h2 style="text-align: center; color: white;">Shelter in Place</h2>	<p>Certain incidents like hazardous spills may require that you and others shelter-in-place.</p> <ul style="list-style-type: none"> Select a small, interior room, with no or few windows. Close all windows and exterior doors. Turn off all fans, heating and air conditioning systems if able. If instructed to do so, use whatever is available to seal all cracks around the door and vents into the room. Remain indoors until RCCD Police or other authorities tell you it is safe or you are told to evacuate.
<h2 style="text-align: center; color: white;">Fire</h2>	<ul style="list-style-type: none"> Activate the fire alarm using a manual pull station. Evacuate the building using the nearest exit or stairwell. Do not use the elevator in an emergency. Assist anyone requiring help to evacuate the building. If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through nose and use your shirt or jacket as a filter. Proceed to evacuation area. If your clothing catches fire, DO NOT RUN. Stop...Drop...Roll. Never re-enter the building until given the "all clear." <p><u>IF TRAPPED BY A FIRE IN A ROOM</u></p> <ul style="list-style-type: none"> Place (moist, if possible) cloth material around/under the door to prevent smoke from entering. Retreat-close as many door as possible between you and the fire. If possible, turn off the HVAC system. Be prepared to signal from windows, but do not break glass unless necessary. (Outside smoke may be drawn in.) If you have to break a window, break from the top down and make sure to clear the shards.
<h2 style="text-align: center; color: white;">Medical Emergency</h2>	<p>Call 9-1-1 from any available telephone and describe the nature of the medical problem and the location of the emergency on campus.</p> <ul style="list-style-type: none"> Do not move the victim unless an imminent hazard makes it unavoidable. Keep the victim comfortable. Look for any ID, Rx, medical ID necklace or bracelet, etc. Have someone meet and escort medical personnel to the victim. <p><u>IF YOU HAVE BEEN TRAINED</u></p> <ul style="list-style-type: none"> Control serious bleeding by applying direct pressure on the wound. If the victim is not breathing, begin CPR. If an AED is available, turn on the unit and follow the instructions to use it. Remain with the injured person until help arrives.
<h2 style="text-align: center; color: white;">Utility Failure</h2>	<p>In the event of a major failure occurring during regular business hours, immediately notify Facilities. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends or holidays, notify RCCD Police.</p> <ul style="list-style-type: none"> MVC Facilities: (951) 571-6256 Norco Facilities: (951) 372-7120 RCC Facilities: (951) 222-8474 <p><u>POWER OUTAGES</u></p> <ul style="list-style-type: none"> The campus will remain open and all business and instructional operations will continue to the maximum extent possible. Should safety considerations prevent work from continuing, Presidents/Vice Presidents/Managers may reassign employees. Presidents/Vice Presidents/Managers will notify staff and faculty if operations are to discontinue for the day. Do not tamper with electrical panels. <p><u>ELEVATOR FAILURE</u></p> <ul style="list-style-type: none"> If you are trapped in an elevator, use the emergency phone in the elevator. Remain calm. If you experience an inoperative elevator, please notify Facilities. Do not try to climb out if stopped between landings. <p><u>PLUMBING FAILURE</u></p> <ul style="list-style-type: none"> Cease using all electrical equipment. Notify Facilities. <p><u>GAS LEAK</u></p> <ul style="list-style-type: none"> Cease all operations. Do not switch on lights or any electrical equipment. Notify Facilities and RCCD Police. Open and vent structure if possible. <p><u>VENTILATION PROBLEM</u></p> <p>If smoke or odors come from the ventilation system, immediately notify Facilities. If necessary, cease all operations and vacate the area.</p>