



EMERGENCY PREPAREDNESS PLAN

DIAL 9-1-1 TO REPORT AN EMERGENCY situation that requires the police, fire department, or paramedics (medical crisis). **Note:** You can dial 9-1-1 from any home, business, or pay phone; however, dialing 9-1-1 from a cell phone may connect you to the California Highway Patrol (CHP).

Next report the incident to the Administration on the campus where the incident has occurred. You can reach the administrative staff on all campus locations by dialing:

9517341601 or 9516564400

Emergency vs. Nonemergency

An emergency is an unforeseen combination of circumstances -- or the resulting state -- that calls for immediate action such as the urgent need for assistance or relief.

If a situation requires assistance, but is NOT life threatening, contact the campus office to advise how to proceed. Learn more about nonemergency situations »

Types of Emergencies

An emergency could arise from any of the situations listed below (including a combination thereof). Each emergency type links to a section that contains general guidelines and procedures should such an event occur. *We strongly encourage all PHTC Employees and Students to familiarize themselves with these procedures.*

1. Fire or Smoke
2. Medical (bodily injury, heart attack, loss of consciousness, electrocution, drowning, poisoning)
3. Earthquake (or other natural catastrophe)
4. Bomb Threats & Suspicious Packages

FIRE AND SMOKE

Give the location of fire/smoke as required. You may be able to extinguish small fires using a fire extinguisher.

- Keep yourself between an exit and the fire at all times. Do not go past the fire to retrieve a fire extinguisher. Use two people if possible -- one standing behind the person with the extinguisher watching and using safety precautions.

Remember this tip:

- **P** - pull pin
- **A** - aim hose at base of flame
- **S** - squeeze handle
- **S** - sweep from side to side

Fire Cannot Be Extinguished

- If the fire can't be put out, building monitors should be promptly notified so everyone can leave the area and exit the floor by the stairway(s).
- Close doors behind you as you leave to slow down the spread of the fire and maintain the integrity of the fire corridor.
- DO NOT enter a smoke-filled room to salvage your items

Be careful about opening doors:

- Touch closed doors with the back of your hand before opening them.
- If the door feels hot or warm. A fire on the other side could blast through if the door is opened.

If Your Clothes Are on Fire

- **“Stop** (cover your face with hands), **Drop** (to the floor), and **Roll.**”
- If you are helping someone else, smother the fire with a fire-resistant blanket, rug, or heavy coat.
- Dial 9-1-1 for medical assistance.



Pacific Times Healthcare College

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- Remove any smoldering clothing if it is not stuck to the person. Remove any jewelry on the burn victim. Cool the burn area with cold (not iced) running water if possible. Only administer additional first aid if trained.

General Procedures

- In a fire or earthquake where exiting appears unsafe or blocked, it is best to remain in a closed stairwell with the doors closed. **Closed** stairwells are designed to maintain breathable air for a minimum of one hour. If you are trapped in a room, close all doors and seal off cracks.
- Follow the directions of your building monitor, studio manager or public safety officer.
- Assist any disabled persons. If the disabled person cannot be evacuated, they should be taken to the nearest stair well. Shut the doors to the stair well, wait with them and send others to alert emergency responders.
- Notify fire or police personnel as to the location of persons who have not been evacuated or wheelchairs and other special devices.
- Notify fire or police personnel as to the location of persons who have been evacuated without their wheelchairs.
- Once outside the building, report to the gathering point.

Immediate risk occurs when:

- The person presents an imminent risk of bodily injury to self, others, or the community. The risk is considered imminent when there is a weapon involved in the situation, when suicide or homicide is being threatened, and there appears to be intent to carry out that threat.
- The person's capacity to function is compromised and basic care of self or others is at immediate risk (current altered states of consciousness due to psychosis, severe anxiety or panic attack, severe catatonic state of depression, mania, or drug or alcohol abuse, and person seems out of control, etc.).

Psychological Emergency Procedures

- 1) Ensure your own safety. Do not endanger yourself or the community while attempting to help someone at risk.
- 2) Call 9-1-1
- 3) Notify Administrative Office/Front Desk
- Remember, do not leave the individual until additional help arrives -- unless to do so would jeopardize your own safety.

Providing Transportation

- Never use a personal vehicle to transport an individual in an emergency situation
- For critical physical or psychological emergencies, immediately dial 9-1-1 for an ambulance.
- In a noncritical situation Notify College Office

During an Earthquake

Drop, cover and hold on.

- Drop means get close to the floor because you will be more stable there.
- Cover means get under something hard (tables are good) and if you can not, then at least cover your head with your hands. The biggest concern is not the building completely collapsing on top of you but fixtures, equipment, tall furniture and debris falling and hitting you in the head.
- Hold on refers to the fact that, depending on the size and duration of the quake it could be a bumpy ride, so you should hold on until the shaking stops. Wait until the ground stops shaking.

Remember aftershocks are likely and often cause considerable damage.

If inside, keep away from overhead fixtures, windows, filing cabinets, and bookcases.

Assist any persons with disabilities in the area and locate a safe place for them.

Dwayne "The Rock" Johnson helps explain "Drop, Cover, and Hold".

After an Earthquake



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Shake, look and listen. Then evacuate carefully to someplace safe.

- Shake refers to shaking off the debris, shaking off the adrenalin and fear, and assessing if you have any injuries.
- Look refers to check your surroundings for an immediate hazard (electrical wires that are exposed, fires that could be starting).
- Listen refers to listen for other people calling for help, giving directions or for sirens and such which could give you information that will help you decide on your next step.

Call out: "Is everyone OK?"

Do not use telephones unnecessarily. Telephone networks may be temporarily disabled. Often, even when the telephones can not get through, text messages can.

Bomb Threats & Suspicious Packages

If a bomb threat is received by handwritten note:

- Notify College Office
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call Public Safety
- Do not delete the message.

In case of a bomb threat or discovery of a suspicious package, dial 9-1-1 for a police dispatcher.

Always follow *all* instructions given by a police dispatcher.

Identify the employee who received the threat.

Alert employees and visitors not to turn on or use two-way radios.

Suspicious Packages

If a suspicious package is discovered, do the following:

Do not use radios or cell phones in the immediate area of the package.

Do not allow anyone to approach or touch unidentified packages or objects.

Initiate an evacuation away from the location of suspicious device. Direct evacuees to take their bags and packages with them.

Report all pertinent information to police personnel arriving on the scene.

Lead everyone back to their rooms after police personnel have secured the building.