

Safety and Emergency Plan - Grossmont College Campus

QUICK REFERENCE GUIDE

Fire

- Instructors evacuate all students from the building/room
- Supervisors evacuate all employees from the building/room

Press Red Emergency Button on Classroom Phone or Call 9-911 (or 911 on your Cell Phone)



P - Pull
A - Aim
S - Squeeze
S - Sweep

Earthquake

- DROP to the ground (before the earthquake drops you!)
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.

After Earthquake

- Prepare for aftershocks

Biohazard/Chemical

- Evacuate the immediate area
- Call Risk Management at extension 7710 or Facilities at extension 7594

Intruder or Violent Incident

While in a classroom or office:

- Make note of your location
- Call 9-911 or 911 (on your cell)

While on District property, outside of a building:

- Use emergency telephones in parking lots for assistance or
- Call 911 (from any phone) and follow instructions

When Calling

1. Always attempt calling campus number first.
2. Give your name.
3. Give your telephone number.
4. Give your location.
5. Describe the problem.
6. Don't hang up! Stay on the line.

Emergency Contact Info

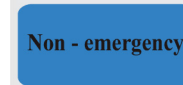
Emergency Phone:
 9-911
 or 911 (cell)



For **Immediate** response to:

- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Non-Emergency Phone: Extension 7800 or (619) 644-7800 (cell)



- Crime Report
- Suspected drug activity
- Advance request for police presence to deal with potentially-disruptive person

Campus & Parking Services Phone: Extension 7654 or (619) 644-7654 (cell)



- Automobile assistance
- Parking
- Lost & Found
- Safety Escort
- Room Unlock/Lock

Facilities, Grounds Maintenance & Custodial Phone: Extension 7594 or 7653

or (619) 644-7594 or (619) 644-7653

- Classroom & furniture repairs
- Lighting
- Spill clean up

You are in Building # _____

You are in Room # _____