

RCCD BUILDING AND FLOOR CAPTAIN PROGRAM

The Building and Floor Captain Programs in California Community College Districts are designed to enhance emergency preparedness and coordinate initial emergency procedures in campus buildings.

*Last updated:
3-27-2025*

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Building and Floor Captains

Building & Floor Captains (Captains) are Riverside Community College District (RCCD) employee volunteers trained to disseminate information, increase safety awareness, facilitate evacuations and provide overall support during emergencies. These Captains are representatives and a point-of-contact within a building or designated area for any and all safety matters; and will assist in coordinating emergency operations as necessary.

Purpose

RCCD is dedicated to providing a safe environment for all students, employees and visitors. Building & Floor Captains will partner with designated RCCD safety personnel to assist students, employees and visitors in the safe evacuation, Shelter-in-Place or Lock Down procedures in times of crisis. The Building & Floor Captain program is an important part of RCCD emergency response protocols. As a participant in the Building & Floor Captain Program, Captains provide a valuable service to the district should an incident occur.

Program Structure

Each District location will have assigned Building & Floor Captain roles based on the size and location of the buildings.

Building Captain: A Building Captain will serve as first point of contact for safety information and incident reporting for all building occupants. During an evacuation the Building Captain is in charge of a specific building or sets of buildings within the facility. After helping with an evacuation, the Building Captain reports to an assigned area to accept reports from Floor Captains. The Building Captain then relays information to the District Safety and Emergency Preparedness Manager or the College Safety and Emergency Planning Coordinator (Safety Officers). When there are multiple Building Captains, one leads everyone outside and the others do sweeps of the building to ensure no students, employees or visitors are left behind.

Floor Captain: The Floor Captain is in charge of a specific floor, area or several floors within a facility. The Floor Captain must recognize the presence of an emergency, ensure the evacuation of their area, perform a sweep of the area to ensure all personnel have been evacuated, report the status of the evacuation to their Building Captain.

Both Building & Floor Captains: In addition to the above, Building and Floor Captains will help educate and provide orientation to RCCD employees on emergency procedures for the building including:

- Fire evacuation procedures
- Exit locations
- Reunification areas
- Fire alarm and fire extinguisher locations

- Locations of first aid kits and automated external defibrillators (AED)
- Other pertinent safety related building/area information

*Faculty are considered Room Captains during a crisis event. The faculty member will have an attendance roster and provide care/control of the students in their classroom, the floor captain should work with the faculty member to keep the class together until dismissed.

Responsibilities:

Be Prepared

- **Building Captain Teams Folder:**
 - **Familiarization:** Each Building and Floor Captain team has a designated online folder in Teams. Please familiarize yourself with this folder and enable notifications.
 - **Communication:** Utilize the group chat on Teams to communicate with other Captains and the local Safety Officer. Your Safety Officer will post reminders on upcoming meetings, drills and trainings on the Teams site.
 - **Issue Reporting:** Post messages in the Teams chat to inform other Captains of any issues or concerns. **Please call 911 in an emergency. FIRST**
 - **Emergency Coordination:** Use Teams chat to quickly communicate with the entire group during an emergency.
 - District Teams page – [CAADO B&F Captains Microsoft Teams](#)
 - Moreno Valley College Teams page- [Moreno Valley College B&F Captains Microsoft Teams](#)
 - Norco College Teams page- [Norco College B&F Captains Microsoft Teams](#)
 - Riverside City College Teams page- [Riverside City College B&F Captains Microsoft Teams](#)
- **Know Your Area:** Familiarize yourself with your building's layout, evacuation routes, and personnel. Ensure you have at least two escape routes.
- **Occupant Awareness:** Be aware of the location of all occupants, including those with functional and access needs. Know where the evacuation chair is located, if applicable.
- **Lock-Down Locations:** Identify and be aware of lock-down locations. Seek assistance from your Safety Officer if needed.
- **Fire Safety:** Know how to operate fire extinguishers. Locate and understand how to activate all fire alarms. Building Captains should know where the main system/alarm panels are to assist first responders.
- **Know Your Team:** Get to know all Building and Floor Captains in your building and adjacent buildings.
- **Hazard Awareness:** Identify potential hazards in your building during emergencies and find ways to avoid them.
- **Emergency Operations Center:** Know where your site's Emergency Operations Center will be established.
- **Emergency Supplies:** Be aware of the location of all emergency supplies in your building.
- **Exit Locations:** Know the location of every exit in your building.

- **Contact Information:** Keep the contact number for your safety representative on your cell phone.
- **Substitute Captain:** Have a substitute Captains identified to take your place if you are absent or indisposed during a drill, exercise or real-life event.
- **Family Emergency Plan:** Develop an emergency plan for your family and know the plan for your children's school.
- **Emergency Kits:** Build an emergency kit for your home, car, and office.
- **Mass Notification:** Sign up for Mass Notification in your city and have an out-of-state contact organized for you and your family.

Training, Drills, and Meetings

To ensure preparedness for emergencies, Building and Floor Captains are required to engage in the following activities:

- **Attend Meetings:**
 - Participate in Building and Floor Captain meetings.
 - Join safety workgroup meetings.
- **Complete Training:**
 - **Fire Extinguishers:** Training on the use and location of fire extinguishers (every two years)
 - **Stop the Bleed:** Training on bleeding control techniques (every two years)
 - **Stryker Chair:** Training on the use of Stryker evacuation chairs (every two years)
 - **CPR/AED/First Aid:** Certification in CPR, AED and First Aid (every two years)
 - **CERT Training:** Community Emergency Response Team training (every five to seven years)
 - **Active Shooter:** Training on active shooter response (every two years)
 - **Cal-OSHA Safety:** Annual safety training as per Cal-OSHA regulations
 - **FEMA Training:** Federal Emergency Management Agency training as assigned
 - **Disaster Service Workers:** Training for disaster service workers
- **Participate in Drills and Exercises:**
 - **Great Shake Out Drill:** Annual participation in the Great Shake Out earthquake drill
 - **Lockdown Drills:** Participate in lockdown drills
 - **Evacuation Drills:** Participate in evacuation drills
 - **Mass Notification Tests:** Participate in quarterly tests of the mass notification system. Ensure all members of your area receive notifications by reaching out to them.

See Something? Say Something!

- **Report Suspected Hazards and Activities:** Immediately report any suspected hazards, suspicious activities or any injuries to the appropriate authorities:
 - District Risk Management
 - Emergency Manager/Emergency Coordinators (Safety Officers)
 - District Police
 - Online Reporting Forms:

- [RCCD Safety Hazard Reporting Form](#)
- [WeTip Submit A Crime Tip Anonymous & Confidential](#)

Duties: During Event

Think, Communicate & Mobilize

- **Follow Mass Notifications:** Upon receiving a mass notification from a reliable source (e.g., District Risk Management, District Police, College Leadership), adhere to the prescribed procedures.
- **Assess and Act:** If you become aware of an emergency, determine the appropriate action (Call 911, Evacuate, Lock-Down or Shelter-in-Place) and notify others accordingly. Follow established procedures.
- **Equip Yourself:** If safe, put on your emergency vest, take your go bag/clipboard and/or backpack, and proceed to execute emergency operations.
- **Inform and Mobilize:** Notify building or floor occupants of the emergency and facilitate their mobilization.
- **Maintain Order:** Ensure calm and order by demonstrating calm-assertive leadership.
- **Anticipate and Adapt:** Anticipate potential changes in the situation and develop response options.
- **Document Actions:** Be prepared to take notes after completing evacuation duties. These notes will be valuable for the After-Action Report.

Evacuation Procedures

- **Building Captains:** Direct and assist Floor Captains during an evacuation.
- **Occupant Evacuation:** Guide occupants in your area to evacuate promptly.
- **Route and Meeting Location:** Lead and remind individuals of the designated evacuation route and meeting location.
- **Attendance:** Instruct faculty members and managers to take attendance upon reaching the meeting location and report the outcome to assigned Building Captain.
- **Room Sweeps:** Conduct a thorough sweep of every room in your area to ensure complete evacuation, if it is safe to do so.
- **All Clear:** Ensure that occupants do not go back into the building until the all clear is call. Captains should spread out to block entrances and inform neighboring buildings of their evacuation status.
- **Alarms:** Alarms should not be silenced until the all clear is called. This will serve as a deterrent to all occupants to return to the building until it is safe to do so.
- **Stairwell Inspection:** Inspect stairwells to ensure they are clear, if it is safe to do so.
- **Elevator Check:** Verify if anyone is stuck in the elevators and report this to your Building Captain.
- **Assistance for Individuals with Needs:** Assist or assign others to assist individuals with access or functional needs.

- **Hazard Identification:** Observe and document any hazards that could impede First Responders' access to the building.

All Clear

All-Clear must be called before occupants can return to the building. Building Captains are trained to give the all clear and announce who pronounced the all clear to ensure that there is no confusion during evacuations.

The following departments may deem a situation, All Clear:

- **Fire Department**
- **Police Department** - If the Police department calls the all clear, before the Fire department arrives on scene, they should notify the Fire department.
- **Facilities & Planning/Facilities leadership** - If Facilities and Planning/Facilities leadership calls the all clear, they should notify Fire and Police departments.
- **Risk Management Leadership** - If Risk Management leadership calls the all clear, they should notify Fire and Police departments.
- **Vice Chancellor of Business and Financial Services/Vice Presidents of Business Services** - If Vice Chancellor of Business and Financial Services/Vice Presidents of Business Services calls the all clear, they should notify Fire and Police departments.
- **Chancellor/President**- If Chancellor/President calls the all clear, they should notify Fire and Police departments.

Meeting Place Procedures

- **Accountability Report:** Ensure, as much as possible, that all students, employees and visitors in your assigned area are accounted for. Confirm roll call outcomes with faculty and managers in your designated area.
- **Communication:** Inform occupants that you will provide updated information and directions as they become available. Until then, instruct them to remain in the designated area.
- **Updates:** Provide timely updates to occupants in your area as new information becomes available.
- **Lock-Down Protocol:** If your meeting area is a lock-down room, instruct all individuals to turn off their cell phones, except for one cell phone kept on for communication with law enforcement.
- **Follow Procedures:** Adhere to RCCD procedures posters placed in all rooms.
- **Floor Captains:**
 - Report accountability outcomes and any identified hazards to the Building Captain.
 - Prevent individuals from re-entering the building as much as possible, seeking assistance if necessary.
 - If you receive an "all clear" from someone other than your Building Captain, request that the individual speak directly to your Building Captain. Only take direction from your Building Captain. Once you receive the "all clear" from your Building Captain, inform occupants that they may re-enter.

- **Building Captains:** Only issue an "all clear" once it has been communicated by the Safety Officer or an appropriate leader (refer to the All-Clear portion above).

Chain of Command

During an incident, it is essential to follow the established chain of command. If the person in the next category is unavailable, please report to the next person in line. Effective communication is crucial during emergency events to ensure accurate information is disseminated District-wide.

- Floor Captains
- Building Captains
- Safety Officers (Emergency Manager/Emergency Coordinators)
- College Vice President of Business Services
- Vice Chancellor of Business & Finance/College President; or the next Vice Chancellor present during the event or Acting President
- Chancellor or Acting Chancellor

Duties: After Event

After-Action

- Participate in After Action Debriefing. A full After-Action Report will be completed with your assistance from the Emergency Manager/Emergency Coordinators.
- **Floor Captains Only:** email a copy of any notes, forms, etc. from the incidents to your Building Captain and Safety Officer.
- **Building Captains Only:** Collect notes, forms, etc. from all the Floor Captains and email to your Safety Officer.

After your Building and Floor Captains responsibilities are completed, please report to the Emergency Operations Center for your assignment (if applicable).

Emergency Operations Centers locations:

- District offices-Third Floor Conference room 309
- Moreno Valley College-Network Operations Center
- Norco College-Network Operations Center
- Riverside City College-Kane Second Floor Presidents Conference room

Recovery

- Work with Safety Officers, to implement any necessary changes needed identified in the After-Action Report process.

Appendix A: Emergency Items

Emergency Go bags District Office	Emergency Back packs District Office
<ul style="list-style-type: none"> • Safety Vests • Maps of building/campus • Check in sheets for assigned location and all other locations (in case this is needed for coverage) <i>See Appendix B</i> • Whistle • Pens/Markers • Updated List of Emergency Supplies • Building and Floor Captain Handbook 	<ul style="list-style-type: none"> • Hard Hat • Twisted Rope • Caution Tape • Duct Tape • Small First Aid Kit • Heavy Duty Gloves • Radio with stand and head set • Red Hazardous bags • Flash light/radio/charger • Googles • Masks • Tourniquets • Bull Horns-Building Captains only • Timers-assigned timers only
College-Emergency Go bags	College-Emergency Back packs
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Appendix B -Sample Check-In Sheet for evacuations

XXX Building 1st Floor -- Sign-In Sheet
Building Captain: XXX Floor Captain: XXX
Safety Officer: XXXX
Building Name, campus, cross streets
Radio #

NAME	All EE's Accounted	All Students Accounted	Missing?
Faculty Name Contact information			
Name of class, section, number of students Hours: Monday – Friday 8am – 2:25pm Winter 2025			
Faculty Name Contact information			
Name of class , section, number of students Hours: Monday – Friday 8am – 2:25pm Winter 2025			
Faculty Name Contact information			
Name of class , section, number of students Hours: Monday – Friday 8am – 2:25pm Winter 2025			
Manager Name (number of employees in building) Contact information			
Manager Name (number of employees in building) Contact information			
Manager Name (number of employees in building) Contact information			
Manager Name (number of employees in building) Contact information			

Appendix C-All Captains Sample Check-In Sheet

XXX Building 1st Floor -- Sign-In Sheet
Building Captain: XXX Floor Captain: XXX
Safety Officer: XXXX
Building Name, campus, cross streets
Radio #

NAME	All EE's accounted	All Students accounted	Missing?
Floor Captain Name (1 st floor)			
Floor Captain Name (1 st floor)			
Floor Captain Name (2 nd floor)			
Floor Captain Name (2 nd floor)			
Floor Captain (3 rd floor)			
Floor Captain Name (3 rd floor) keeps time			
Floor Captain Name (3 rd floor Special Suite) 4 th floor if event is in progress			
Floor Captain Name (3 rd floor Special suite plus Conference rooms)			
Building Captain#1-1 st one out, check in position			
Building Captain #2-sweeps all floors last one out			
Back-up Captain- note taker, reports findings to safety officer			
Safety Officer -work with First responders/update management			

Appendix D-Important Emergency Response Links

[RCCD How to use Lock Bloks](#)

[Using Styker Chairs](#)

[RCCD Active Shooter Training](#)

[Submit A Crime Tip - WeTip Anonymous and Confidential Tips](#)

[Safety Hazard Reporting Form](#)

Appendix E- Outage Check off sheet

Outages check-off sheet for Building and Floor Captains

Building Captains/Safety Officers-

Check the elevators to ensure no one is trapped inside, if someone is trapped keep them calm and call 911.

- ☐ All elevators in each building
- ☐ Parking structure elevators

Check the stair wells to ensure that no one is stuck (some of the doors lock when power is lost, some don't)

- ☐ Front/back stairwell in each building
- ☐ Front/back stairwell in each parking structure

Check Roof (if accessible)

- ☐ Check all restrooms
- ☐ Check the lactation room
- ☐ Check to ensure no one is stuck in the stairwells

Floor Captains-

Walk through your area (and any other areas around you without a Captain present) and keep folk's calm. Let them know that Facilities is working on the issue and will share information as is available.

- ☐ Use your check-off sheet to ensure everyone is accounted for
- ☐ Report any injuries to Risk Management.
- ☐ Report to your Building Captain/Safety Officer once your area is accounted for and report back to your area or any specific assignment

Check elevators again once the power is back on to ensure they are operational. Report any issues to your Building Captain/Safety Officer. The building and floor captains will report to the Safety Officers who will then report to Facilities.

Things to remember:

DO NOT call Public Utilities. Facilities will follow up with Public Utilities.

For current and potential shutoffs, visit www.sce.com/wildfire (MVC & Norco College) [RPU Outage Map](#) (RCC College and District).

Use provided radios to listen for updates and to notify Building Captains of accountability reports.

Appendix F-Evacuation Procedures

Floor Captains-

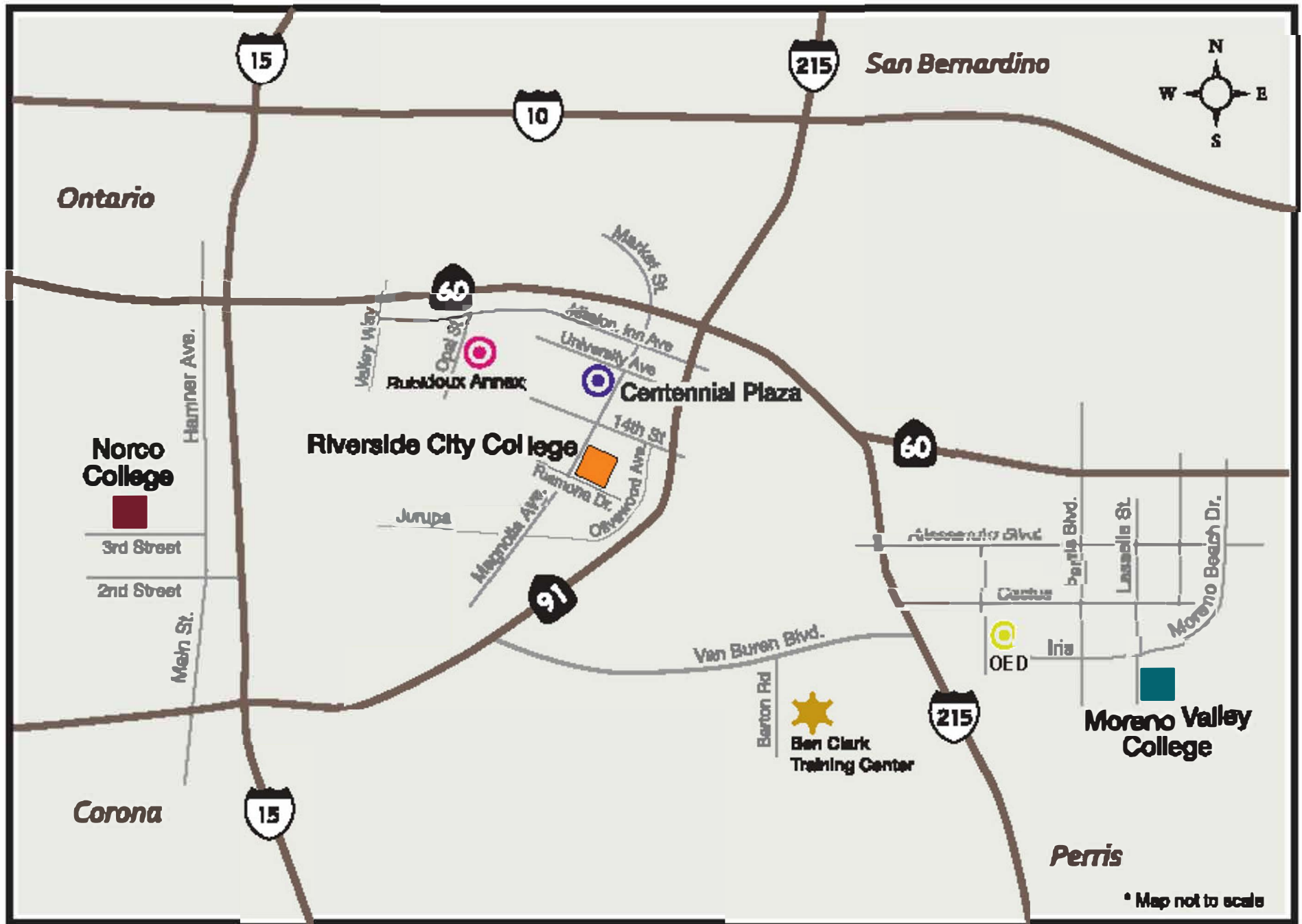
- Direct occupants in your area to evacuate & continually remind individuals of the evacuation route and meeting location
- Sweep every room in your area to make sure everyone has evacuated, if safe to do so.
- Inspect stairwells, if safe to do so.
- Check the elevators to ensure no one is trapped inside, if someone is trapped notify first responders by calling **911**.
- Assist, or assign others to assist any individuals with access or mobility needs. Do not block flow of evacuation.
- Go to assigned evacuation area and block employees from going back into the building.
- Let nearby building captains your buildings evacuation status.
- Accountability Report: As much as possible account for all Managers and Faculty in your area. Check with Management and Faculty to ensure they account for all occupants.
- Let occupants from your area know that that you will provide updated information and direction to them when available, but until that time, they need to stay in their assigned area. *(The Building Captains will give the all clear to the Floor Captains once they receive it)*
- Provide outcomes from your accountability report to the Building Captain.
- Report any Injuries by calling Medcor at 800-775-5866. The Risk Coordinator, BJ Cain bj.cain@rccd.edu/951-203-3297 will follow up with the injured employee and their manager.

Building Captains-

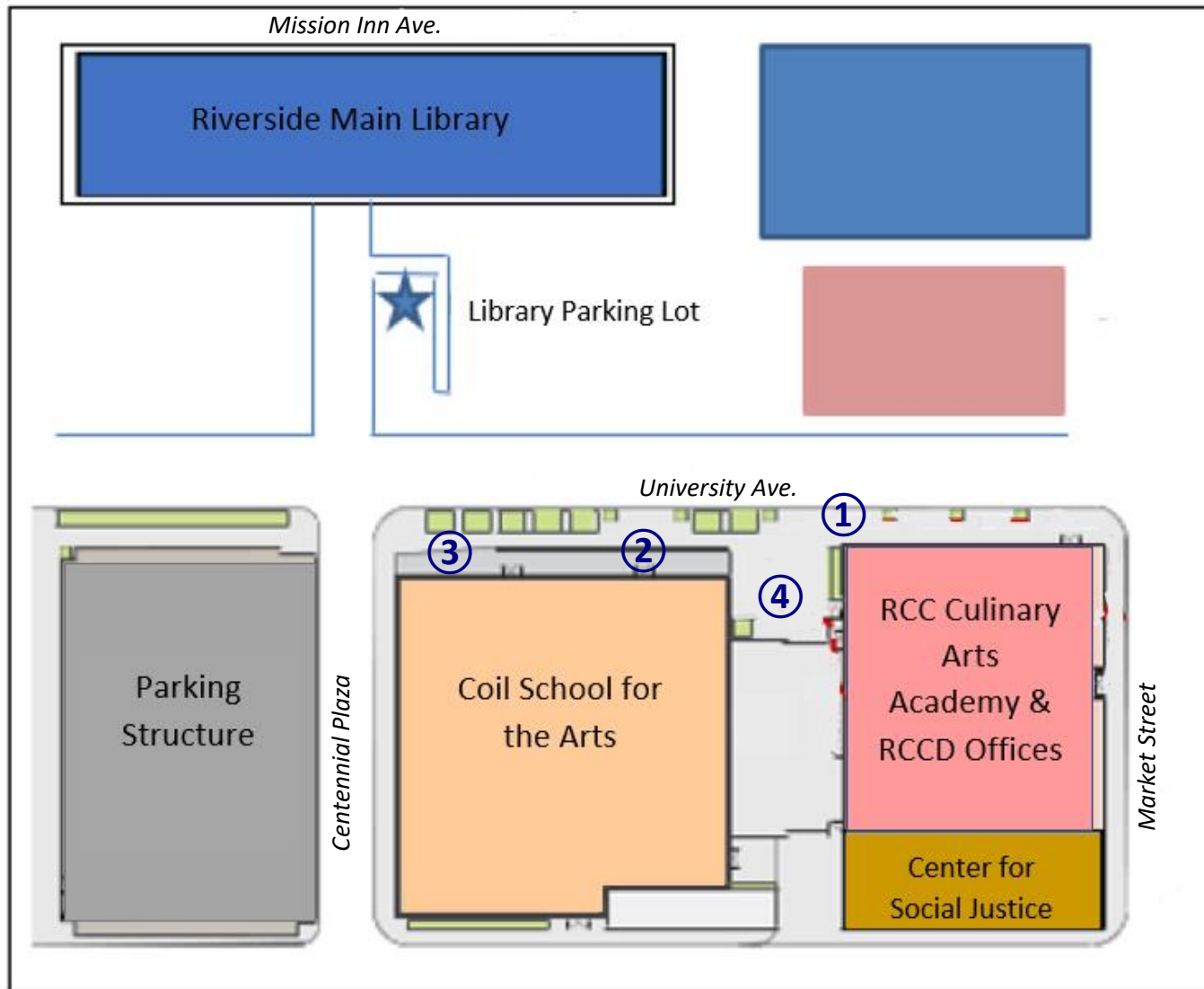
- Direct and assist Floor Captains during an evacuation.
- Check Roof
 - ☐ Check all restrooms
 - ☐ Check the lactation room
 - ☐ Check to ensure no one is stuck in the stairwells
- Once the building is empty the Building Captains will meet outside in the designated area.
- One Building Captain will communicate with the Floor Captains while the other Building Captain will communicate with the Emergency Manager or whoever is speaking with the First Responders.
- The Building Captains will give the all clear to the Floor Captains once they receive it (see who can call the all clear on page 6)

Safety Officers-

- Safety Officers will assist Floor Captains when needed.
- Safety Officer will meet the First Responders.



CAADO Evacuation Meeting Points



① 1st Floor Primary Evacuation Assembly Area:
In front of Culinary on University Ave.

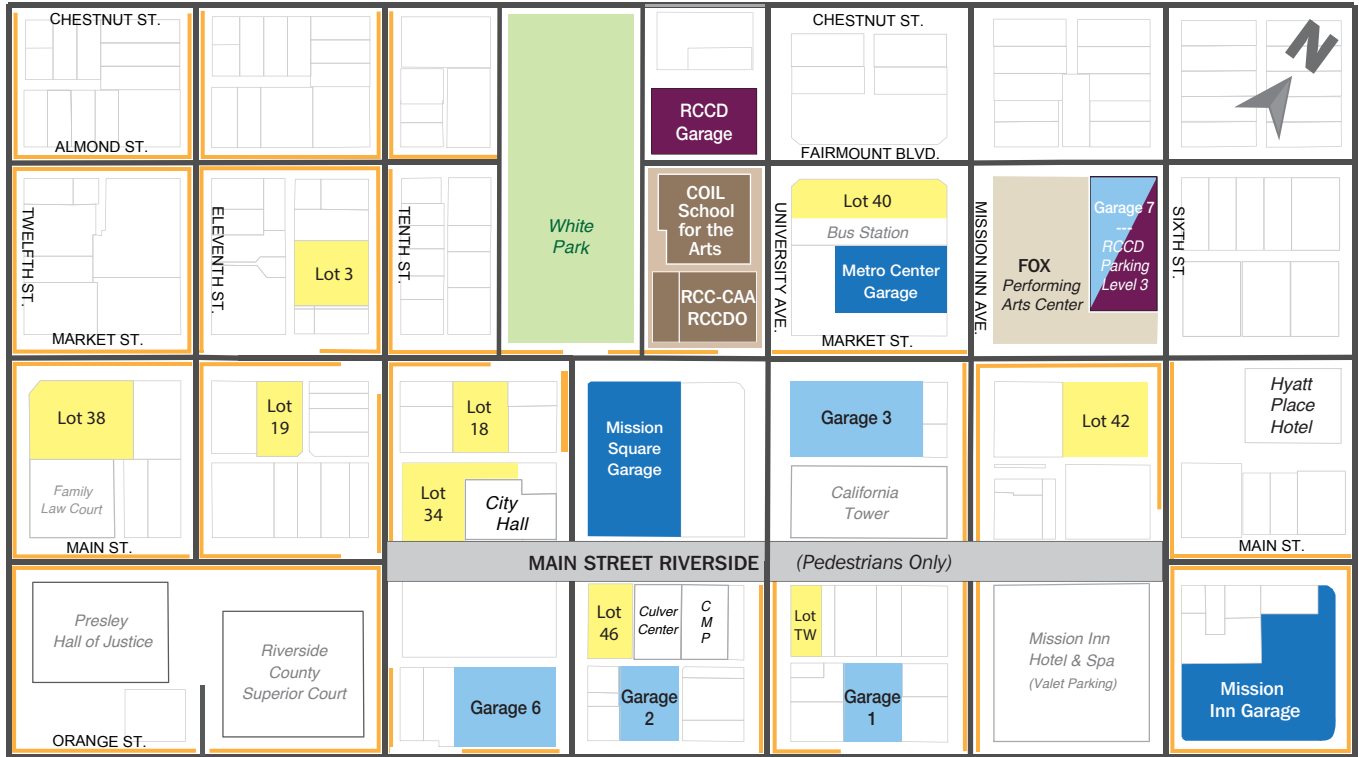
② 2nd Floor Primary Evacuation Assembly Area: In front of Coil on University Ave.







③ 3rd Floor Primary Evacuation Assembly Area: In front of Coil on University Ave. near Centennial Plaza.

④ 4th Floor Primary Evacuation Assembly Area:
Adjacent Flagpole on University Ave.

★ Secondary Evacuation Assembly Area: City of Riverside Library Parking Lot, University Entrance.

RCCD CENTENNIAL PLAZA DOWNTOWN PARKING GUIDE



-  Street Parking (Metered)
-  City Parking Lot
-  City Parking Garage (Hourly & Permit)
-  Private Parking Garage (Hourly & Permit)
-  RCCD Parking (Hourly & RCCD Permit*)
-  Private Garage & RCCD Employee Parking**

RCCD PARKING:

Centennial Plaza Garage: RCCD Permit* & Metered

Fox Theater Garage 7: Employee only**

* RCCD Student or Employee Permit required

** RCCD Employee Permit & Access Card required

Lot 3: Metered & Permit Parking

Lot 18: Metered & Reserved Parking

Lot 19: Metered & Reserved Parking

Lot 34: Visitor Parking (20 min. or 1 hr. FREE)

Lot 38: Metered Parking

Lot 40: Metered & Permit Parking

Lot 42: Metered & Permit Parking

Lot 46: Metered & Permit Parking

Lot TW: Metered Parking

Garage 1: Visitor (90 min. FREE) & City Permit Parking

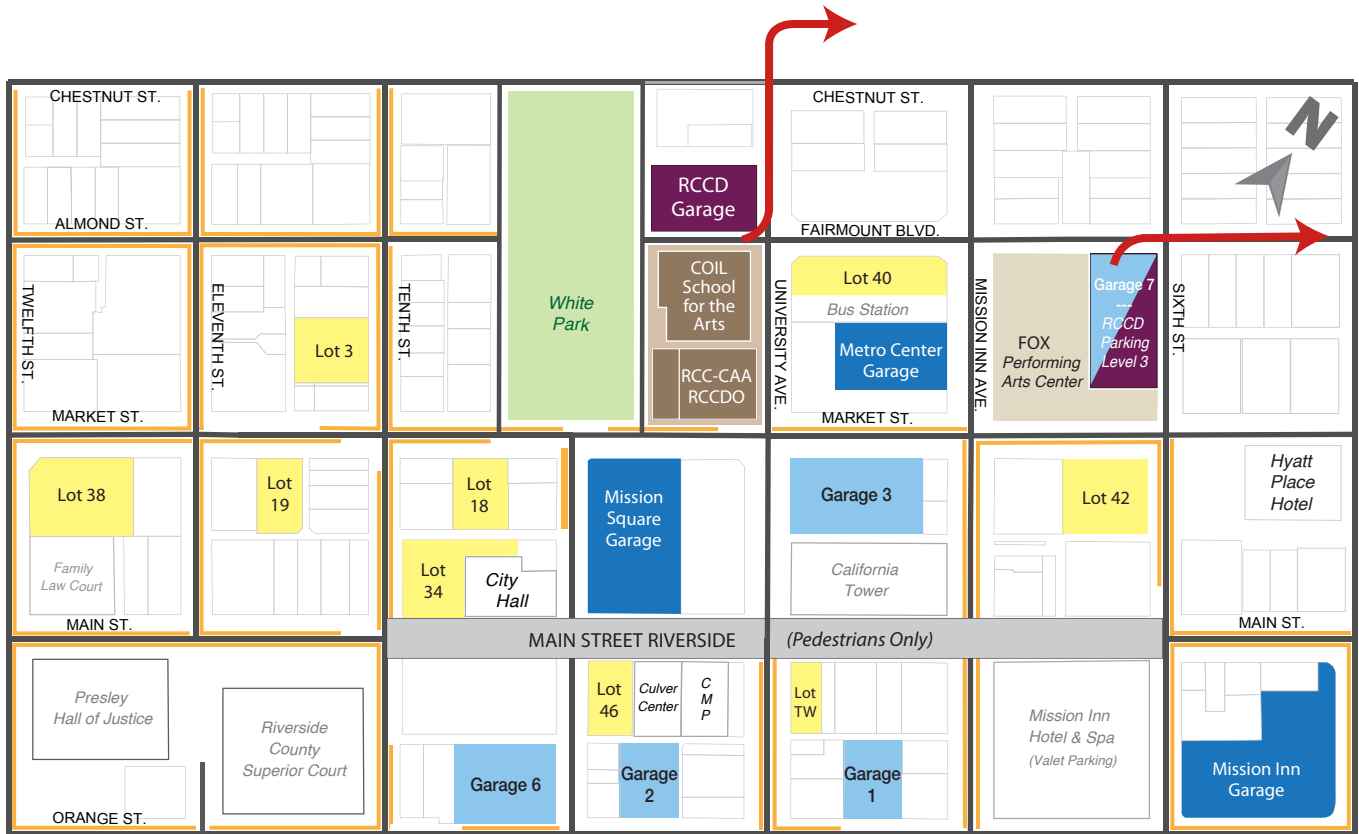
Garage 2: Visitor (90 min. FREE) & City Permit Parking

Garage 3: Visitor (90 min. FREE) & City Permit Parking

Garage 6: City Permit Parking

Garage 7: Visitor, Permit, Special Event Parking, &
RCCD Employee Permit (w/ Access Card)**

RCCD CENTENNIAL PLAZA DOWNTOWN PARKING GUIDE Vehicle Evacuation Map



- Street Parking (Metered)
- City Parking Lot
- City Parking Garage (Hourly & Permit)
- Private Parking Garage (Hourly & Permit)
- RCCD Parking (Hourly & RCCD Permit*)
- Private Garage & RCCD Employee Parking**

RCCD PARKING:

Centennial Plaza Garage: RCCD Permit* & Metered
Fox Theater Garage 7: Employee only**

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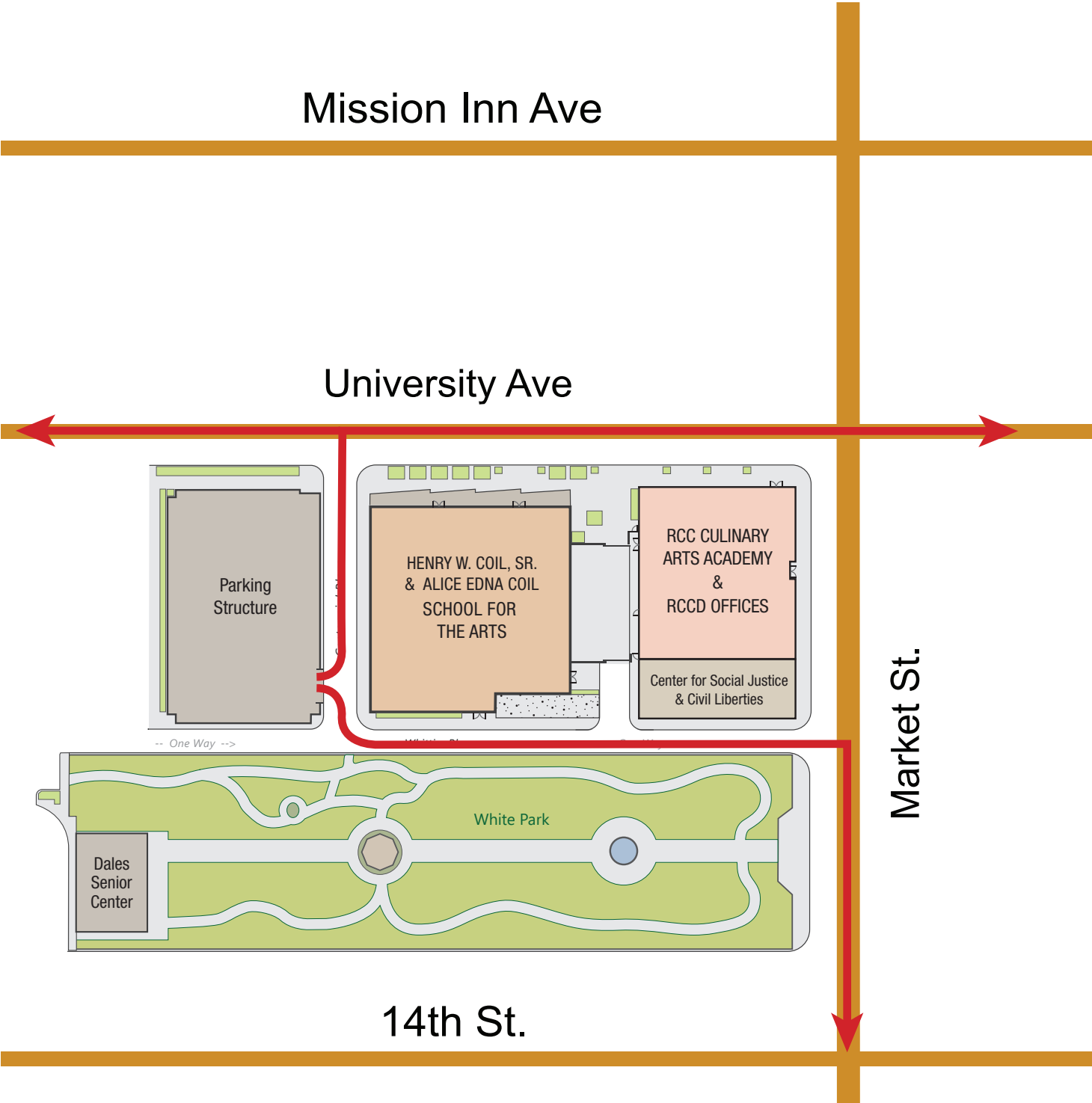
** RCCD Employee Permit & Access Card required


Lot 3: Metered & Permit Parking
Lot 18: Metered & Reserved Parking
Lot 19: Metered & Reserved Parking
Lot 34: Visitor Parking (20 min. or 1 hr. FREE)
Lot 38: Metered Parking
Lot 40: Metered & Permit Parking
Lot 42: Metered & Permit Parking
Lot 46: Metered & Permit Parking
Lot TW: Metered Parking


Garage 1: Visitor (60 min. FREE) & City Permit Parking
Garage 2: Visitor (60 min. FREE) & City Permit Parking
Garage 3: Visitor (60 min. FREE) & City Permit Parking
Garage 6: City Permit Parking
Garage 7: Visitor, Permit, Special Event Parking, & RCCD Employee Permit (w/ Access Card)**


Center for Social Justice & Civil Liberties
3855 Market Street, Riverside, CA 92501

Vehicle Evacuation Map



YOU ARE HERE 

EVACUATION ROUTE 












STAGING AREA 

NORCO COLLEGE

Riverside Community College District
2001 Third Street
Norco, CA 92860-2600

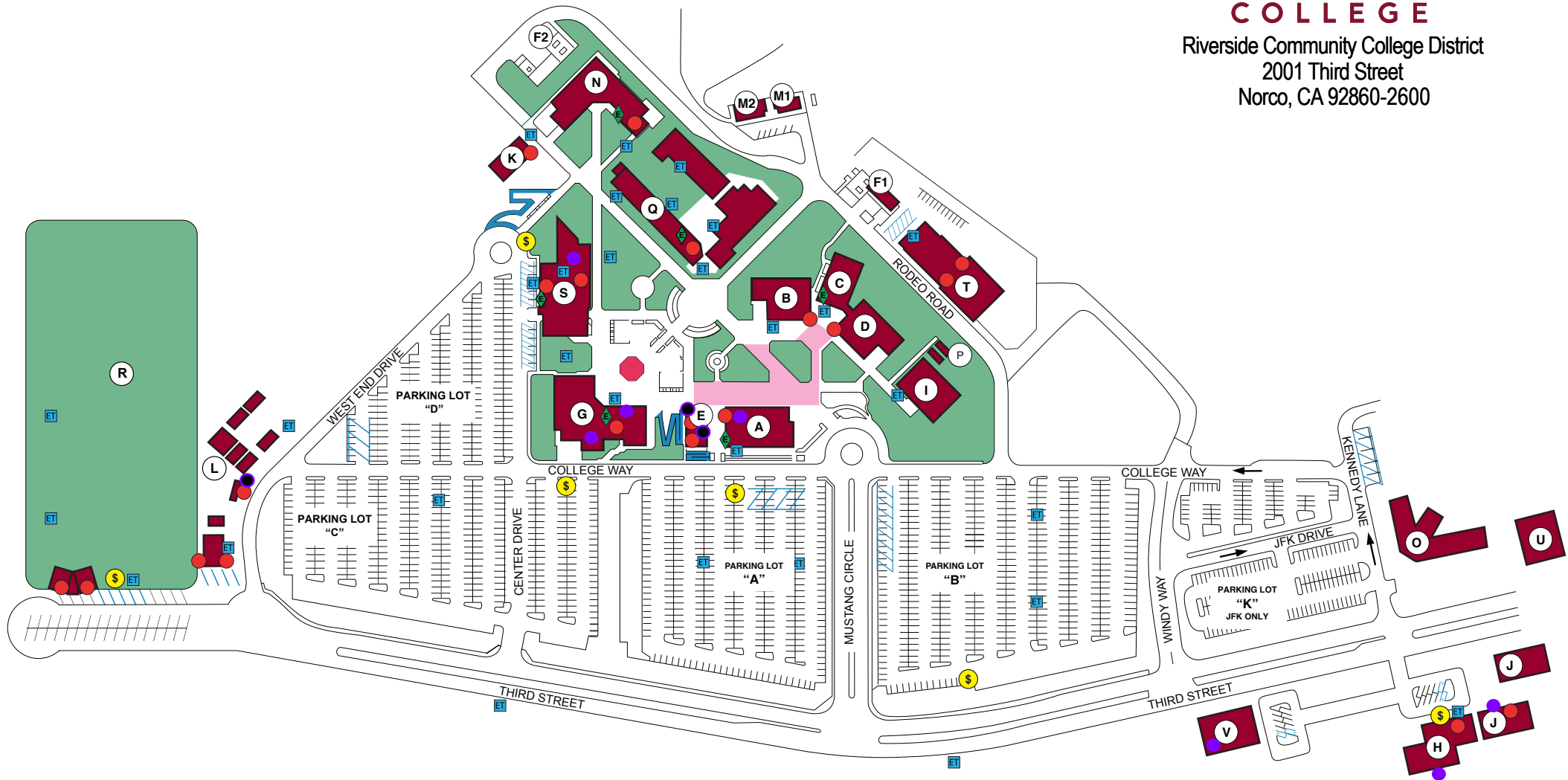


- | | |
|--|---|
| A Student Services - (SSV) | L West End Quad - (WEQ) |
| B Science & Technology - (ST) | M Facilities |
| C Theater - (THTR) | N Applied Technology - (ATEC) |
| D Humanities - (HUM) | O John F. Kennedy Middle College High School (JFK) |
| E College Safety and Police | P Portables A & B (Faculty Offices) |
| College Resource Center | Q Industrial Technology (IT) |
| F Central Plants | R Sports Complex |
| G Wilfred J. Airey Library - (LIBR) | S Brenda and William Davis Center for Student Success (CSS) |
| H STEM Center 100 | The Corral (Cafeteria and Dining Room) |
| I Bookstore | T Operations Center (OC) |
| J STEM Center 200 & 300 | V Veterans Resource Center (VRC) |
| K Center for Applied and Competitive Technologies (CACT) | |

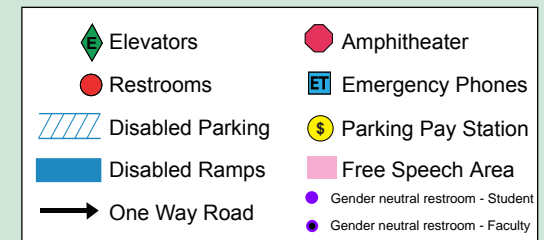
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|---|---|
|  Elevators |  Amphitheater |
|  Restrooms |  Parking Pay Station |
|  Gender Neutral Restroom Student |  Free Speech Area |
|  Gender Neutral Restroom Faculty |  Disabled Parking |
|  Emergency Phones |  Disabled Ramps |
| |  One Way Road |

NORCO COLLEGE

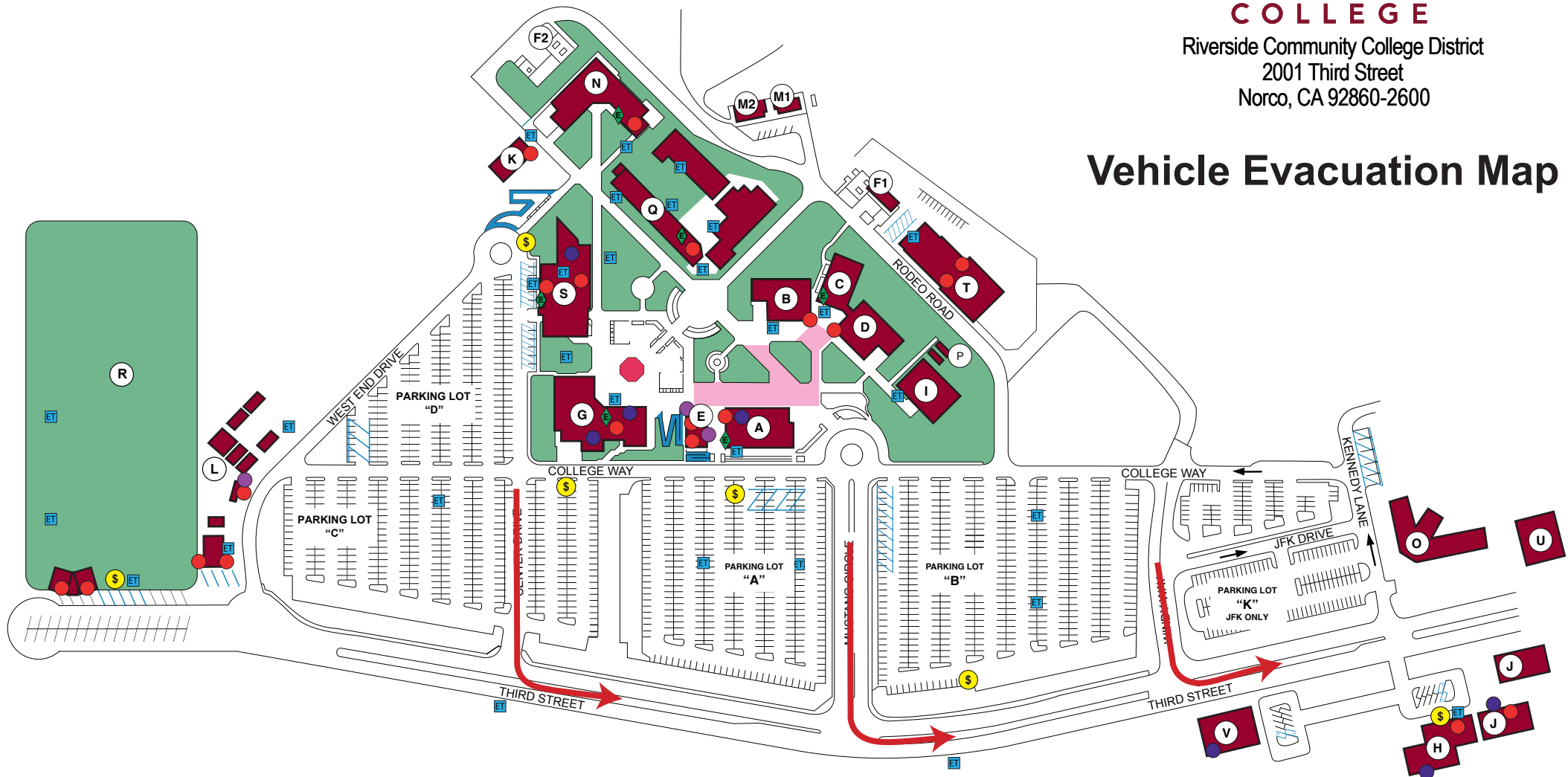
Riverside Community College District
2001 Third Street
Norco, CA 92860-2600



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| I Bookstore | T Operations Center (OC) |
| J STEM Center 200 & 300 | U Center for Workforce Innovation (CWI) Norco Business Park |
| K Center for Applied and Competitive | V Veterans Resource Center (VRC) |
| Technologies (CACT) | |



Vehicle Evacuation Map



Both Lanes Will Be Used For Exiting

- | | |
|---|---|
| A Student Services - (SSV) | L West End Quad - (WEQ) |
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| K Center for Applied and Competitive
Technologies (CACT) | V Veterans Resource Center (VRC) |

- | | |
|------------------------------------|---------------------|
| Elevators | Amphitheater |
| Restrooms | Parking Pay Station |
| Gender Neutral Restroom
Student | Free Speech Area |
| Gender Neutral Restroom
Faculty | Disabled Parking |
| Emergency Phones | Disabled Ramps |
| | One Way Road |

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station
- RTA Bus Stop

SCAN QR CODE

Ben Clark Training Center
16791 Davis Ave., Riverside, CA 92518



- BKS BOOKSTORE**
- CAFE LIONS DEN CAFÉ**
- DEC DENTAL EDUCATION CENTER**
Building A - Dental Clinic
Building B - Faculty and Staff Offices
Building C - Lab, Lecture, Faculty and Staff Offices
- ECEC EARLY CHILDHOOD EDUCATION CENTER**
- HM HUMANITIES**
Academic Success Center (ASC)
Classrooms
Faculty Offices
Workforce Prep/CalWorks/ACES/TRiO
Vice President, Planning and Development
- LIB LIBRARY**
Dean, Student Success and Academic Support Academic Affairs
Disability Support Services (DSS)
Classrooms
Library
Middle College High School Office
- MPB MULTIPURPOSE BUILDING**
- PSC PARKSIDE COMPLEX**
1 Campus Police/Parking Services
2 Faculty Offices
3-4 Classroom
5 Restroom
6 Student Health and Psychological Services (SHPS)
7-10 Classrooms
11 Music
12 Classroom
13 Veterans Resource Center
14 E.O.P.S/CARE/NextUP
15 CTE Offices
16 Classrooms
17 Monty's Market/TRiO
18 Classroom
19 Restroom
20 Medical Assisting Classroom/Lab
21 CTE Faculty
22-23 Classrooms
- SAC STUDENT ACTIVITIES CENTER**
ASMVC Student Government
- SAS STUDENT ACADEMIC SERVICES**
Assembly Room
Classrooms
Coffee Cub
Dean, Institutional Effectiveness
Dean of Instruction, Communications and Liberal Arts
Dean of Instruction, STEM/Career & Technical Education
Engagement Center
• Visual and Performing Arts (VPA)
Faculty Offices
Faculty Work Room
Meeting Rooms
President
Supplemental Instruction
Vice President, Academic Affairs
Vice President, Business Services
Vice President, Student Services
- SCI SCIENCE AND TECHNOLOGY**
Classrooms
STEM/IMAKE Innovation Center and MakerSpace
TRiO
- STU STUDENT SERVICES ****UNDER RENOVATION******
- WC WELCOME CENTER**
Admissions and Records
Career and Transfer Center
Counseling/Financial Aid Counseling
Dean, Enrollment Services and Engagement
Dean, Student Development and Wellness
Dean, Student Success and Counseling
Engagement Centers
• Business, Health and Human Services (BHHS)
• Communication, English and World Languages (CEWL)
• Humanities, Education, Social and Behavioral Sciences (HESBS)
• Science, Technology, Engineering and Mathematics (STEM)
Evaluations
Faculty Offices
Meeting Rooms
Student Financial Services
Student Employment
Outreach/Educational Partnership
Program Offices
• Dream/LGBTQ+ Pride Center
• Puente
• UMOJA
- WHS PSC WAREHOUSE**
Facilities Offices and Mailroom

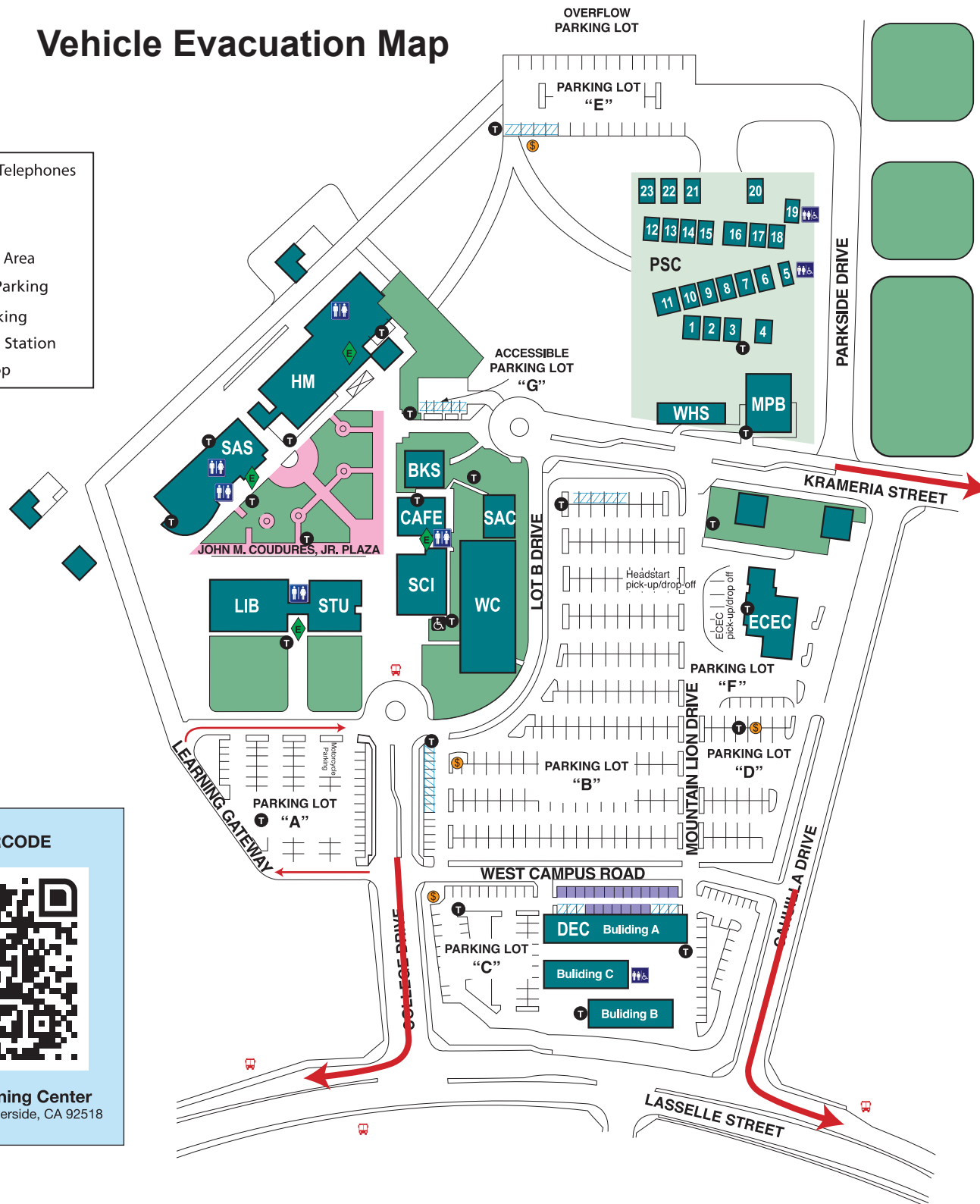
In the event of an emergency or if you are instructed by campus staff to evacuate the building, please proceed to the lettered evacuation area that corresponds to the building colors on this map.



- ## 22. Welcome Center

Vehicle Evacuation Map

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station
- RTA Bus Stop



SCAN QR CODE



Ben Clark Training Center
16791 Davis Ave., Riverside, CA 92518

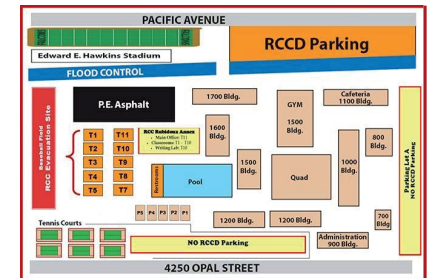
- BKS BOOKSTORE**
- CAFE LIONS DEN CAFÉ**
- DEC DENTAL EDUCATION CENTER**
Building A - Dental Clinic
Building B - Faculty and Staff Offices
Building C - Lab, Lecture, Faculty and Staff Offices
- ECEC EARLY CHILDHOOD EDUCATION CENTER**
- HM HUMANITIES**
Academic Success Center (ASC)
Classrooms
Faculty Offices
Workforce Prep/CalWorks/ACES/TRiO
Vice President, Planning and Development
- LIB LIBRARY**
Dean, Student Success and Academic Support Academic Affairs
Disability Support Services (DSS)
Classrooms
Library
Middle College High School Office
- MPB MULTIPURPOSE BUILDING**
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1 Campus Police/Parking Services
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ASMVC Student Government
- SAS STUDENT ACADEMIC SERVICES**
Assembly Room
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Dean, Institutional Effectiveness
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• Visual and Performing Arts (VPA)
Faculty Offices
Faculty Work Room
Meeting Rooms
President
Supplemental Instruction
Vice President, Academic Affairs
Vice President, Business Services
Vice President, Student Services
- SCI SCIENCE AND TECHNOLOGY**
Classrooms
STEM/IMAKE Innovation Center and MakerSpace
TRiO
- STU STUDENT SERVICES ****UNDER RENOVATION******
- WC WELCOME CENTER**
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Career and Transfer Center
Counseling/Financial Aid Counseling
Dean, Enrollment Services and Engagement
Dean, Student Development and Wellness
Dean, Student Success and Counseling
Engagement Centers
• Business, Health and Human Services (BHHS)
• Communication, English and World Languages (CEWL)
• Humanities, Education, Social and Behavioral Sciences (HESBS)
• Science, Technology, Engineering and Mathematics (STEM)
Evaluations
Faculty Offices
Meeting Rooms
Student Financial Services
Student Employment
Outreach/Educational Partnership
Program Offices
• Dream/LGBTQ+ Pride Center
• Puente
• UMOJA
- WHS PSC WAREHOUSE**
Facilities Offices and Mailroom

Riverside City College

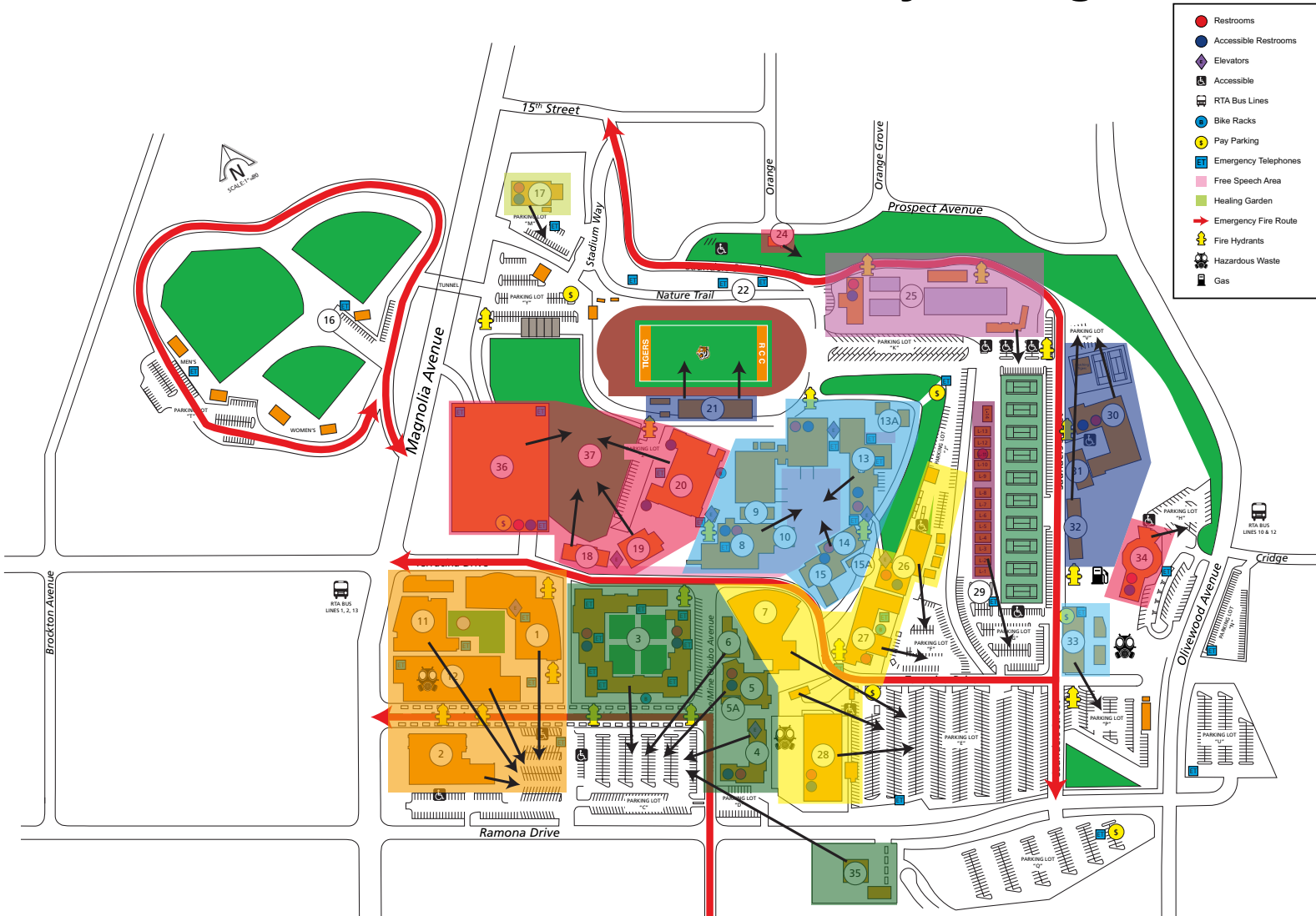


- (AR) Art
- (AT) Automotive Technology
- (BE) Business Education (Alan D. Pauw)
- (CAK) Kane Student Services & Administration Building (Dr. Charles A Kane)
- (CS) Ceramics
- (COSM) Cosmetology
- (CSA) Coil School for the Arts
- (CUL) Culinary Arts Academy
- (DL) Digital Library & Learning Resource Center (Salvador G. Rotella)
- (ECEC) Early Childhood Education
- Facilities
- (FBTC) Fran Bushman Tennis Courts
- (HG) Gymnasium (Catherine S. Huntley)
- Landis Performing Arts Center
- (LVKN) Lovekin Complex
- (MLK) Martin Luther King Jr. High Tech Center
- (MTSC) Math & Science Building
- (MU) Music
- (NUR) School of Nursing
- Parking Structure
- (PL) Planetarium (Robert T. Dixon)
- (PLTS) Pilates Studio (Eleanor H. Crabtree)
- (QD) Quadrangle (Arthur G. Paul)
- (RAC) Riverside Aquatics Complex
- (STVR) Music Hall (Richard M. Stover)
- Sports Complex (Samuel C. Evans)
- Student Center (Ralph H. Bradshaw)
- (TECH A) Technology A
- (TECH B) Technology B
- Warehouse
- (WG) Gymnasium (Arthur N. Wheelock)
- (WS) Stadium (Arthur N. Wheelock)

Rubidoux Annex



Riverside City College



1. Digital Library & Learning Resource Center
Academic Senate/CTA
Auditorium
Glenn Hunt Center for Teaching Excellence
Instructional Media Center
Transfer Academy
WL Lab
2. Student Services and Administration (Dr. Charles A. Kane Student Services and Administration Building)
Academic Affairs
Admissions & Records
Assessment Center
Auxiliary Business Services/Cashier
Business Services
CalWORKs/Resource Center

- Career/Transfer
Counseling
Disability Resource Center
Evaluations
Extended Opportunities Programs & Services (E.O.P.S.)
Financial Aid
Outreach Completion Counts Welcome Center
President's Office
Student Employment Services
Student Financial Services
Student Services
Transcripts
TRIO Student Support Services
Veterans' Services

3. Quadrangle (Arthur G. Paul)
Art Gallery
Dean, Languages, Humanities and Social Sciences (LHSS)
4. Business Education (Alan D. Pauw)
Independent Living Program (ILP)
Mailroom/Admin Service Center
Technology Support Services
5. Music
- 5A. Music Annex
6. Music Hall (Richard M. Stover)
Dean, Fine and Performing Arts
Marching Tigers
7. Landis Performing Arts Center
8. Martin Luther King, Jr. High Tech Center

9. Viewpoints
10. Planetarium (Robert T. Dixon)
11. School of Nursing
Healing Garden
12. Math and Science Building
Dean, Math, Science/Kinesiology
13. Student Center (Ralph H. Bradshaw)
Aguilar Patio
ASRCC Student Government
Bookstore
Cafeteria/Food Services
Citrus Room
Hall of Fame
Health Services
Heritage Room
H.O.M.E. Room (The Ujima Project)
La Casa
Student Activities
Upward Bound
14. Information Services
15. (Cesar E. Chavez)
16. Sports Complex (Samuel C. Evans)
Baseball Field
Softball Field (Ab Brown)
17. Early Childhood Education
18. Ceramics
19. Art
20. Gymnasium (Arthur N. Wheelock)
Athletics/Coaches' Office
Fitness Room
21. Stadium (Arthur N. Wheelock Field)
Weight Room
22. Nature Trail (Arlene & Robert F. Richard)
23. North Hall
24. College House
25. Riverside Aquatics Complex
26. Technology B
International Students Center
Printing & Graphics Center
27. Technology A
Air Conditioning & Refrigeration
Career/Technical Education
Welding
28. Automotive Technology
29. Lovekin Complex
College Safety and Police, L1 - 3
Gateway to College (GTC), L4 - 9
Photo Lab & Studio, L12 - 14
Tennis, L10
Tennis Courts (Fran Bushman)
30. Gymnasium (Catherine S. Huntley)
Dance
31. Pilates Studio (Eleanor H. Crabtree)
32. Warehouse
33. Facilities, Maintenance, & Operations
34. Cosmetology
35. Alumni House - 3564 Ramona Drive
Foundation
36. Parking Structure
37. Practice Field

Riverside City College Vehicle Evacuation Map



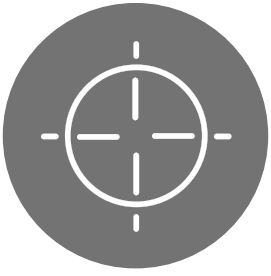
1. Alumni House – 3564 Ramona Drive
• RCCD Foundation
2. Art (**AR**)
3. Automotive Technology (**AT**)
4. Business Education (Alan D. Pauw) (**BE**)
• Mailroom/Admin Service Center
5. Ceramics (**CS**)
6. Cosmetology (**COSM**)
7. Digital Library & Learning Resource Center (Salvador G. Rotella) (**DL**)
• City Grill Express Food Services
• Glenn Hunt Center for Teaching Excellence
• Guardian Scholars Engagement Center
• Journalism/Viewpoints
• Study Abroad Office
• Technology Support Services
• Web & Communications

- World Languages Lab
- 8. Early Childhood Education (**ECEC**)
- 9. Facilities, Maintenance & Operations (**FAC**)
- 10. Gymnasium (Arthur N. Wheelock) (**WG**)
• Athletics
• Student Athlete Engagement Center
• Fitness Room
- 11. Gymnasium (Catherine S. Huntley) (**HG**)
- 13. Kane Student Services & Administration Building (Dr. Charles A Kane) (**CAK**)
• Academic Affairs
• Admissions & Records
• Auxiliary Business Services/Cashier
• CalWORKs
• Career & Transfer Center
• Counseling
• Disability Resource Center

- Extended Opportunities Programs & Services (EOPS)/CARE
- Financial Aid
- President's Office
- Student Employment Services
- Student Financial Services
- Student Services
- Transcripts
- TRIO – Student Support Services
- Welcome Center
- 14. Landis Performing Arts Center (**LN**)
- 15. Lovekin Complex (**LVKN**)
• College Safety & Police (L1-3)
• Gateway to College (L4-9)
• Tennis (L10)
• Tennis Courts
• Photo Lab & Studio (L12-14)

16. Martin Luther King Jr. High Tech Center (**MLK**)
• Center for Communication Excellence
• Guardian Scholars
• Math Center
• STEM Academic Engagement Center
• Tutorial Services
• Writing & Reading Center
17. Math & Science Building (**MTSC**)
• Dean, STEM
18. Music (**MU**)
• LHSS Academic Engagement Center
• Veterans' Resource Center
19. Music Annex (**Music**)
20. Music Hall (Richard M. Stover) (**STVR**)
• Dean, Fine and Performing Arts
• Fine & Performing Arts Academic Engagement Center
• Marching Tigers
21. Nature Trail (Arlene & Robert F. Richard)
22. Outdoor Plant Laboratory (**OPL**)
• Greenhouse
23. Quadrangle (Arthur G. Paul) (**QD**)
• Art Gallery
• Dean, Languages, Humanities & Social Sciences (LHSS)
• Honors Program Study Center
• Model United Nations Center
24. Parking Structure
25. Pilates Studio (Eleanor H. Crabtree) (**PLTS**)
26. Planetarium (Robert T. Dixon) (**PL**)
27. Practice Field
28. RCC Coil School for the Arts (**CSA**) – 3890 University Avenue
29. RCC Culinary Arts Academy (**CAADO**) – 3801 Market Street
30. Riverside Aquatics Complex (**RAC**)
31. School of Nursing (**NURS**)
• School of Nursing Academic Engagement Center
32. Sports Complex (Samuel C. Evans) (**EVNS**)
• Baseball Field
• Softball Field (Ab Brown)
33. Stadium (Arthur N. Wheelock) (**WS**)
• Weight Room
34. Student Center (Ralph H. Bradshaw) (**BRAD**)
• ASRCC Student Government
• Bookstore
• City Grill Food Services
• Dean, Student Life
• Food Pantry
• Hall of Fame
• Heritage Room
• La Casa Cultural Engagement Center
• Student Activities
• Student Health and Psychological Services
• Umoja Cultural Engagement Center
35. Technology A (**TCHA**)
• CTE Academic Engagement Center
• Dean, Career & Technical Education
36. Technology B (**TCHB**)
• International Students and Programs Center
• RCCD Printing Services
• RCCD External Relations and Strategic Communications
37. Warehouse (**WH**)

RCCD EMERGENCY PROCEDURES DIAL 911



ACTIVE SHOOTER

- Be prepared to run, lock down, or take on the shooter.
- **RUN** - If possible, quickly exit the building and evacuate to a safe area away from danger.
- **HIDE** - If it is not possible to exit safely, stay inside the classroom/office. Follow lockdown procedure below.
- **FIGHT** - If the armed assailant enters your area, fight to survive. Use anything you can find as a weapon and attack with others if possible.
- **CALL 911** when it is safe to do so.



LOCKDOWN

- Go or stay indoors, select a small, interior room with no or few windows.
- If your area has an identified lockdown location, go to that location.
- Lock the door, turn off lights, close blinds, move away from doors/windows, take cover behind large objects.
- Stay quiet and calm and silence your electronic devices.
- If outdoors, take cover or leave the area.
- Remain indoors until given the all clear.



SHELTER IN PLACE

- Stay indoors, do not leave the building.
- Lock all exterior doors, close blinds.
- Continue normal activities but stay within the secured building.
- If outdoors, take cover or leave the area.
- Remain indoors until given the all clear.



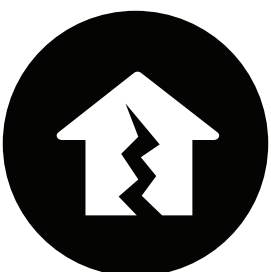
FIRE

- Activate the fire alarm using a manual pull station.
- Evacuate the building. Do not use the elevators.
- Proceed to designated assembly area, away from danger.
- If your clothing catches fire, DO NOT RUN. STOP-DROP-ROLL.
- Do Not re-enter the building until given the "all clear."
- If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through the nose and use shirt as filter to cover your nose and mouth.



EVACUATION

- Leave the building immediately if the fire alarm is activated, directed by RCCD Police, emergency personnel or Building/Floor captains.
- Use the nearest safe exit or exit stairwell. Never use elevators.
- Once outside, assemble at your designated assembly area away from the danger and check in with your Floor Captain.
- Do not re-enter the building until given the "all clear."



EARTHQUAKE

INDOORS:

- **DROP, COVER, and HOLD ON** under a sturdy desk or table.
- Watch for falling objects, and furniture that might slide or topple.
- Stay away from windows and mirrors.
- Do not run outside, as falling debris or electrical wires may hit you.

OUTDOORS:

- Avoid high buildings, walls, power poles, and other objects which could fall.
- If possible, move to an open area away from all hazards. Protect your head and neck.



MEDICAL EMERGENCIES

CALL 9-1-1 from any available telephone and describe the nature of the medical emergency and the exact location on campus.

- Do not move the victim unless there's an imminent hazard.
- Have someone meet and escort medical personnel to the victim.

IF YOU HAVE BEEN TRAINED:

- Control severe bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR.
- Remain with the injured person until help arrives.



RCCD POLICE (951) 222-8171



RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

MORENO
VALLEY
COLLEGE

NORCO
COLLEGE

RCC
RIVERSIDE CITY COLLEGE

EMERGENCY

REFERENCE GUIDE



EMERGENCY PROCEDURES

RCCD Emergency Procedures



ACTIVE SHOOTER INFORMATION

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.

Be prepared to run, shelter in place, or take on the shooter.

Remember- RUN, HIDE, FIGHT

IF OUTSIDE WHEN A SHOOTING OCCURS

- Run away from the threat if you can, as fast as you can. Run in a zigzag pattern, and use vehicles, bushes, trees and other objects that could shield you from the view of a shooter.
- If you can get away from the area of immediate danger, call for help (9-1-1) and warn others.
- If you are unable to run away, drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or somewhere out of the suspect's view, duck and run into it.
- Move or crawl away from gunfire, utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, evaluate your location to determine if it is a good place to hide. If so, stay down and do not move.
- Wait and listen for directions from RCCD Police. When the Police arrive, obey commands. You may be told to lie face down, raise up your hands, or may be handcuffed. This is for safety reasons. Do not run at the Police.

IF INSIDE WHEN A SHOOTING OCCURS

- If possible, quickly exit the building and evacuate to a safe area away from danger.
- Call 9-1-1 when it is safe to do so
- If not possible to exit safely, stay inside the classroom/office.
- If possible, close and lock the door and barricade it.
- Close the blinds, turn off the lights, remain quiet and move behind objects that may conceal you from the suspect. Stay on the floor, away from the doors or windows, and do not peek out to see what is happening.
- If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.

See something, say something!



EMERGENCY PROCEDURES

RCCD Emergency Procedures



In an Emergency, if you are instructed to:

SHELTER IN PLACE	LOCKDOWN
<p>You may be advised to “shelter in place” when there is a threat to public safety, and the recommended action is for all people to stay in or seek a room/area that can be locked or secured.</p> <ul style="list-style-type: none">• Outside activities are suspended.• Exterior doors remain secured until further notice.• If there is no exterior door, go to a nearby room, and lock the door. Do not stay in the hallway.• Stay within the secured location/area. You may move throughout a locked building if necessary.• If you are outdoors, seek shelter in a nearby building or a secured area as quickly as possible.• Do not leave the secured location/building unless instructed by the police or until an “All Clear” message is received via RAVE alert.	<p>A lockdown may be declared during situations that pose an immediate danger to life, such as an active shooter event. A lockdown isolates employees and students in a secured location to limit exposure to the risks.</p> <ul style="list-style-type: none">• Lock and block entrances, close windows and blinds, and turn off lights.• Stay out of sight from doors and windows to conceal yourself.• Remain silent and silence electronic devices.• If in hallways, seek shelter immediately in the nearest classroom or office suite.• Remain in classrooms or offices once it is secured.• If outdoors, immediately take cover in a nearby building or find a hiding place.• Do not open the door unless instructed by police or until an “all clear” message is received via RAVE alert.• If directed by police to leave the secured area, assist others in moving as quietly and quickly as possible.

These guidelines will help you remember what to do during a Shelter in Place or Lockdown event. But each situation may present unique challenges. The most important aspect of both a Shelter in Place and Lockdown event is to put effective barriers between you and the threat. The recommendation to shelter in place or lockdown will be conveyed through the RAVE alerts, and it is critical to monitor the RAVE alerts during an emergency event.

The actions taken in the initial minutes of an emergency are critical. Plan ahead, and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe and contact emergency responders by dialing 911.

For more information, please visit the Risk Management website:

<http://www.rccd.edu/admin/bfs/risk/Pages/index.aspx>



EMERGENCY PROCEDURES

RCCD Emergency Procedures



FIRE SAFETY

When Fire or Smoke is Discovered

- Activate the fire alarm using a manual pull station.
- Evacuate the building using the nearest exit or stairwell. Do not use the elevator in an emergency.
- Assist anyone requiring help to evacuate the building.
- If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through nose and use your shirt or jacket as a filter to cover your nose and mouth.
- Proceed to evacuation area.
- If your clothing catches fire, DO NOT RUN. Stop...Drop...Roll.
- Never re-enter the building until given the "all clear."

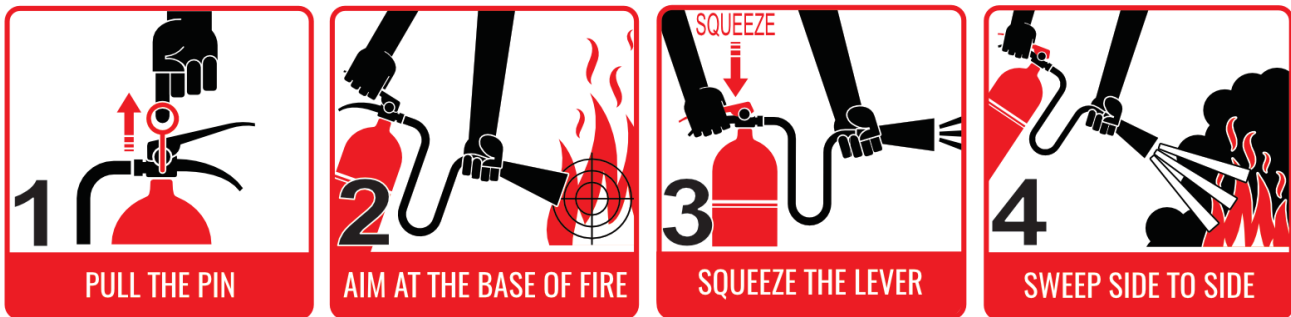
If trapped by a fire in a room

- Place (moist, if possible) cloth material around/under the door to prevent smoke from entering.
- Retreat-close as many doors as possible between you and the fire.
- If possible, turn off the HVAC system.
- Be prepared to signal from windows, but do not break glass unless necessary. (Outside smoke may be drawn in.)
- If you have to break a window, break from the top down and make sure to clear the shards.

TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM!

How to Use a Fire Extinguisher

You can use a fire extinguisher to put off a small fire if trained



EMERGENCY PROCEDURES

RCCD Emergency Procedures



BUILDING EVACUATION

Evacuation Procedures

1. Everyone must leave the building immediately if the fire alarm is activated or if directed to do so by RCCD Police, emergency personnel, Safety officers or building/floor captains
2. Close the door to the office or classroom when you are leaving.
3. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation.
4. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
5. During stairwell evacuation, hold the handrail and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
6. Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may need to shelter in place until help arrives.
7. Once outside the building, assemble away from the facility and stand by for instructions from emergency personnel. Every department should have an agreed-upon evacuation assembly location outside the building.
8. Do not re-enter the building until given the "all clear" by emergency personnel.

Emergency Evacuation for People with Disabilities

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

Mobility Disability - Wheelchair User

For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person.

When individuals with mobility disabilities are in immediate danger and cannot wait for professional assistance, ask them first for advice about how to best assist or move them before attempting any rescue. One technique for evacuating individuals with mobility disabilities is the **two-person cradle carry** as shown. Never leave the wheelchair in a stairwell.



Visual Disability

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
- Verbally say where you are as you walk and describe any obstacles in the path.
- When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.

Deaf and Hard of Hearing

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
- Write on a board or paper the nature of the emergency and evacuation route.
- Use visual cues and gestures to explain what is happening and what to do

EMERGENCY PROCEDURES

RCCD Emergency Procedures



QUAKE SAFETY

DURING A QUAKE - TAKE COVER

DUCK



Indoors:

- Stay indoors and take cover where you are. **DROP, COVER, and HOLD** on under a sturdy desk or table.
- Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture that might slide or topple.
- Stay away from windows and mirrors.
- Do not run outdoors; falling debris or electrical wires may hit you.

COVER



Outdoors:

- Avoid high buildings, walls, power poles, and other objects which could fall.
- Do not run through streets.
- If possible, move to an open area away from all hazards. Protect your head and neck.

HOLD



In Your Car:

- Stop in the safest place available, preferably an open area.
- Do not stop on a bridge or under an overpass.

If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

AFTER A QUAKE....

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or call Medcor at 800-775-5866 to be directed to the nearest medical facility.
- Assess your surroundings, check for damage and hazardous conditions. Report them to your supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so. **DO NOT USE ELEVATORS.**
- Follow directions of emergency responders and/or building/floor captains.

INDIVIDUALS WITH SPECIAL NEEDS

- Make a list of any special needs, medications, or equipment that you have. Always keep an updated copy of the list with you.
- Keep any auxiliary device you use, along with extra batteries, medications, or other necessary items nearby at all times.
- Arrange to have "buddies" help you during an emergency.
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location.
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow, or a blanket.
- Call for help if you need it.

EMERGENCY PROCEDURES

RCCD Emergency Procedures



MEDICAL EMERGENCIES

Medical Emergencies

- Call 9-1-1 from any available telephone and describe the nature of the medical problem and the location of the emergency on campus.
- Do not move the victim unless an imminent hazard makes it unavoidable.
- Keep the victim comfortable.
- Look for any ID, Rx, medical ID necklace or bracelet, etc.
- Have someone meet and escort medical personnel to the victim.

IF YOU HAVE BEEN TRAINED

- Control severe bleeding by applying direct pressure on the wound.
- If you are trained and the victim is not breathing, begin CPR as needed.
- If an AED is available, turn on the unit and follow the instructions to use it as needed.
- Remain with the injured person until help arrives.

Mental Health Services

Individuals who are experiencing a psychological or emotional crisis often need immediate help and intervention.

Some examples of crises include:

- suicidal or homicidal thoughts or impulses;
- sexual or physical assault;
- hearing voices or otherwise misperceiving reality;
- overwhelming loss, such as death in the family.

Listed below are some services available in crises situations.

- National Suicide Prevention Hotline (800) 273-8255
- Riverside HELPLine (951) 686-4357
- County of Riverside Sexual Assault/Rape Crisis Hotline (951) 686-7273
- National Domestic Violence Hotline (800) 799-7233
- Riverside Alternative to Domestic Violence (951) 683-0829

Student Health Services offers some psychological services for students during hours of operation.

- Moreno Valley College - 951-571-6103 or email healthservices@mvc.edu
- Health Services Norco - 951-372-7046 or email studenthealth@norcollege.edu
- Health Services RCC - 951-222-8151 or email healthservices@rcc.edu

Employee Assistance Program (EAP) is available through Deer Oaks

- Toll-Free: (888) 993-7650.
- Email: eap@deeroaks.com
- Website: www.deeroakseap.com
- Username/Password: RCCD
- iConnectYou Registration code: 232913

For additional EAP information, please contact Human Resources (951) 222-8595

EMERGENCY PROCEDURES

RCCD Emergency Procedures



UTILITY FAILURE

In the event of a major failure occurring during regular business hours, immediately notify Facilities. If there is a potential danger to the building occupants, or if the utility failure occurs after hours, on weekend or holidays, notify RCCD Police at 951-222-8171.

MVC Facilities: (951) 571-6256 Norco Facilities: (951) 372-7120 RCC/CAADO Facilities: (951) 222-8474

Power Outages

- The District will remain open and all business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, Chancellor/Vice Chancellor/Presidents/Vice Presidents/Managers may reassign employees and will notify employees and students if operations are to discontinue for the day.
- Do not tamper with electrical panels.

Utility information

Location	Outage number	Outage website
Moreno Valley College (High fire risk area, rotating outage group #A033-PSPS)	Southern California Edison, 800-611-1911	https://www.sce.com/outage-center/check-outage-status
Norco College	Southern California Edison, 800-611-1911	https://www.sce.com/outage-center/check-outage-status
Riverside City College and District offices	City of Riverside Public Utilities, 951-782-0330	https://www.riversideca.gov/outages/index.htm

Elevator Failure

- If you are trapped in an elevator, use the emergency phone in the elevator.
 - Remain calm and call 911 to notify RCCD Police.
- If you experience an inoperative elevator, please notify Facilities.
- Do not try to climb out if stopped between landings.

Plumbing Failure

- Cease using all electrical equipment. Notify Facilities.

Gas Leak

- Cease all operations. Do not switch on lights or any electrical equipment.
- Notify Facilities and RCCD Police at 911.
- Open door and windows to vent the area if possible.

Ventilation Problem

- If smoke or odors come from the ventilation system, immediately notify Facilities. If necessary, cease all operations and vacate the area

EMERGENCY PROCEDURES

RCCD Emergency Procedures



CHEMICAL & BIOLOGICAL SPILLS

Prepare for a Spill

The nature and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The clean-up of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, protective equipment, and disposal bags and labels should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

All laboratories utilizing hazardous chemicals must have standard operating procedures that address chemical spill response actions. These SOPs must identify appropriate response equipment, procedures, and limitations.

Chemical Spill

- Remove any affected personnel from the area.
- If the spill is flammable, turn off ignition and heat sources, evacuate the area, and activate a fire alarm.
- Close doors to the affected area.
- If the spill or its vapor migrates outside of the laboratory to other occupied spaces, activate the building evacuation alarm.
- Attend to injured personnel, as necessary.
- [Call 911 if it is a large spill or possibly life-threatening.](#)
- Contain the spill, unless doing so poses a risk, and alert others in the immediate area.
- Before attempting to clean up the spill, know what the chemical is and locate the appropriate SDS (Safety Data Sheet). Wear proper personal protective equipment (gloves, aprons, face shields, etc.). Follow the instructions on that sheet.

Chemical Spill to the Body

- Immediately flush the exposed area with water (faucet, safety shower) for at least 15 minutes.
- For a splash to the eyes, continuously rinse the eyes and the inner surface of the eyelid with water for 15 minutes. Forcibly hold your eyes open to ensure an effective wash.
- Locate the SDS, follow instructions, and seek medical attention.
- Seek medical treatment immediately if needed, call 911 if life-threatening, otherwise call Medcor at 800-775-5866 to get directed to the nearest medical facility.
- Report the incident to your supervisor.

Blood/Biological Spills

- Isolate the area and alert personnel in the immediate area of the spill.
- Personal protective equipment such as gloves, protective clothing, and eye and face protection must be worn.
- Attend to injured or contaminated persons and remove them from exposure.
- [Notify Facilities Department for blood/biological spill clean-up.](#)
 - Cover the spill with paper towels or other absorbent materials. Use a biohazard spill kit.
 - Use paper towels to wipe up the spill, working from the edges into the center.
 - Clean the spill area with fresh towels soaked in disinfectant (10% bleach solution).

EMERGENCY PROCEDURES

RCCD Emergency Procedures



BOMB THREAT

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the campus population.

TELEPHONED BOMB THREAT

- Take the caller seriously, but remain calm.
- Keep the caller on the phone as long as possible--DELAY--ask a lot of questions.
- Get as much information about the caller as possible.
- Tell a nearby co-worker to contact Police at 911
- Ask the following questions:
 - Where is the bomb located?
 - If time bomb, when is it set to explode? (c) What kind of bomb is it?
 - Why is the caller doing this?
- Do not discuss the threat in public.
- RCCD Police will determine if evacuation is necessary. If you do evacuate, move to an evacuation assembly area and do not re-enter the area until instructed to do so.

Note details: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

Caller's Voice:

- | | | | | | |
|------------|-----------|-------------|------------|------------------|-------------------|
| • Calm | • Nasal | • Slow | • Raspy | • Loud | • Angry |
| • Stutter | • Excited | • Rapid | • Deep | • Soft | • Clearing Throat |
| • Laughter | • Normal | • Disguised | • Distinct | • Deep Breathing | • Crying |
| • Accent | • Slurred | • Lisp | • Ragged | • Cracked Voice | • Familiar |

If the voice is familiar, who did it sound like?

Sex of caller: _____ Age: _____ Length of call: _____

Accent: Local, Foreign, Regional (describe)

Number at which call received: _____ Time: _____ Date: _____

Background Sounds:

- | | | | | | | |
|-----------------|---------------------|-----------------|----------|-------------|----------|--------------------|
| • Street Noises | • Factory Machinery | • Animal Noises | • Voices | • PA System | • Static | • Local |
| • Music | • Long Distance | • House | • Noises | • Booth | • Motor | • Office Machinery |

SUSPICIOUS LETTER OR PACKAGE

If you observe a suspicious object or potential bomb on campus - Do Not Touch the Object. Clear the area and immediately call RCCD Police by dialing 911.

- Leaking with something unusual
- Ticking
- Exposed wiring or other suspicious hardware
- No return address/ Incorrect address

EMERGENCY PROCEDURES

How to use the Lock block



Step 1: **ALWAYS KEEP THE DOOR LOCKED**

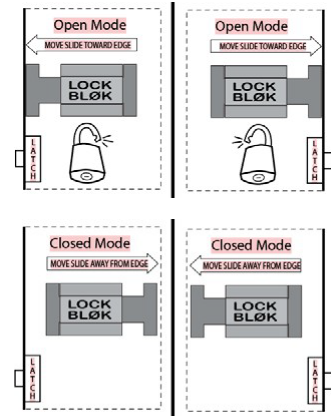
Step 2: Slide the Lock Blok the Open Mode Step 3: Close the door

In the event of an Incident or Lockdown

Step 1: Slide the Lock Blok to close the door Step 2: Do **NOT** open the door!

Step 3: Turn off the lights and stay quiet until an all clear is given.

For more information- [Safety and Emergency Planning - Lock Blok - YouTube](#)



How to use the Lock Blok

Step 1: **ALWAYS KEEP THE DOOR LOCKED**

Step 2: Hook the Door Blok around the inside and outside door handles

Step 3: Close the door



In the event of an Incident or Lockdown

Step 1: Unhook the Door Blok and close the door Step 2: Do **NOT** open the

door!

Step 3: Turn off the lights and stay quiet until an all clear is give



EMERGENCY PROCEDURES

Stryker Chairs



Stryker Chair Locations Districtwide
Video instructions-[Stryker Evacuation Chair Video](#)

BUILDING	FLOOR	DISTRICT OFFICE LOCATION
CAADO	2	Stairwell back of building
CAADO	3	Stairwell back of building
CAADO	4	Stairwell back of building
BUILDING	FLOOR	MORENO VALLEY COLLEGE LOCATION
Humanities	3	Next to 333
Student Services	3	Outside Counseling Office #301
Library	3	Top of Stairs Across from Tutorial Services
BUILDING	FLOOR	NORCO COLLEGE LOCATION
Applied Technology	2	Faculty Offices, next to 217
Humanities	2	Across from Hum 204
Industrial Technology	2	Across from 200R – Faculty Offices
Police	1	Bathroom/Locker Room
Student Services	2	Main Stairwell – next to Faculty Restroom
BUILDING	FLOOR	RIVERSIDE CITY COLLEGE LOCATION
Art Building	2	Top of Stairwell to the Right of Drinking fountain
Bradshaw	2	Right of Main Stairwell.
Business Education	2	Business Education Classroom
Digital Library	4	Inside Main internal stairwell, inside stairwell to left of Double Doors
Landis Auditorium	Basement	West Stairwell, Next to Generator Room
Martin Luther King	3	Right of Main Stairwell
Math & Science	4	Student Study Alcove between rooms 419 & 421. On wall to right of Fire Alarm.
Nursing	2	Faculty Supply Room - to the left of the Washer & Dryer
Quadrangle	2	West Side Stairwell, Top - Left (as walking up) of Stairs
Stadium	1	Entrance hallway, by Training Room/Laundry
Tech B	2	By 202 - Corner to the Left as Walk in the Door
Wheelock	2	North Side of Elevator in lobby. To left as step off Elevator.

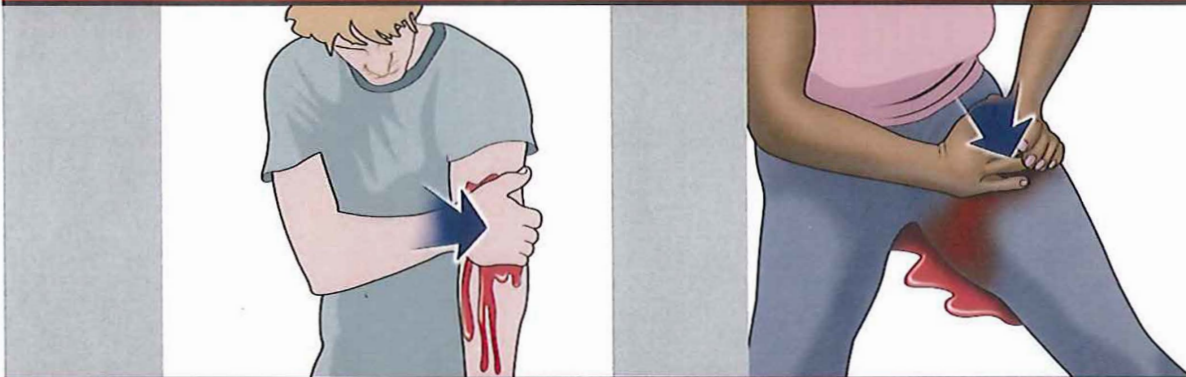




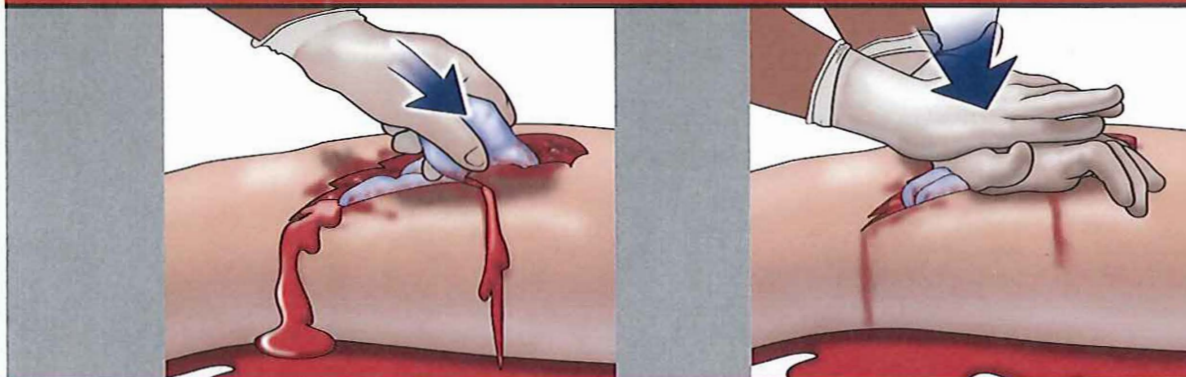
STOP THE BLEEDSM SAVE A LIFE



1 APPLY PRESSURE WITH HANDS



2 APPLY DRESSING AND PRESS



3 APPLY TOURNIQUET



WRAP

WIND

SECURE

TIME

CALL 911

The 'Stop the Bleed' campaign was initiated by a federal interagency workgroup convened by the National Security Council Staff, The White House. The purpose of the campaign is to build national resilience by better preparing the public to save lives by restoring awareness of basic actions to stop life-threatening bleeding following everyday emergencies and natural disasters. Advances made by military medicine and research in hemorrhage control during the wars in Afghanistan and Iraq have informed the work of this initiative which exemplifies translation of knowledge back to the homeland to the benefit of the general public. The Department of the Defense owns the 'Stop the Bleed' logo and phrase. Trademark pending.



Adult First Aid/CPR/AED

READY REFERENCE



CHECKING AN INJURED OR ILL ADULT

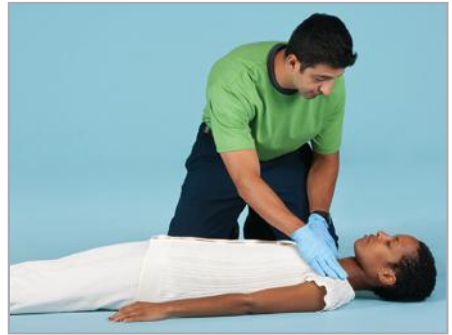
APPEARS TO BE UNCONSCIOUS

TIP: Use disposable gloves and other personal protective equipment and obtain consent whenever giving care.

AFTER CHECKING THE SCENE FOR SAFETY, CHECK THE PERSON:

1 CHECK FOR RESPONSIVENESS

Tap the shoulder and shout, "Are you OK?"



2 CALL 9-1-1

If **no** response, **CALL 9-1-1** or the local emergency number.

- If an unconscious person is face-down, roll face-up, supporting the head, neck and back in a straight line.

If the person responds, obtain consent and **CALL 9-1-1** or the local emergency number for any life-threatening conditions.

CHECK the person from head to toe and ask questions to find out what happened.

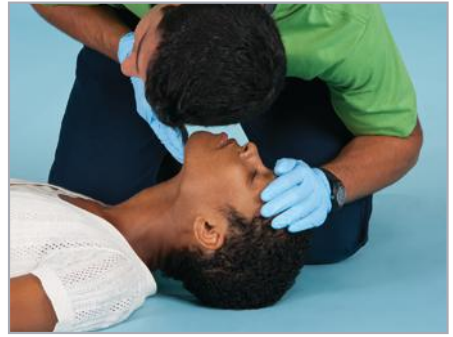
3 OPEN THE AIRWAY

Tilt head, lift chin.

4 CHECK FOR BREATHING

CHECK quickly for breathing for no more than **10** seconds.

- Occasional gasps are not breathing.



5 QUICKLY SCAN FOR SEVERE BLEEDING

WHAT TO DO NEXT

- Give **CARE** based on conditions found.
- IF NO BREATHING—Go to PANEL 6 or PANEL 7 (if an AED is immediately available).
- IF BREATHING—Maintain an open airway and monitor for any changes in condition.

CONSCIOUS CHOKING

CANNOT COUGH, SPEAK OR BREATHE

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON, HAVE SOMEONE CALL 9-1-1 AND GET CONSENT.

1 GIVE 5 BACK BLOWS

Give **5** back blows.

- Bend the person forward at the waist and give **5** back blows between the shoulder blades with the heel of one hand.



2 GIVE 5 ABDOMINAL THRUSTS

- Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
- Cover your fist with your other hand.
- Give **5** quick, upward abdominal thrusts.



3 CONTINUE CARE

Continue sets of **5** back blows and **5** abdominal thrusts until the:

- Object is forced out.
- Person can cough forcefully or breathe.
- Person becomes unconscious.



WHAT TO DO NEXT

- IF THE PERSON BECOMES UNCONSCIOUS—**CALL** 9-1-1, if not already done, and give care for an unconscious choking adult, beginning with looking for an object (PANEL 5, Step 3).

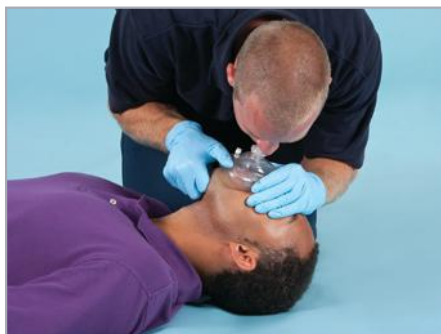
UNCONSCIOUS CHOKING

CHEST DOES NOT RISE WITH RESCUE BREATHS

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 GIVE RESCUE BREATHS

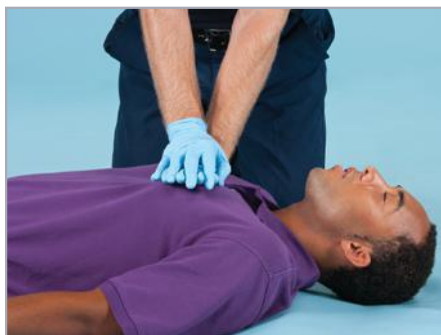
Retilt the head and give another rescue breath.



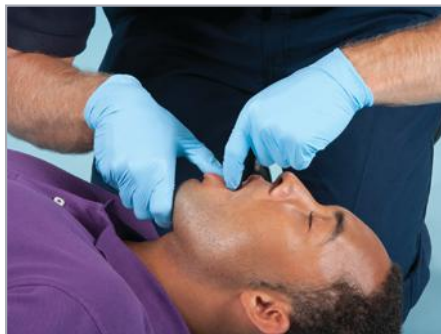
2 GIVE 30 CHEST COMPRESSIONS

If the chest still does not rise, give **30** chest compressions.

TIP: Person must be on firm, flat surface.
Remove CPR breathing barrier when giving chest compressions.



3 LOOK FOR AND REMOVE OBJECT IF SEEN



4 GIVE 2 RESCUE BREATHS

WHAT TO DO NEXT

- IF BREATHS DO NOT MAKE THE CHEST RISE—Repeat steps 2 through 4.
- IF THE CHEST CLEARLY RISES—**CHECK** for breathing. Give **CARE** based on conditions found.

CPR

NO BREATHING

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 GIVE 30 CHEST COMPRESSIONS

Push hard, push fast in the middle of the chest at least **2** inches deep and at least **100** compressions per minute

TIP: Person must be on firm, flat surface.



2 GIVE 2 RESCUE BREATHS

- Tilt the head back and lift the chin up.
- Pinch the nose shut then make a complete seal over the person's mouth.
- Blow in for about **1** second to make the chest clearly rise.
- Give rescue breaths, one after the other.

Note: If chest does not rise with rescue breaths, retilt the head and give another rescue breath.



3 DO NOT STOP

Continue cycles of CPR. Do not stop CPR except in one of these situations:

- You find an obvious sign of life, such as breathing.
- An AED is ready to use.
- Another trained responder or EMS personnel take over.
- You are too exhausted to continue.
- The scene becomes unsafe.

WHAT TO DO NEXT

- IF AN AED BECOMES AVAILABLE—Go to AED, PANEL 7.
- IF BREATHS DO NOT MAKE THE CHEST RISE— AFTER RETILTING HEAD—Go to Unconscious choking, PANEL 5.

TIP: If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.

AED—ADULT OR CHILD OLDER THAN 8 YEARS OR WEIGHING MORE THAN 55 POUNDS

NO BREATHING

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

TIP: Do not use pediatric AED pads or equipment on an adult or child older than 8 years or weighing more than 55 pounds.

1 TURN ON AED

Follow the voice and/or visual prompts.



2 WIPE BARE CHEST DRY

TIP: Remove any medication patches with a gloved hand.

3 ATTACH PADS



4 PLUG IN CONNECTOR, IF NECESSARY



5 STAND CLEAR

Make sure no one, including you, is touching the person.

- Say, “EVERYONE, STAND CLEAR.”



6 ANALYZE HEART RHYTHM

Push the “analyze” button, if necessary. Let AED analyze the heart rhythm.

7 DELIVER SHOCK

If SHOCK IS ADVISED:

- Make sure no one, including you, is touching the person.
- Say, “EVERYONE, STAND CLEAR.”
- Push the “shock” button, if necessary.



8 PERFORM CPR

After delivering the shock, or if no shock is advised:

- Perform about **2 minutes** (or **5 cycles**) of CPR.
- Continue to follow the prompts of the AED.

TIPS:

- *If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.*
- *If two trained responders are present, one should perform CPR while the second responder operates the AED.*

CONTROLLING EXTERNAL BLEEDING

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 COVER THE WOUND

Cover the wound with a sterile dressing.

2 APPLY DIRECT PRESSURE UNTIL BLEEDING STOPS



3 COVER THE DRESSING WITH BANDAGE

Check for circulation beyond the injury (check for feeling, warmth and color).



4 APPLY MORE PRESSURE AND CALL 9-1-1

If the bleeding does not stop:

- Apply more dressings and bandages.
- Continue to apply additional pressure.
- Take steps to minimize shock.
- **CALL 9-1-1** or the local emergency number if not already done.

TIP: Wash hands with soap and water after giving care.

BURNS

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 REMOVE FROM SOURCE OF BURN

2 COOL THE BURN

Cool the burn with cold running water at least until pain is relieved.



3 COVER LOOSELY WITH STERILE DRESSING



4 CALL 9-1-1

CALL 9-1-1 or the local emergency number if the burn is severe or other life-threatening conditions are found.

5 CARE FOR SHOCK

POISONING

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 CALL 9-1-1 OR POISON CONTROL HOTLINE

For life-threatening conditions (such as if the person is unconscious or is not breathing, or if a change in the level of consciousness occurs), **CALL** 9-1-1 or the local emergency number.

OR

If the person is conscious and alert, **CALL** the National Poison Control Center (PCC) hotline at **1-800-222-1222** and follow the advice given.

2 PROVIDE CARE

Give **CARE** based on the conditions found.

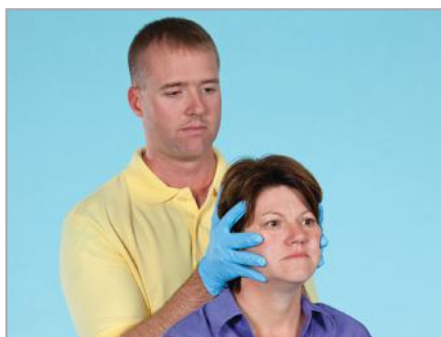
HEAD, NECK OR SPINAL INJURIES

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 CALL 9-1-1 OR THE LOCAL EMERGENCY NUMBER

2 MINIMIZE MOVEMENT

Minimize movement of the head, neck and spine.



3 STABILIZE HEAD

Manually stabilize the head in the position in which it was found.

- Provide support by placing your hands on both sides of the person's head.
- If head is sharply turned to one side, **DO NOT** move it.

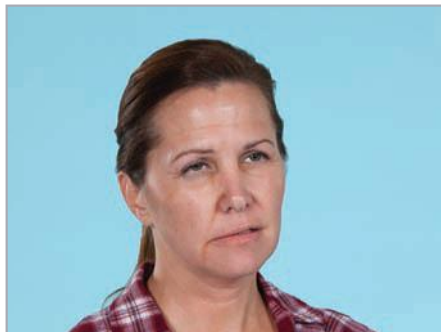
STROKE

FOR A STROKE, THINK F.A.S.T.

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 THINK F.A.S.T.

- Face—** Ask the person to smile.
Does one side of face droop?
- Arm—** Ask the person to raise both arms.
Does one arm drift downward?
- Speech—** Ask the person to repeat a simple sentence (such as, “The sky is blue.”). Is the speech slurred?
Can the person repeat the sentence correctly?
- Time—** **CALL 9-1-1** immediately if you see any signals of a stroke. Try to determine the time when signals first appeared. Note the time of onset of signals and report it to the call taker or EMS personnel when they arrive.



2 PROVIDE CARE

Give **CARE** based on the conditions found.