1100 N. Grand Avenue
Walnut, CA 91789

Building Evacuation Plan

Building 40

Mt. San Antonio College, Walnut

January 2011

Submit completed Building Evacuation Plan/annual updates for review to:
Karen Saldana, Director, Safety, Health Benefits & Risk Management
c/o Administrative Services
extension 4230

This Building Evacuation Plan (BEP) provides information about what to do when there is an emergency in your building – where to go, who to call, where to find emergency equipment and supplies. Used in conjunction with the campus Emergency Response Plan, this Plan will tell you what you need to know to safely leave your building.

If you have questions about this Plan, contact your Building Manager (*see Page 9*) or Risk Management at extension 4230.

This BEP is specific to your building and does not address what the campus as a whole would be doing during an emergency. For that information, refer to the campus Emergency Response Plan.

Building(s) Affected by this Plan

- BUILDING 40

(Insert additional bullets as needed)

Departments Involved in this Plan

- Continuing Education Division
- WIN

Otherwise Building 40 is surge space and most occupants will return to building 4 in Spring 2011. This plan reflects assignments only to personnel who will remain in building 40 after Spring 2011.

People Responsible for this Plan

Drafted by:

Name	Donna Burns
Title	Dean
Dept	Continuing Education
Phone	(909) 274-5230
Date	30 August 2010

Approved by:

Name	
Title	
Dept	
Phone	
Date	

Health & Safety review by:

Name	
Title	
Dept	
Phone	
Date	

NOTE: Update your plan annually

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Acronyms and Abbreviations

BEP	Building Evacuation Plan
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ICP	Incident Command Post
NIMS	National Incident Management System
RAA	Rescue Assistance Area
SEMS	Standardized Emergency Management System

I. Campus Emergency Response Plan: Executive Summary

A. Mission

The mission of the Mt. San Antonio College (Mt. SAC) emergency management program is:

- Preservation of life
- Protection of property
- Continuity of college operations

B. Emergency Management Organization

The College's emergency response plan conforms to the tenets of the California State Emergency Plan, California's Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS.) In accordance with Board Policy 3500, the overall director and communicator of emergency procedures will be the College President/CEO or designated representatives. The emergency response plan implements the emergency preparedness authority conveyed to the Vice President of Administrative Services by Mt. San Antonio College's President.

Mt. San Antonio College's Risk Management office is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency. Written plans and procedures are reviewed by the Health and Safety Committee and recommendations are made to the Vice President of Administrative Services for implementation. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the Emergency Response Plan and their Building Evacuation Plans.

Consistent with Board Policy 3500 and Government Code Section 3100-3101 of the State of California, all College employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them.

C. Emergency Response Plan (ERP)

The College's ERP specifically addresses the emergency management organization for Mt. San Antonio College and is modeled after the state's SEMS plan and the federal government's NIMS plan. The purpose of the ERP is to:

- Prescribe authority, responsibility, and operations within the emergency management organization, and
- Coordinate emergency operations with other emergency response agencies, and
- Develop mutual aid and other support agreements with appropriate levels of local, state, or federal agencies.

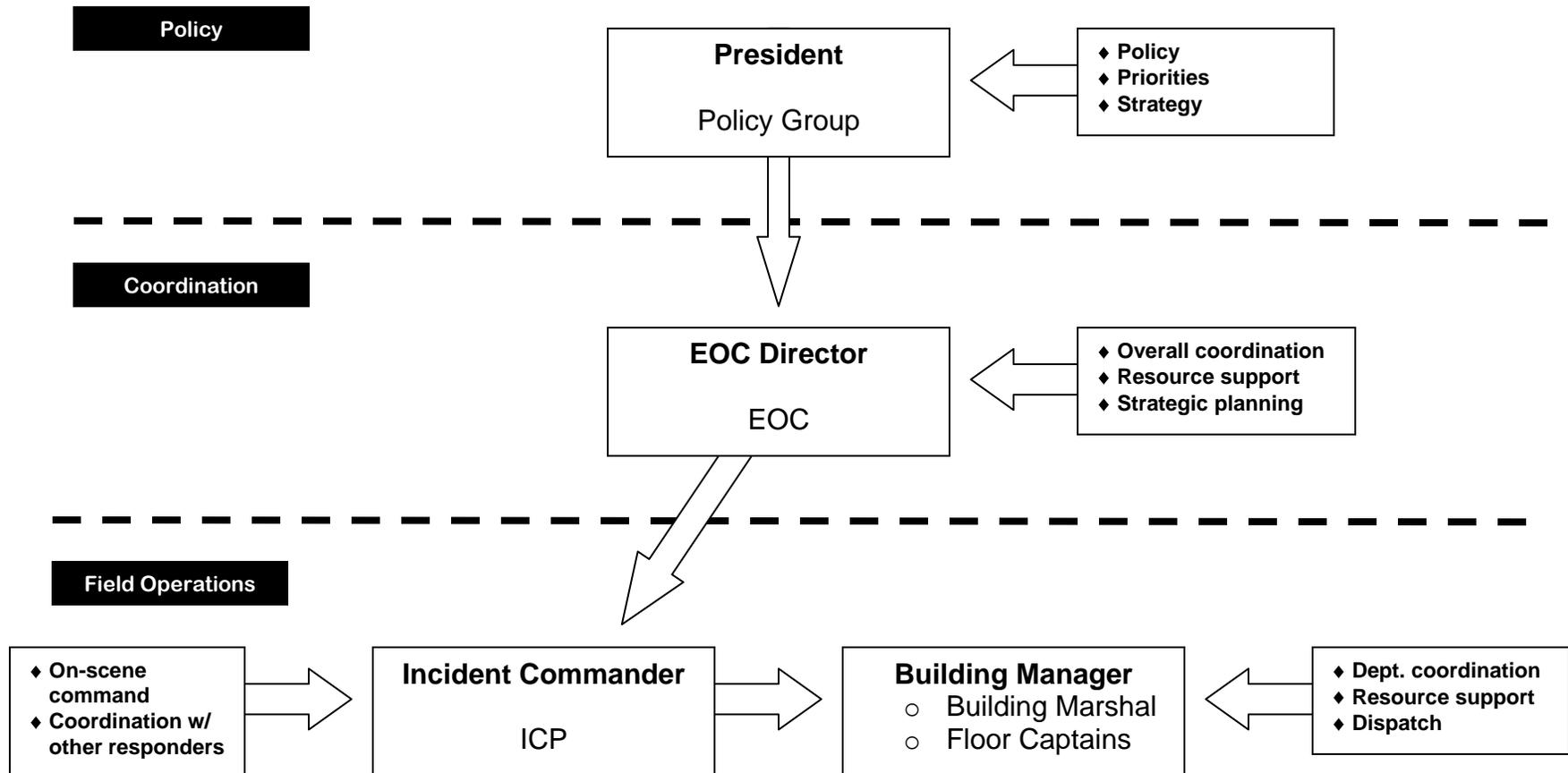## D. Emergency Operations Center (EOC)/Incident Command Post (ICP)

The College has two organizational structures, ICP and EOC. Incident Command Post (ICP) focuses their efforts on the field or tactical level response to the emergency. The Incident Commander has ultimate field-level authority throughout the response and

recovery periods of an emergency. The Incident Commander is in charge of the command and general staff at the field level.

The Emergency Operations Center (EOC) is the physical location where the non-tactical college response team comes together during an emergency to coordinate responses, recovery actions, and resources. The EOC is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated.

E. Organization Relationship

Figure 1 illustrates the relationship between the different levels of management during an emergency and the responsibilities of each level.

Policy

| **President**

Policy Group | ◆ **Policy**
◆ **Priorities**
◆ **Strategy** |

Coordination

| **EOC Director**

EOC | ◆ **Overall coordination**
◆ **Resource support**
◆ **Strategic planning** |

Field Operations

| ◆ **On-scene command**
◆ **Coordination w/ other responders** | **Incident Commander**

ICP | **Building Manager**
o Building Marshal
o Floor Captains | ◆ **Dept. coordination**
◆ **Resource support**
◆ **Dispatch** |

II. Key Personnel (Assign alternate staff in each position and expand table as needed to accommodate for individual assignments.)

1. **Building Managers**

Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email
Donna Burns	Continuing Education	40-104	Ext. 5230	(909) 560-9071	dburns@mtsac.edu
Paulo Madrigal	Continuing Education	40-104	Ext. 5234	(909) 226-2062	pmadrigal@mtsac.edu

2. **Building Marshals - Appointed by Building Manager for each shift with designated alternate(s) for each shift**

Shift (D=Day; E=Eve; W=Weekend)	Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email
M – Th (D=7-4:30)	Kathi Coleman	Continuing Ed	104	x. 5451	(909) 732-4216	kcoleman@mtsac.edu
M – Th (D=8-6:30)	Sharon DeLaby	Continuing Ed	104	x. 5456	(626) 622 0495	sdelaby@mtsac.edu
F (D=9-4:30)	Sabeena Soni	Continuing Ed	104	x. 5455	(626) 201-8552	ssoni@mtsac.edu
F (D=8-4:30)	Kathi Coleman / *alternating Fridays with* Linda Rodriguez	Continuing Ed	104	x. 5451 x 5454	(909) 732-4216	kcoleman@mtsac.edu lrodriguez@mtsac.edu
M-Th (E=6:30-9:00)	Vickie Kaites	Parking	102	X5832	(626) 923-8899	vkaites@mtsac.edu

3. *Floor Captains - Appointed by Building Manager* **(Note: There must be a minimum of 1 assigned per floor with designated alternate for each floor.)**

Shift (D=Day; E=Eve; W=Weekend)	Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email
M – Th (D=8:00-5)	Erica Ledesma	WIN Program	103	X 4239	(626) 404-9804	eledesma@mtsac.edu
M – Th (D=7:30-5)	Sheryle Ocampo	Continuing Ed	104	x. 5461	(323) 333-0374	socampo@mtsac.edu
M-Th (E=5-9:00)	Linda Tackett	Parking	102	X 5532	(909) 518-5510	ltackett@mtsac.edu
M-Th (E=5-9:00)	Laurie Truman	Switchboard	119	X 6299	(951) 206-9036	ltruman@mtsac.edu
F (D=7-3:30)	Lisa Harris	Continuing Ed	104	x. 5401		lharris@mtsac.edu
F (D=7-3:30)	Darrow Soares	VTEA	128	X 6438	(951) 858-0170	dsoares@mtsac.edu

4.   Critical Operations Officers (if applicable) – Appointed by Building Manager

Shift (D=Day; E=Eve; W=Weekend)	Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email

5.   Key Phone Numbers

Emergencies	9-1-1
Public Safety	4555
Risk Management	4230
Health Services	4400
Facilities problems, including: • Utilities outages • Fire alarm maintenance • Fire suppression equipment maintenance	4850

III. Evacuation

A. Procedures and Duties

The building must be evacuated immediately upon the sounding of the fire alarm signal or other pre-designated notification system. The accounting strategy devised by Mt. SAC relies on these principal methods:

1. Building Marshals have been selected to assist in the communication of evacuation procedures and to perform a headcount of College employees normally assigned to the building.

2. College employees are responsible for informing students and student workers under their direction of evacuation procedures and facilitating the safe evacuation of all individuals in the event of an emergency.

3. Each building on campus has one or more emergency assembly areas (EAA), which is a location near the building where building occupants should gather immediately following an evacuation signal (i.e., fire alarm) to await further instructions. These emergency assembly areas have been selected by your assigned Building Marshals and are also outlined on each building's evacuation map.

4. During a major incident (e.g., earthquake,) evacuate to the nearest evacuation parking lot as identified in the Mt. SAC Emergency Response Quick Reference Guide.

B. Building Procedures

1. Location of EAA (see also following map)

#	Location
1	Gravel area east of Building 40
2	
3	
4	

2. Responsibilities

Assigning responsibilities during an evacuation is important. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

Building Managers assist in the planning, training, equipping, recruiting, and effective response of the Building Marshal(s). The Building Manager may also facilitate communication between the Building Marshal(s) and the campus Incident Commander or Incident Command Post.

Building Marshals facilitate the safe evacuation of campus buildings and assist emergency responders. When an evacuation is necessary, the Building Marshals are responsible for:
- Designating Emergency Assembly Areas where employees will gather after evacuating
- Assisting in the safe and complete evacuation of a building
- Taking a head count after the evacuation. Identifying the names and last known locations of anyone not accounted for and passing the information to their designated Building Manager and/or the Incident Commander.
- Assisting Public Safety in preventing re-entry by non-emergency responders until the building has been deemed safe, and

- Reporting injured or trapped persons to emergency responders (Public Safety, 9-1-1 personnel, Health Services, and the Incident Commander)

Floor Captains will be responsible for checking classrooms, offices, bathrooms, and other spaces before being the last person to exit an area. They are also tasked with ensuring that the fire doors are closed when exiting. Floor Captains provide status updates to their designated Building Marshal(s).

Critical Operations Officers are responsible for ensuring that certain equipment and processes are shut down. In some instances it will not possible to accomplish this goal; in such instances, safety of personnel is critical. Each Building Manager must review their operation and determine whether total and immediate evacuation is necessary for the specific type of emergency at hand.

All employees remaining behind must abandon the operation or task and evacuate when they perceive that their life is in danger.

NOTE: Each Building Evacuation Plan must include where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel. It is recommended that you include these locations on your building evacuation map.

3.   Special Procedures

In this section, Building Managers will specify procedures that are unique to their facility/operation.

- Construction projects through fall 2008 will restrict evacuation to only east, northeast and southeast exits
- Internal loaded corridors at all 3 floors
- Various stored hazardous materials in labs which include mixed chemicals/acids/bases/solvents. Safety containment is included in all appropriate lab
- Building contains: gas, water, electrical lines

5. Emergency Assembly Areas (EAA) Map

Building 40 Evacuation Plan
Revised 7-1-2010

Evacuation Area
East of the Building

Emergency
Assembly Area
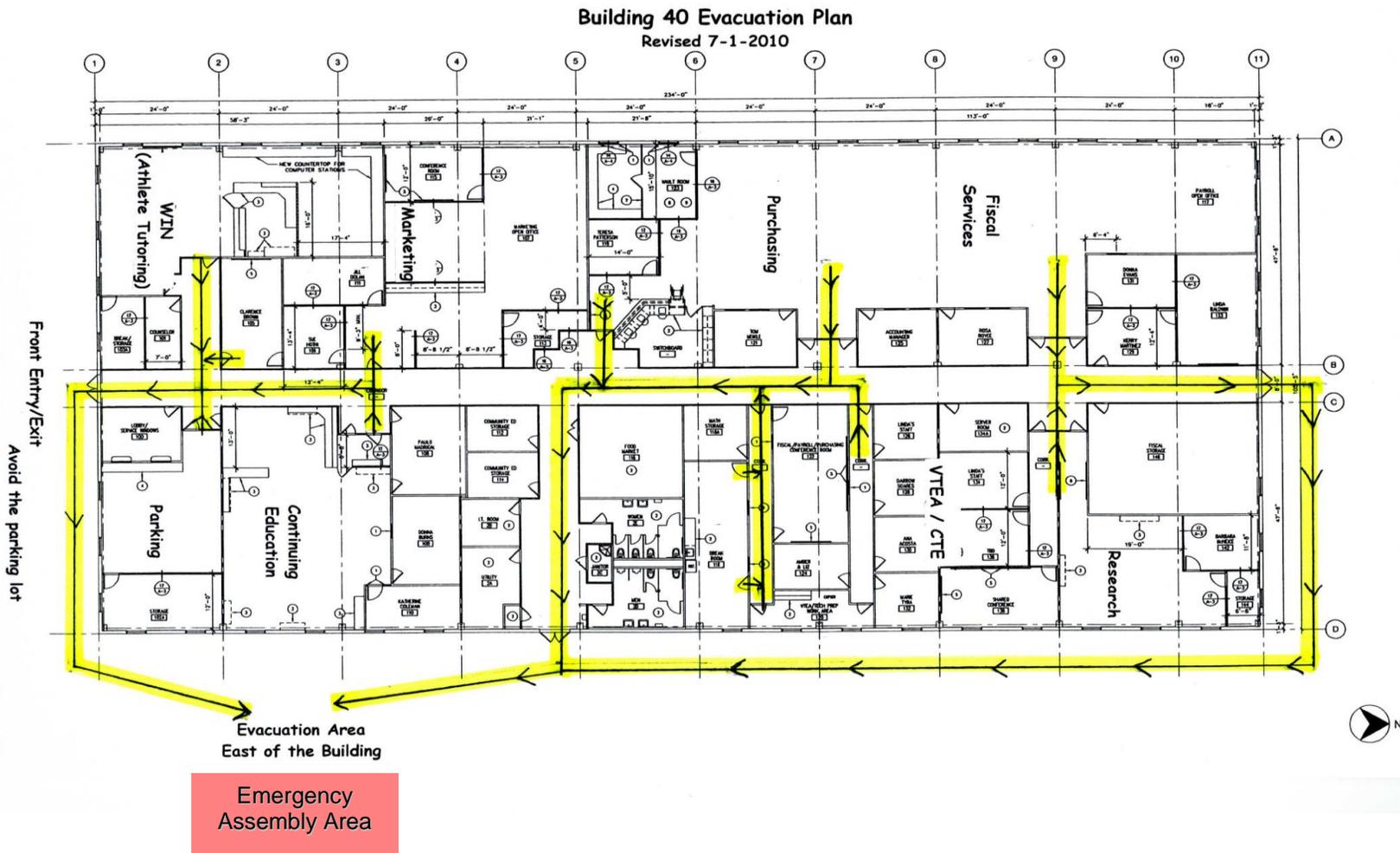
C. General Evacuation Procedures

If you hear the evacuation alarm or are instructed to leave the building:

- Remain calm.

- Follow any instruction from your designated Building Marshal.

- Evacuate the building to the nearest Emergency Assembly Area (EAA). Take keys, coat, purse and any other critical personal items with you as you will not be allowed to reenter the building. **No exceptions.**

- Use stairways only. Do not use elevators.

- Notify Public Safety at extension 4555.

- Public Safety will call 9-1-1, when warranted.

- Close doors as rooms are vacated.

- Assist those who need help but do not put your self at risk attempting to rescue trapped or injured victims. Individuals requiring special assistance should assemble in areas designated as such.

- Note location of trapped and injured victims and notify Floor Captain, Building Marshal, Building Manager, Incident Commander, or other emergency responders.

- Floor Captains will walk through the building to ensure evacuation is complete.

- Remain in EAA until further instructions are given.

- **Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the Building Marshal or authorized Public Safety personnel.**

D. Evacuation for Special Populations

1. General Policy

- Mt. SAC faculty and staff who are mobility-impaired should let the Building Manager, and the Building Marshal, know the location of their usual work area and special needs.

- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates for their assistance in the event of an evacuation or other emergency. The Building Marshal may facilitate development of a "buddy system" in support of special evacuation needs within the building.

- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the Building Marshal and is contained in the Building Evacuation Plan.

- Those assisting mobility-impaired individuals should quickly determine the safest method to evacuate and ask what aid the individual needs.

- For more detailed information on evacuation procedures for people with disabilities, refer to the College's Emergency Response Plan.

2. **Names & Locations of Known Mobility-Impaired Building Occupants**

Name	Room	Phone

3. **Rescue Assistance Areas (not applicable in all buildings)**

The Americans with Disabilities Act Accessibility Guidelines (ADAAG) require that a safe waiting area be provided at or near inaccessible exits for people who cannot climb stairs to remain until rescue personnel can assist them in evacuating the building. These spaces, or areas of rescue assistance, must be a designated fire protected area. The following areas have been deemed "areas of rescue assistance" for the respective floors of this facility :

#	Location
	Not applicable – safe exit accessible from all exits of 40

IV. Response

A. General Policy

- The Mt. SAC Emergency Response Plan (ERP) contains detailed policies and procedures concerning the way the College community is expected to respond to emergency situations.

- Building Manager(s) are assigned responsibility for planning, organizing, and administering emergency preparedness programs **at the building and department level**. Designated Building Marshals may assist the Building Manager.

- Mt. SAC employees who are not designated as emergency responders are not to become directly involved with the response to an emergency unless otherwise directed by fire, police or Mt. SAC officials.

- All Mt. SAC employees are designated as Disaster Service Workers in accordance with California law. As such they can be trained and required to assist in Mt. SAC preparedness, response, and recovery activities. Department managers designate which functions and people are essential during an emergency.

- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.

- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, Mt. SAC will activate the College's Incident Command Post (ICP) and Emergency Operations Center (EOC). The Incident Commander will manage Mt. SAC support of the incident command system and campus emergency response efforts.

- If warranted, Mt. SAC Public Safety or the EOC will request assistance from the City of Walnut or Los Angeles County emergency response resources.

B. Building/Department Response/Recall Policy

- Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be designated as "Essential Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:

- **ESSENTIAL PERSONNEL.** Employees essential for maintaining the health, safety, and mission of the College campus following an emergency or disaster.

- **MISSION CRITICAL FUNCTIONS.** Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the College mission following a disaster. Term also may be applied to academic, research, laboratory, library and other functions in facilities that must remain open whenever the College campus is in operation.

- The President or designee may authorize the general release or recall of College personnel.

C. Emergency Communications

1. Emergency "Blue Light" Phones

1) Parking lot D, Northwest corner
2) Building 18, south side, mid-building
3) Building 17, south side, mid-building
4) Buildings 66/67, south side near pedestrian bridge
5) Parking Lot F near building 40.

2. Pay Phones

1) East end of building 19C
2) South side of building 6 (southeast corner)

D. Emergency Equipment/Supplies

1. Building Evacuation Supply Caches

Type	Room
Needed from the college. Not in bldg 40 yet.	

{*List the locations of any stocks of emergency supplies – food, water, medical supplies, cots, etc. Do not try to locate every personal emergency kit, only large, centralized stockpiles of supplies for multiple people.*}

2. Fire and Life Safety Equipment

The location of all fire and life safety equipment in common areas (fire extinguishers and hoses, standpipes, eye- and hand-washes, spill kits and automatic external defibrillators) is shown on the following floor plans. These floor plans do not show the locations of this equipment in individual rooms.

Building 40 Evacuation Plan
Revised 7-1-2010