

EMERGENCY ACTION GUIDE

Monterey Peninsula College
Marina Education Center
289 12th Street, Marina, 93933
(831) 646-4850

Guide Location:

DO NOT REMOVE

EMERGENCY CONTACTS (Located on Monterey Campus)

Name	Number (Area Code 831)	Location
CAMPUS SECURITY	646-4099 (land) or 760-2090 (cell)	Student Center
STUDENT HEALTH SERVICES	646-4017 or 646-4018	Student Services
FACILITIES / PLANT SERVICES	645-1363	Facilities (Lot C)
EVENING ADMINISTRATOR	Academic- 646-4055	Varies
EVENING FACILITIES	Facilities- 324-5735	Varies
VP STUDENT SERVICES	646-4190	Administration Building
EMERGENCY OPERATIONS CENTER	760-2058 or 760-2457 or 760-2102	Administration Building
EOC RADIO	Channel 1	Varies

COMMUNITY EMERGENCY NUMBERS

EMERGENCY 9-1-1

(Inform dispatch location is 289 12th St., Marina)

City of Marina Police – Non-Emergency	384-7575
City of Marina Fire – Non-Emergency	384-7575
Poison Control	1-800-222-1222
PG&E Hotline (Status/Report Power Outage)	1-800-468-4743

BOMB THREAT

WRITE DOWN THE CALLER'S ANSWERS

Ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. What is your name?

Talk to the caller as long as possible and record the following:

1. Time of call
2. Age and sex of caller
3. Speech pattern, accent
4. Emotional state of caller
5. Background noises

After Receiving Call:

1. Immediately notify Security and give them the information outlined above.
2. If an evacuation is warranted, follow the directions of Security or personnel in charge as they may direct you to a regrouping area. **DO NOT EVACUATE CAMPUS UNTIL TOLD TO DO SO.**
3. Upon vacating the building/area, assist others if possible, and direct them to the regrouping area. Keep walkways clear for emergency vehicles.
4. To the best of your ability, without re-entering the building, assist College Security or college staff to determine if everyone has evacuated safely.
5. An Emergency Operations Center will form as a result of this incident and will be the source of information and plan of action.

Suspicious Packages:

1. If you receive a letter or package containing suspicious contents, DO NOT HANDLE; report it to your supervisor and contact Security. Vacate area if appropriate to do so.

BOMB THREAT

EMERGENCY OPERATIONS CENTER: 760-2058 or 760-2457 or 760-2102

CIVIL DISTURBANCE

Most campus demonstrations will be peaceful; everyone should attempt to carry on business as usual. Avoid provoking or obstructing the demonstrators.

Any threatening disturbance should be reported immediately to Security by phone at 646-4099. If the disturbance is clearly escalating and becomes an actual threat, the following actions should be taken:

1. Alert all students and employees in the area to the situation.
2. Lock all doors; offices should secure files, documents and equipment.
3. If danger is imminent, cease operations and evacuate the area. Security or Marina Police Department will provide further instructions for you.

College Security and an administrator will assess the situation. Demonstrators who refuse to disperse peacefully may be arrested by Marina Police for violating the State Penal Code.

If the disruption occurs in a class, the instructor should request the offending person(s) to leave. If they refuse, contact Security, or the Vice President of Student Services Office at 646-4155, if applicable, contact the Evening Campus Supervisor and your immediate supervisor, if available. (Note: The instructor is encouraged to file an incident report with Security, or through the Advocate Reporting System, contact 646-4155 for more information.)

EARTHQUAKE

DUCK, COVER, AND HOLD ON!

During an earthquake, try to stay calm and follow the steps outlined below:

1. When the earth or the buildings begin shaking, drop to your knees, clasp both hands behind your neck, bury face in your arms, make body as small or curled up as possible, close your eyes and cover ears with forearms.
2. If indoors, seek shelter in an open doorway or under a desk or table; hold on to the table legs. Stay away from windows, shelves and heavy objects that could fall or move.
3. If outdoors, move away from buildings, utility poles and other structures that could collapse.
4. After initial shaking stops, evaluate situation and, if emergency help is needed, contact Security at 646-4099.
5. Follow instructions from teachers, supervisors, or emergency services for safely turning off equipment like electrical or gas appliances.
6. Evacuate the building by walking to the nearest clear exit, assisting people as you go. Be aware of hazards that may have occurred during the quake. Do NOT enter or use elevators.
7. Once outside, you may be directed to a regrouping area.
8. Do NOT re-enter a building until an emergency specialist says it is safe to do so.
9. Assist staff and personnel in charge to determine if everyone has evacuated safely.
10. If there is an elevator in your building, check to make sure no one is trapped.
11. **Do NOT evacuate the campus unless instructed to do so**; traffic congestion and road damage can make driving impossible and/or dangerous.

The Emergency Operations Center will form as a result of an incident and will be the source of information and plan of action.

If you would like a copy of MPC's full Emergency Preparedness Plan, please contact Security for the most up-to-date version.

EXPLOSIONS, AIRCRAFT CRASH

In the event of a violent accident (explosion, aircraft crash) on campus which may render a building or area unsafe, the following action should be taken:

1. Immediately take cover under tables, or behind objects for protection against glass or debris.
2. When safe to do so, call 911, and/or notify Security at 646-4099 and give your name, location and nature of the emergency.
3. Be aware of structural damage and unstable areas of debris and avoid glass doors or any suspicious objects.
4. Assist others, especially the injured and persons with disabilities, in evacuating the building/area.
5. Once outside, move to a clear area at least 50 feet away from the affected building. Keep the walkways clear for emergency vehicles.
6. The Emergency Operations Center will form as a result of the incident and will be the source of information and plan of action.
7. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A COLLEGE OFFICIAL OR A FIRE OFFICER.**

FIRE

In the event of a fire which may render a building or area unsafe, the following action should be taken:

1. Know the location of fire extinguishers in your area and know how to use them.
2. For a minor, containable fire, alert others nearby and use the appropriate fire extinguisher to extinguish the fire only if safe to do so.
3. For a larger fire or a quickly spreading fire, do not attempt to extinguish it yourself. Call 9-1-1 and Security at 646-4099 and activate the building's fire alarm system. Evacuate the building, assisting those with disabilities.
4. For a larger fire, if possible and safe to do so, close doors to confine the fire and reduce oxygen, but **DO NOT LOCK DOORS**.
5. Keep the walkways and vehicle access clear for emergency vehicles.
6. You may be instructed to report to a regrouping area. **Do not evacuate campus unless instructed to do so.**
7. Assist staff and personnel in charge to determine if everyone has evacuated safely.
8. The Emergency Operations Center will form as a result of this incident and will be the source of information and plan of action.
9. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A COLLEGE OFFICIAL OR A FIRE OFFICER.**

HAZARDOUS MATERIALS

Any spillage of a dangerous chemical or material on or near the campus should be reported by calling 911 and/or Security at 646-4099. (Dangerous chemicals are defined/identified in the MPC Chemical Hygiene Plan).

- When reporting, be specific about the nature of the substance involved, its approximate quantity, and location. If reported to Security, they will contact appropriate emergency personnel.
- Vacate the affected area at once and seal it off to prevent further contamination of others. Necessary first aid and cleanup by specialized authorities should be started at once.
- The Emergency Operations Center will form as a result of this incident and will be the source of information and plan of action.
- Anyone who may be contaminated because he/she was in the immediate area affected by the spill must:
 - Avoid contact with others as much as possible
 - Remain in the vicinity
 - Provide information to Security and/or Emergency Personnel.
- You may be directed to a regrouping area. If necessary, because of the danger involved and/or if directed to do so by College Security, activate the building alarm system and follow the remaining steps [take this booklet with you!]
 - Notify your supervisor or instructor, then
 - Evacuate the building by quickly walking to the nearest exit,
 - Alert other people as you go.
- Regarding persons with disabilities:
 - Leave the elevators for those with disabilities and assist where possible.
- You may be instructed to report to a regrouping area. **Do not evacuate campus unless instructed to do so.**
- Assist staff and personnel in charge to determine if everyone has evacuated safely.

DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO OR UNTIL THE ALL CLEAR SIGNAL HAS SOUNDED.

MEDICAL EMERGENCIES & FIRST AID

In case of any injury or illness, call 9-1-1, then Student Health Services at 646-4017 and Security at 646-4099. Describe the injury/illness and location. If emergency vehicles are called, direct or ask others to direct vehicles to the location.

GENERAL EMERGENCIES & FIRST AID

Ask the victim (injured/ill), "Are you okay? What's wrong?" then do the following:

1. Control serious bleeding by applying direct, firm pressure on the wound. Use paper, plastic wrap or cloth around your hand to prevent blood contact.
2. Check breathing and give rescue breathing if necessary and if you are trained in CPR.
3. Keep victim still and warm. Do not offer liquids; help victim to sit or lie down.
4. Continue to assist and reassure victim until help arrives. Protect victim from all disturbance and do not move them unless necessary to prevent further injury.
5. Look for emergency ID or medical bracelet. Question witnesses and share this information with emergency crew, the nurse or Security.

MINOR INJURIES/ILLNESS

Provide First Aid care, using available First Aid kit.

FAINTING, UNCONSCIOUSNESS, SHOCK

Upon contacting appropriate services above, do the following:

1. Have victim lie on back with lower legs elevated, or sit with head lowered toward knees. If unconscious, place victim in a side-lying position.
2. Do not give liquids; keep victim warm unless obvious heat stroke/exhaustion.
3. Ask/look for medical identification bracelet; ask witnesses about any known health problems, recent illnesses, etc.
4. Treat any other injuries with First Aid, as necessary.

BREATHING PROBLEMS, CHOKING

If necessary, contact appropriate services above, then do the following:

1. Be sure mouth and airway are clear of foreign matter.
2. Ask about history of asthma if breathing is very effortful; medications for asthma may be in victim's pocket or bag.
3. If choking on food particle, give Heimlich maneuver (preferred) or give a strong blow with the heel of your hand to the area between victim's shoulder blades while victim leans forward. Call 9-1-1 even though recovery seems to be made.

FRACTURE AND SPRAINS

If necessary, contact appropriate services above, then do the following:

1. Keep victim still and warm; keep injured area immobile.
2. Stop bleeding if possible with your hand wrapped in paper, cloth or plastic wrap and apply pressure. If more than minor bleeding is present, call 9-1-1.

Continued on backside...

MEDICAL EMERGENCIES & FIRST AID

SEVERE BLEEDING AND WOUNDS

Upon contacting appropriate services above, do the following:

1. If possible, apply direct pressure to the wound or adjacent major artery if possible, using your hand wrapped in paper, cloth or plastic wrap. Maintain pressure until emergency personnel can tend to victim.
2. If possible, elevate the injured body part. If bleeding is copious from nose, ear or mouth area, apply pressure externally at the area where nose or ear meets the skull. If bleeding is copious and steady from the genital area, elevate hips and legs.

BURNS: HEAT/CHEMICAL

1. Immerse or flood burned area with cold water; do not use ice directly on burn.
2. Cover burn area with a dry bandage; call Student Health Services or Security for assessment and treatment, if needed. Call 9-1-1 if victim goes into shock/can't respond to you.

SEIZURE/CONVULSION

When a person's limbs go rigid or jerk violently, eyes roll upward and breath becomes labored, with dribbling or even frothing at the mouth, it can be a frightening event to witness. But during the seizure there is nothing you can do to stop it. Do not restrain the victim; rather clear the area of furniture, potentially harmful objects or tripping hazards.

1. After the seizure has run its course, help the victim to stay warm. Turning off bright lights and quieting loud noises may be helpful. Remain calm, speaking reassuringly to the person that you will stay with them. Call Student Health Services or Security to assist. NOTE: Individuals with seizure disorders already known to staff usually do NOT require 9-1-1 assistance. Ask instructors, fellow students, and Supportive Services staff for information.
2. If the muscle jerking/rigidity of the seizure lasts longer than 3 minutes, call 9-1-1.
3. After a seizure, the person may be conscious but confused and not responsive to your questions. Allow time for gradual recovery, watching for any signs of breathing difficulties or injury that may have occurred during the seizure.

HEART ATTACK or SEVERE CHEST/JAW/THROAT OR LEFT UPPER ARM PAIN

1. Sitting up is better than lying down; call 9-1-1, then Student Health Services and Security.
2. Shortness of breath, gasping and/or upper abdominal pain may be signs of heart attack, particularly in people over 50 and in women. Call 9-1-1.
3. Do not give liquids but keep victim warm. Ask for emergency medical identification, availability of prescription drugs in pocket or bag, or other pertinent information.
4. If victim becomes unconscious, check for pulse and breath. Initiate CPR, if needed, while AED (Automatic External Defibrillator) is brought to victim (not for use with children under 8 years old unless stated otherwise on AED). Pushing the external button opens and turns on the AED. Pull handle to access electrode pads and apply pads to chest (as per AED unit diagram). The unit will administer corrective shock only if cardiac defibrillation is occurring. (Note: CPR may need to be administered following use of AED).

POISONING, OVERDOSE OF DRUGS

1. Call 9-1-1, then Student Health Services or Security. Save any bottles or packages near the victim for possible identification as to the poisoning agent.
2. If choking starts, lower victim's head when airway is clear. If vomiting, support the victim in a helpful position. If possible, save the vomitus for identification of drugs or poison.

POWER / GAS / WATER FAILURE

In the event of a major utility failure (electrical, network and telephone) the Emergency Operations Center may be activated using available personnel. Power outages occur more frequently during severe weather, but can be caused by other sources. Since loss of power impacts classroom instruction, network/telephone services and can present other safety considerations, the EOC is necessary in the formation of an appropriate plan of action depending on several considerations. The following activities typify the steps taken to bring the EOC together:

1. A broadcast announcement may be generated using desk phones and other audio transmission (wall speakers-Infomacast) available in some classrooms. This announcement is the prompt for Building Response Team members to call in to one of three EOC contact numbers to determine status. Depending on the severity of the outage, BRT members may be directed to advise instructors/students to continue classroom instruction or assist preparations to cancel classes for the day.
2. The Emergency Operations Center which will form as a result of the incident and will be the key decision and planning source to direct the district's plan of action. The EOC's members will coordinate building to building checks to safeguard against persons being trapped in elevators and to verify buildings are secured if closure/partial closure is likely.
3. **Employees are not to evacuate the campus unless directed to do so.** Power loss may be temporary and localized or may be ongoing and impact a large area, affecting traffic lights, emergency and public services. If coupled with severe weather, road and access routes may be impassable. If a school closure is decided, it should be organized and carried out in an orderly manner.
4. The EOC will monitor communications from PG&E until power is restored. During this time, BRT calls and information are collected and tracked.

VIOLENT OR THREATENING BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or activities and by reporting them. For your own safety and that of others, it is important to remain alert of your surroundings, and vigilant to situations which appear unusual. This may include persons loitering or soliciting on campus. Depending on circumstances, they may be asked by Security to leave.

DO NOT TAKE ANY UNNECESSARY CHANCES

If you are the victim or witness to a violent crime or threatening behavior, call 9-1-1, then contact Security at 646-4099 if possible and provide the following information:

1. Nature of incident
2. Campus location of incident
3. Description of person(s) involved
4. Description of property involved
5. Information on other potential witnesses

Security Officers may conduct the required questioning will provide any further instructions.

Title IX Information

The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The amendment in 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds.

Title IX forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Registrar's office, classroom assignments, grading and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance ("recipient").

Legislature Affecting Title IX

- AB 1433, State Law Mandatory Reporting: Violent crime, hate crime, or sexual assault whether committed on campus, or off-campus.
- SB 967 Affirmative Consent Law: Affirmative Consent means, "Affirmative, conscious, and voluntary agreement to engage in sexual activity."

If you have questions about Title IX, or a possible Title IX investigation, please contact Security, the Vice President of Student Services office, and Human Resources.

**VIOLENT OR THREATENING
BEHAVIOR**

EOC: 760-2058 or 760-2457 or 760-2102

ACTIVE SHOOTER

ACTIVE SHOOTER

1. Call 9-1-1
2. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
3. If safe to do so, take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. Every detail matters in providing helpful information to responding officers.

NOTE: Individuals must use discretion as to whether it is safer to remain in place or run to another location. Best practices for an active shooter event are listed below.

IF OUTSIDE WHEN A SHOOTING OCCURS

1. Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
2. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
3. When you reach a place of relative safety, stay down and do not move.
4. Wait and listen for directions from Public Safety and/or public agency personnel.

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE

1. Stay inside the classroom/office.
2. If possible, close and lock the outside door to the room.
3. Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
4. If possible and safe to do so, report the location of the assailant.

IF SUSPECT IS IN CLOSE PROXIMITY

1. Lie motionless and pretend to be unconscious.
2. 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.