EMERGENCY INFORMATION

Emergency Numbers

In case of a life-threatening emergency - dial 911 or (619)-644-7654

If you need immediate assistance or campus services, call District Police at (619)-644-7654.

When calling

1. Give your name.
2. Give your extension number.
3. Give building name and room number or other specific location.
4. Describe the condition clearly and accurately.
5. DON'T HANG UP! Let the person you are talking to end the conversation; other information may be needed.

In an emergency

If an emergency occurs on the Grossmont or Cuyamaca college campuses, numerous methods will be used to communicate information:

- Public address system
- GCCCD emergency notification system: You will receive an emergency message to your cell phone, landline phone, and e-mail. Sign up for the service at update.cell@gcccd.edu
- District and college websites
- District and college Facebook pages
- News media – information will be sent to the news media; check television, radio and news websites.

Be prepared: what you can do

- Take note of your building’s floor plan and exit routes.
- Participate in fire drills and safety training programs.
- Designate a meeting place outside of the building for your department.
- Locate the nearest fire extinguisher and fire alarm.
- Report all work-related injuries, illnesses, and hazardous material spills.
- Keep a flashlight and emergency radio nearby.
- Prepare yourself and your family at home so they know what to do if you are involved in an emergency, including where to go and how to cope until you’re able to get home.
Grossmont-Cuyamaca Community College District

Emergency Alert System

*Please provide your cell phone number if you haven't already done so. It could save your life!*

The system provides alerts about emergency situations on campus by way of text, voice and e-mail messages. All current Grossmont-Cuyamaca Community College District students, staff, and faculty will have messages sent to their e-mail addresses and phones.

We encourage you to add your cell phone number to our records so you can receive messages in the most expedient manner.

- Students can add cell phone numbers through WebAdvisor. To update your information, log onto WebAdvisor, click on "Students" and go to "update personal information" under "User Account." Update your information, then click "Submit."
- Staff and faculty should update their contact information by sending an e-mail to update.cell@gcccd.edu.

FAQs

**How will I receive alert messages in an emergency?**
For students, messages are sent to the phone numbers (home, work, cell) that they have submitted to WebAdvisor, as well as an email to their preferred e-mail address.

Staff and faculty will receive a message on the phone number they have on record with Human Resources, as well as an e-mail to their GCCCD e-mail account.

**Why is it important for the District to have my cell phone number?**
Most people always carry their cell phones with them. A text message that shows up on your cell phone is most likely to get your immediate attention.

**How will I know that my cell phone number has been entered into the notification system?**
After you cell phone number is uploaded into the notification system, you will receive a confirmation message on your phone. The message will read: "GCCCD: You are subscribed to receive text alerts. Reply HELP for help or STOP GCCCD to cancel. Msg&data rates may apply."

You don't need to take any action when you receive this message. The message is a legal requirement of the phone carriers, and confirms that your number has been entered into the notification system.

**How many phone numbers and email addresses can I keep on record for the alert?**
Students can keep a total of three home, work, and cell phone numbers on record, and one preferred email address.
Staff and faculty can keep one preferred phone number on record to be contacted in an emergency. Their GCCCD email address is automatically included.

If I change cell phone providers but keep the same number, do I need to opt into the system again?
No. Once your phone number has been opted-in, it stays registered within the system.

What if I don't have a cell phone?
You will still receive voice messages at the phone number you provided. If you are a student, a message will be sent to your preferred e-mail address. Messages to faculty and staff will be sent to their GCCCD e-mail address.

What should I do in the event of an emergency?
Stay calm and follow any instructions provided in the alert message.

Still have questions? Contact update.cell@gcccd.edu
Active Shooter

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. However, best practices for an active shooter event are listed below.

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact District Police at ext. 7654 or (619) 644-7654.

Develop a Survival Mindset

• Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan.

In an Active Shooter Emergency

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

• Get away: Can you safely escape?

• Hide: Is there a good place to hide?

• Confront: Will you take out the shooter?

Getting Out

• If you can and you deem it safe, get out and get to a safe place.
• You will have to rely partially on instinct.
• Leave belongings behind, but take your cell phone if it is handy.

Hiding in a Safe Place

• Find a hidden location.
• Find protection behind furniture if possible.
• Find a room that locks if you can.
• If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
• Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, 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.
•Make a plan with others in the room about what you will do if the shooter enters.
•Make a total commitment to action and act as a team with others.
•Do whatever is necessary to survive the situation.
•If possible and safe to do so, report the location of the assailant.

If Outside When a Shooting Occurs

•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.

•Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.

•When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.

•Wait and listen for directions from District Police and/or law enforcement personnel.

If Suspect is in Close Proximity

•An individual must use his/her own discretion about when he or she must engage a shooter for survival.
•Generally, one can lie motionless and pretend to be unconscious or confront the individual.

•Make a plan as to how you will survive the situation.
•Make a total commitment to action and act as a team with others if possible.
•Do whatever is necessary to survive the situation.

Help Out

•Warn others.
•Help others escape.
•Keep others away from the danger area.
•Help the injured.
•Help others stay calm

Calling for Help

•If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.
• On Campus: call the District Police Department at ext. 7654 or (619) 644-7654.

• Be persistent; phones may be jammed.
• Calmly identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
• If safe to do so, stop and 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. All of this takes only a few seconds and is of the utmost help to the responding officers.
• Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

During your call to District Police, you will be asked questions, such as:

• What exactly is happening and how do you know? Is it still happening?
• Where is the suspect now? What was his/her last known direction of travel?
• Are there any wounded and how many?
• What is the specific location of occurrence?

• What types of weapons were used?

Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition:

• Rifle
• Shotgun
• Handgun: revolver or automatic
• Ammunition: Describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)
• Knife or other dangerous weapons

• Explosive device: Give specific description

• Were any shots fired? Describe the sound and the number of shots fired.

• Do you know who the suspect(s) is? If yes, identify them and provide any background knowledge you may have.
When Law Enforcement Arrives

• When law enforcement reaches you, do not run at them or make sudden movements.
• The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
• Do not scream, yell, point, or wave your arms.
• Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
• Be quiet and compliant.
• Show the officers your empty hands and follow their instructions.
• Give the number of shooters.
• Give the location and physical description of the shooter.
• Give the number and types of weapons.

• When it is safe to do so, you will be given instructions as to how to safely exit your location.

In the Event There are Hostages

Call District Police and be prepared to give the following information:

• Identify hostage location in building or area
• Number of assailants, if known
• Number of hostages, if known
• Identity of assailants, if known
• Any description of assailants and weapons
• Any demands made by the assailant/s

• If you are at a distance, move away from the location to a safer area.

• If you can do so safely, evacuate area to a safer location.

• If possible provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

Aircraft crash
In the event of an aircraft crash or fallen debris on campus:

- Immediately take cover under tables, desks, or other objects, which will give protection against falling glass or debris.
- If directed to do so, or in case of fire, activate the building alarm.
- If the building is being evacuated, proceed directly to evacuation assembly areas. Assist persons with disabilities in exiting the building.
- If outdoors, keep a safe distance from debris. Do not remain downwind from a burning plane. Always avoid power or utility lines.
- Go to a clear area at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles.

**Bomb Threat**

The majority of bomb threats are crank calls where a bomb has not been planted. The caller achieves satisfaction by observing a building being evacuated because of his/her telephone call.

If you receive a bomb threat:

- Stay calm and courteous. Keep the caller talking. Ask for the specific location and time of detonation. Gather as much information from the caller as possible.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Write down the information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- If you see a suspicious object, DO NOT HANDLE THE OBJECT OR TURN ROOM LIGHTS ON OR OFF. Begin moving people away from the area around the device.
- Immediately call District Police at ext. 7654 or (619) 644-7654.

**Earthquake**

- Before an earthquake:
  - Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and advance planning can reduce the dangers of serious injury or loss of life from an earthquake. Repairing deep plaster cracks in ceilings and foundations, anchoring overhead lighting fixtures to the ceiling, and following local seismic building standards, will help reduce the impact of earthquakes.

  **Earthquake Safety Tips:**

  - Move heavy objects that could fall in an earthquake to low storage areas.
  - Keep a small emergency kit with a flashlight, battery-operated radio, first aid supplies, and a small amount of water and nonperishable food for use after an earthquake.

**Six Ways to Plan Ahead**
1. Check for Hazards in the Home

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

2. Identify Safe Places Indoors and Outdoors

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

3. Educate Yourself and Family Members

- Contact your local emergency management office or American Red Cross chapter for more information on earthquakes. Also read the "How-To Series" for information on how to protect your property from earthquakes.
- Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune to for emergency information.
- Teach all family members how and when to turn off gas, electricity, and water.

4. Have Disaster Supplies on Hand

- Flashlight and extra batteries.
- Portable battery-operated radio and extra batteries.
- First aid kit and manual.
- Emergency food and water.
- Nonelectric can opener.
- Essential medicines.
- Cash and credit cards.
- Sturdy shoes.
5. Develop an Emergency Communication Plan

- In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster.
- Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it's often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

6. Help Your Community Get Ready

- Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
- Conduct a week-long series on locating hazards in the home.
- Work with local emergency services and American Red Cross officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
- Provide tips on conducting earthquake drills in the home.
- Interview representatives of the gas, electric, and water companies about shutting off utilities.
- Work together in your community to apply your knowledge to building codes, retrofitting programs, hazard hunts, and neighborhood and family emergency plans.

During an earthquake:

- Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- In a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- DO NOT use the elevators.

*If outdoors:*

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

*If in a moving vehicle:*

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- *If trapped under debris:*
  - Do not light a match.
  - Do not move about or kick up dust.
  - Cover your mouth with a handkerchief or clothing.
  - Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

*After an earthquake:*

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- Inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Inspect utilities.
- Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
- Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
- Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

(Source: FEMA)

Evacuation/Shelter in Place

For a variety of reasons, it may be necessary to relocate part or all of the campus community to an on- or off-campus location. This plan is to reduce the possibility of death or injury through an organized evacuation procedure.

In some emergency situations, you may be told to shelter in place. If an evacuation is necessary, faculty, staff and students will be notified several ways:

- Text and voice mail messages by telephone
- Email
- Campus telephones
- Website and social media
- Fire alarms

In the event of an evacuation:

- All occupants of a building must leave immediately and proceed to the designated evacuation area.
- Assist persons with disabilities in an evacuation.
- Do not stand or congregate in parking lots or driveways as this will hamper emergency response vehicles arriving on the scene.
- Exit the building in a calm and orderly manner.
- DO NOT use elevators.
- Take personal belongings such as keys or purses if safe to do so.
- Know your surroundings so that you can evacuate in the dark.
- Take a head count of employees and students at designated meeting locations, and notify emergency personnel of anyone missing.
- Do not re-enter the building until authorized by emergency personnel.

**Fire Safety**

- If you discover a fire in a building on campus:
- Alert the occupants verbally and by pulling the emergency alarms, and evacuate the building.
- Notify District Police at ext. 7654 or (619) 644-7654. They will notify the fire department and guide them quickly to the location of the fire.
- Seek and assist any disabled persons in evacuating the building. Exit via stairway, and DO NOT USE ELEVATORS.
- Once outside, move to an open area at least 150 feet away from the affected building(s). AVOID INNER COURTYARDS. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from Public Safety or emergency personnel. DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO by authorities.

**Fire Safety Tips**

- Know the location of fire extinguishers in your area and how to use them.
- If a fire is small and can be safely extinguished (e.g., in a waste-basket), immediately notify District Police at ext. 7654 or (619) 644-7654 and activate the fire alarm. Then use an extinguisher to put out the fire.
- During evacuation, walk, don't run. Keep noise to a minimum. Close, but do not lock, doors to help contain fire and smoke. Do not use elevators. On stairways, use handrails and stay to the right. After evacuating, relocate to a safe assembly area and do not re-enter the building until told it is safe to do so.
- If you suspect fire in the building, test doors before opening. Use the back of your hand to feel the door or doorknob. If it is hot, use another escape route.
- If you hear a fire alarm, call District Police to report the alarm, evacuate, and do not re-enter the building until told it is safe.
- Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the building. Know the location of the nearest fire alarm and how to use it. Keep corridors free of flammable materials to prevent rapid fire spread.
- Never prop open hallway doors, or lock fire exit doors.
- Report damaged or vandalized fire safety equipment to District Police immediately. False alarms cause major problems and risk the safety of building occupants. If you become aware of someone starting a fire or causing a false alarm, notify Public Safety immediately.

Hazardous Materials

All district employees who work with or around hazardous materials must familiarize themselves with the following:

- Fire alarm location and operation
- Emergency exits and evacuation plan
- Fire extinguisher location and operation
- Spill and containment response measures for specific hazards in their area.
- Available spill response equipment
- Specific immediate first aid measures for hazards in their area.

Immediate action in the event of a spill:

- If an immediate fire hazard exists or medical assistance is required, call Public Safety at ext. 7654 or (619) 644-7654. Evacuate the area and await assistance.

For spills not involving immediate danger to life or property:

- Confine the spill.
- Evacuate the immediate area and limit access.
- Notify your supervisor.

Power Outage

- If a power outage occurs, notify District Police at ext. 7654 or (619) 644-7654.
- If evacuation of the building is necessary, exit via stairway, and DO NOT USE ELEVATORS. Seek and assist any disabled persons in evacuating the building.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. If a hazard exists, notify the lab instructor and call District Police at ext. 7654 or (619) 644-7654.
- When mechanical ventilation is interrupted, vapors or chemicals may reach hazardous concentration levels. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, respirators may be required.

If people are trapped in an elevator:

- Tell the passengers to stay calm and that you will get help.
• Call District Police at ext. 7654 or (619) 644-7654.
• Try to keep the trapped passengers calm. Talk to them until help arrives.

**Snake Bite**

Always remember to watch your step when walking, especially near bushes or in open fields. Rattlesnakes tend to be shy around people, and will try to get away from a human if possible.

Should you encounter a rattlesnake on campus:

• Back away slowly until you are a safe distance from the snake.
• Immediately call District Police at ext 7654 or (619) 644-7654

If you are bitten by a rattlesnake:

• Stay calm. Be aware that rattlesnake bites are serious but seldom fatal.
• DO NOT make an X-shaped incision and attempt to suck out the venom. DO NOT apply a tourniquet or pack the wound with ice. All of these "remedies" can cause serious tissue damage.
• Get a safe distance away from the snake, but do not run to get help. Call for help from a passerby.
• Call 911 and District Police at ext. 7654 or (619) 644-7654 to be transported to a hospital emergency room, where antivenin medications and treatments are available.
• Rest quietly with the affected limb in a lowered position until help arrives.

**Suspicious Package**

If you see a suspicious package:

• Immediately notify District Police at ext. 7654 or (619) 644-7654. Provide the exact location and description of the package.
• Do not touch or disturb the package. Do not use radios or cell phones as these may activate some types of bombs.
• Evacuate all staff and students away from the location, a minimum of 500 feet.
• If possible, shut off the gas main and electrical power to minimize the possibility of fire.
• Gather any possible witnesses for District Police officers to interview.