



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

# Evacuation Plan

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The Grossmont-Cuyamaca Community College District recognizes the different configurations in District and campus buildings and the range of possible circumstances that could be presented by various emergencies. The Director of Public Safety or site Emergency Operations Center (EOC) Command will determine the appropriate approach.

### **1. Notification**

GCCCD uses an emergency notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

When an emergency notification is activated, college officials will notify campus community members of the emergency situation, its exact location, and will request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept.

GCCCD employees are highly encouraged to add a personal phone number, within Workday, to insure emergency notifications are received while away from campus. By default, all campus contact information for employees is automatically notified.

A campus evacuation will be announced through the campus emergency phone system and via [“Alert San Diego”](#) (using text, e-mail, and phones). If instructed to evacuate, do so immediately.

Faculty and staff members will search for any hearing or visually impaired students/staff working alone in isolated areas and assist them to the nearest marked exit. In some instances, building marshals will be available to assist and their instructions should be followed.

### **2. Evacuate Safely**

All employees will direct students and personnel to leave immediately, in a safe manner using the nearest marked exit. All employees will be familiar with all exits of their buildings and this District evacuation procedure.

### **3. On Campus - Evacuation Area**

If a building evacuation is ordered, proceed to the designated campus evacuation area identified on the campus map (Cuyamaca, Grossmont) near each classroom, office or other building door.

All employees and students should **not** re-enter a building until it is declared safe to do so. A building marshal, CAPS Specialist, Deputy or Fire Personnel will alert employees when a building is clear to re-enter. All employees are responsible for advising emergency personnel of any injured persons, anyone in need of rescue, or potential threats.



#### **4. Off Campus - Immediate Danger Evacuation**

If an "immediate danger" is present and an evacuation is declared, faculty and staff members will direct students to walk off campus in an orderly manner.

#### **5. Multi-Level Building Evacuation**

Faculty and staff members will inform all students **not to use any elevators** during or after a fire/earthquake, or other emergency. In addition, faculty and staff members will be prepared to assist any person down a staircase with an EVACU-TRAC, available in multi-level buildings. Chairs and procedures will be stored near a stairway or where people congregate to evacuate a building. Use of the equipment will be periodically demonstrated to area staff.

**All Supervisors will ensure that students, faculty and staff are familiar with this District evacuation procedure.**



### Grossmont-Cuyamaca Community College District Multi-Level Building Locations

*Plan for using EVACU-TRAC System to assist evacuation of disabled students, faculty and staff*

Grossmont College	In Place	Location of EVACU-TRAC
Building 20 Digital Arts	Y	Second floor NW next to stairwell next to 20-202
Building 21 Stage House Theater	Y	Second floor scene shop next to 247B
Building 26 Music Building	Y	Second floor across from 230I
Building 30 Science Laboratory	Y	Second floor NW next to elevator across from 30-250
Building 34 Health & Sciences Complex	Y	Second floor lobby SE section near 34-207
Building 60	Y	Second floor N section near elevator
Building 62 Bookstore	Y	Second floor next to elevator
Building 70 Technology Mall	Y	Second floor SE section near room 70-229 and women's restroom
Building 70 Library	Y	Second floor NE section at top of main stairs

Cuyamaca College	In Place	Location of EVACU-TRAC
Building B Communications Arts Center (3)	Y	East (x2) and West second floors
Building C Learning Resource Center & Library	Y	Second floor near elevator
Building E Business & Technology Building	Y	Second floor east building by E230
Building H Science & Technology Center (2)	Y	Second floor east side near elevator and west side by rear stairs
Building I Student Center	Y	Second floor by east side lobby doors
Building B Communication Arts Center	N/A	East and West third floor egress to ground level

**Approximate cost per EVACU-TRAC is \$3,500 each.**



## How to operate the EVACU-TRAC



### 1. Evacu-Trac Storage

The Evacu-Trac is normally kept in a storage cabinet located near the upper stair landing, ready for use in an emergency situation.

#### Opening up the Unit

Remove the Evacu-Trac from the storage cabinet and place the unit on a flat surface. Grasp the handle and pull it up in a quick, smooth motion. This will lock the Evacu-Trac in the open position.



### 2. Transferring a person into the Evacu-Trac

Transfer passenger from their wheelchair to the Evacu-Trac. Three Velcro straps are provided for securing the passenger. These straps help immobilize an injured person or help transport a person with no upper body control. The lower torso straps allows a younger passenger to be well secured while being transported in the Evacu-Trac.



### 3. Moving down the Stairs

On stairs, the tracks securely grip the stair noses and control the descent speed regardless of the stair covering. On flat surfaces, Evacu-Trac can be pushed on its wheels as easily as a stroller. This feature allows the user to be transported to an area clear of the emergency rather than to an area of refuge.



### 4. Turning at the Landing

It is recommended to use the inside of the stairway to allow room for other traffic and to make it easier to turn corners at stairway landings. To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the unit on the rear auxiliary wheels.



### 5. Moving on Flat Surfaces

Once clear of the emergency area, park the Evacu-Trac on a flat surface and engage the brake by releasing the bar.



### 6. Evacu-Trac Fail Safe Brake

The Evacu-Trac brake is normally on. To descend the stairs, release the brake by slowly squeezing the brake lever. Descent speed can be slowed by reducing pressure on this lever. A governor limits the maximum descent speed to about 3' per second, allowing even a small attendant to safely transport heavier riders.



## Campus Evacuation Checklist

- Open EOC**
- If urgent, activate fire alarms from within the Public Safety
- If evacuation due to law enforcement activity, follow directions of law enforcement
- Activate** Emergency Communications Plan
  - a. Give evacuation instructions
  - b. Communicate campus closure to the broader community
- Activate** Building Marshals
  - a. Evacuate buildings to evacuation points, location dependent (see campus evacuation maps)
- Initiate Resource Rally**
  - a. WHO: Logistics Section Chief
  - b. WHAT: All campus facilities personnel, and any required additional employees gather at the resource rally location in front of student center (inside in the event of inclement weather). Make sure that all workers check-in, using the Employee Tracking Form. All team members switch to Channel 2. Use Channel 1 to talk to EOC.
- Ensure each building is **cleared** and **secured**
  - a. WHO: Operations Section Chief
  - b. WHAT: Building clearance plan
    - Map of building assessment zones
    - Employee Tracking Form
    - Building Tracking Form
    - Pre-assembled evacuation/assessment plan packet
  - c. Staff & faculty work directly with building marshals to clear buildings; partner with Public Safety to ensure buildings are secure
- Activate** Vehicle Evacuation Plan
  - a. Notify MTS and open alternate sites (indicated on map)
    - i. Call dispatch 619-442-8414 ext. 2
    - ii. Ask for supervisor
    - iii. If perimeter road is available then use between Highwood and freeway exit as alternate site #1
    - iv. If perimeter road is unavailable, use Lake Murray Blvd and Mulvaney as alternate stop #2
    - v. If a shuttle to the campus reunification location is needed, contact MTS dispatch. With sufficient traffic control, this shuttle should be able to operate from alternate stop #1 to the shopping center
- Activate** Reunification Plan
- Secure vital records
- Continue emergency communications providing regular updates as to campus disposition and future plans, when known
- Secure campus and plan for reopening



- Facilities to assess prior to reopening
- Activate** Recovery Plan

## References

### Plan Documents

- Building Marshal Plan
- Communications Plan
- Traffic Plan (Cuyamaca, Grossmont)
- Reunification Plan

### Other Documents

- Building Assessment Zones
- Building Tracking Form
- Employee Tracking Form
- EOC First Five Diagram
- EOC First Five Admin Support (Cuymaca, Grossmont)
- Patient Tracking Form
- Recovery Plan [TBD]