



# EMERGENCY PLAN

**730 N. Euclid Street  
Anaheim, CA 92801**

**Main: 714-683-1212  
Facility Manager: 714-683-1382**

[www.buc.edu](http://www.buc.edu)

# **In Case of Emergency**

## **DIAL 911 from any phone:**

1. State your emergency.
2. Stay calm
3. Give your name and address.
4. Listen. Allow 911 employees to direct conversation
5. Be prepared to answer questions in a clear, calm manner.
6. Remain on the telephone. Do NOT hang up until the dispatcher says to do so.

## **Additional phone numbers:**

Poison Control: 1-800-222-1222

Anaheim Police Department (non-emergency):

- 714-765-1900
- 425 Harbor Blvd, Anaheim, CA 92805

Fire Department (non-emergency):

- 714-765-4040
- 201 South Anaheim Blvd, Anaheim, CA 92805

Red Cross Santa Ana Office (non-emergency):

- 714-431-5300
- 601 North Golden Circle, Santa Ana. CA 92705

## **Local Hospitals:**

SoCal Urgent Care

- 657-332-2077
- 710 S. Brookhurst Street Suite A, Anaheim, CA 92804

Anaheim Regional Medical Center

- 714-774-1450
- 1111 W. La Palma Avenue, Anaheim, CA 92801

West Anaheim Medical Center

- 714-827-3000
- 3033 W. Orange Avenue, Anaheim, CA 92804

# Before the Emergency

- Be aware of your surroundings and stay prepared.
- Find your primary and secondary exits.
- Identify your Emergency Evacuation Assembly Area location's
- Have personal contact information handy.
- Correct or report hazardous conditions.

# Emergency Evacuation

Students and staff should leave the building in an orderly fashion using the primary or alternative fire routes. These routes should be selected considering students with disabilities. The assembly area should be selected as a safe location on the school campus away from the building and any emergency response equipment, which may arrive at the school

- Begin evacuation any time you hear an alarm, smell smoke or see flames, or are directed by instructor or college personnel.
- Proceed to the nearest safe stairwell and/or site.
- DO NOT USE THE ELEVATOR.
- Stay calm, move quickly, and do not run.
- Provide help to those who need assistance.
- Report to your location's Emergency Evacuation Assembly Area
- DO NOT RE-ENTER THE BUILDING until told to do so by college personnel.  
Individuals not able to use the stairs may request assistance from anyone available to provide it. Use of the "buddy system" may be more effective.
- If unable to get evacuation assistance immediately, those not able to use the stairs should proceed to the nearest accessible stairway landing to wait for assistance.

# Emergencies

## ACTIVE SHOOTER

- Run: (Evacuate) leave personal belongings behind and flee the area. Call 911 when safe to do so.
- Hide: (Shelter in Place) if evacuation is not possible, secure the doors and seek cover.
- Fight: (Take Action) Try to incapacitate the shooter by using physical aggression, as a last resort if your life is in imminent danger.

## POWER OUTAGE

- Stay calm and remain in place, if safe to do so.
- Turn off all light switches, except one.
- Pay attention to instructions from an instructor or college personnel.

## **EARTHQUAKE**

California has a statewide warning system that could give California residents crucial seconds to take cover before the residents feel shaking.

Bethesda University encourages our students/staff/faculty to have a plan for how to protect themselves in the event of an earthquake. If you receive a warning or feel shaking, react quickly. There may be circumstances where a warning is issued, but no shaking occurs. It is always better to be on the side of caution when it comes to earthquakes. We encourage you to share this information with friends and family in California to help spread the word about the technology available to help keep them safe.

Please visit [earthquake.ca.gov](http://earthquake.ca.gov) to learn more about the latest tools and resources and how to use them. You can also sign up for a regular partner e-newsletter on the website from Cal OES that includes the latest news and information about Earthquake Warning California.

### **Before an Earthquake**

- Determine ahead of time the safest location for you to duck, cover and hold. Individuals in wheelchairs should not attempt to duck, cover, and hold. Rather, position, against a wall and away from windows, if possible and lock wheelchair brakes.
- Look for items placed on shelves or elsewhere above you that are heavy and/or loose and might fall if there is shaking or a sharp jolt. Secure such items, or report them to instructor or other authority, and move to another area.
- Note Emergency Exits.
- Keep emergency exits clear of boxes and other items that may shift and fall and block your exit in an earthquake.

### **If an Earthquake Occurs**

- DUCK: Immediately duck down close to the floor and seek cover.
- COVER: Take cover under a table, desk, other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms.
- HOLD: If you are under something, hold onto it and be prepared to move with it.
- Windows/Glass—Stay clear of windows and glass to reduce the risk of being injured by flying broken glass.
- Remain in the HOLD position until all of the shaking has stopped!
- Aftershocks are likely; be prepared to duck, cover, and hold again.

**NOTE:** Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer. If the doorway is your only option, drop down to the floor and brace yourself so your back is to the door jamb, where the door is hinged to the frame. Watch for moving objects.

## After the Shaking Stops

- Keep calm.
- Do not go outdoors, unless told to do so by emergency officials, or unless there is immediate danger from fire, the smell of natural gas, or signs of severe structural damage. You are in greater danger outside from falling glass and debris.
- Check the area for hazards, including broken glass and objects that might fall in an aftershock; consider such hazards in choosing your exit route.
- Provide help to those who need assistance.
- If trained, render first aid. If not trained, assist those rendering first aid.
- Cooperate with instructors or other emergency authorities. Assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake, but may fall in an aftershock.
- Clear emergency exits of debris, if safe to do so.
- If a fire occurs, activate the nearest fire alarm pull station.
- Refrain from using the telephone, except to report life-threatening emergencies.

### **NOTE:**

Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to use the pry bar and gloves to open the door or break windows to exit the classroom. If it is still not possible to exit the classroom, make loud noises to alert rescuers.

## **BOMB THREAT**

- If evacuation is required, take all personal items with you.
- If a suspicious object or potential bomb is discovered, DO NOT APPROACH OR HANDLE THE OBJECT; CLEAR THE AREA; AND CONTACT CAMPUS POLICE.
- If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:
  1. When is the bomb going to explode?
  2. What does it look like?
  3. What will cause it to explode?
  4. Where is the bomb located?
  5. What kind of bomb is it?
  6. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age and gender of caller, speech pattern/accents, caller's emotional state and any background noise.

## **IN CASE OF FIRE**

Dial 911 if urgent.

Contact Campus General Affairs by dialing 714-683-1382.

Be prepared to:

- Describe the situation.
- Give your location.
- Do not hang up until the dispatcher tells you to do so.
- Only attempt to extinguish a fire if you find it is safe to do so. Read and follow instructions on fire extinguishers.
- Alert others in your area to go to your location's evacuation area. (Contact your instructor or other authority.)
- As you evacuate the area completely, close but do not lock doors, after last person has exited.
- Use the nearest stairwell and/or exit; **DO NOT USE THE ELEVATOR.**
- Try to stay low to the floor if smoke is present.

## **SHELTER-IN-PLACE**

In certain situations, (\*e.g., the presence of chemical, biological, or radiological contaminants; acts of terrorism or other violence; extreme weather; and some earthquake scenarios) it may be best advised to shelter-in-place, rather than evacuating.

How to shelter-in-place:

- Stay calm and remain quiet.
- Do not activate fire alarms, unless there is a fire.
- Individuals in outdoor areas or hallways should seek shelter in the nearest safe classroom, office, or other room.
- Close and lock all doors and windows and close window blinds, shades, and curtains.
- If explosions or gunshots are heard, get down on the floor and stay low—away from doors and windows.
- Shelter-in-place until given an all-clear

## **MEDICAL EMERGENCY**

Survey the scene; determine if it is safe for you to help. Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.

Use the 3 Cs—CHECK, CALL, CARE:

Check the victim(s) for consciousness, turn to someone to call 911 using any campus phone, and return attention to the victim(s) to provide care in the form of first aid or CPR, if trained to do so.

When calling 911 for Campus Police, be prepared to give:

- The number of victims, approximate age(s), and gender(s)
- Your name, telephone number, and location
- Victim location(s)
- The nature of the medical emergency
- What help, if any is being given
- Any other information requested by the dispatchers.
- DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER TELLS YOU TO DO SO.

Stay calm. Unfortunately, it is not possible to foresee every potential scenario. Individuals are advised to use his or her best judgment in applying these and other procedures in the event of any emergency. Your safety and the well-being of others depend on good decisions and seeking and obtaining the services of established emergency personnel (police, fire, medical) in any emergency.

## **CRIMINAL ACT**

This incident could occur if a crime has been committed on the campus.

- If there is a victim of a crime, care for the victim. Provide any medical attention that is needed.
- Notify the police (dial 911).
- Identify all parties involved (if possible). Identify witnesses, if any.
- Deny access to the crime scene until police arrive.
- If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove weapons from their possession, allow police to do so.

## **FLOODS**

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such an event occurs, the following shall be accomplished.

- Determine if evacuation is required.
- An inspection shall be performed to be sure all students have been evacuated.
- If evacuation is by car, DO NOT drive through flooded streets/roads. DO NOT cross bridges of flooding rivers.
- Monitor AM radio station for further information.
- Do not return to the school site until emergency response officials determine it is safe.

## **RIOTS/CIVIL DISORDERS**

### **INSIDE SCHOOL:**

- If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- Set up a communication exchange with the students, staff and controller. Try to restore order.
- If unable to calm students, call police (dial 911) for assistance.

### **OUTSIDE OF SCHOOL:**

- If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.
- Once students are in the school building, lock the doors and secure the facility.
- Notify police (dial 911).
- Close all curtains and blinds.
- Instruct students to DUCK AND COVER, lie on the floor and keep students calm
- Cancel all outside activities.
- Care for the injured. If any.
- Remain with students until all is clear.

## **THREATENING INDIVIDUALS**

This incident could occur if a belligerent person or armed person appeared at the school site. Should such an individual threaten the safety of students or staff, the following shall be accomplished.

- If any students are outside, get them inside the school (staff) building. If unable to do so, have students lie down and cover their heads.
- Once students are in the school building, lock the doors and secure the facility.
- Notify the police (dial 911).
- Close all curtains and blinds.
- Instruct students to DUCK AND COVER, lie on the floor and keep students calm.
- Cancel all outdoor activities.
- Remain with students until all is clear.
- If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.
- Disconnect school television systems in classrooms so the individual cannot view news coverage and see locations of police/students/etc.

## For Students & Staff with Disabilities:

Following are the procedures for students and staff who will require assistance evacuating the building in an emergency. During an evacuation drill:

- Proceed to the nearest stairway landing
- Advise someone of your location
- Wait there for instructions from the Building Marshal, who will then notify the Area Team Leader of the needed evacuation

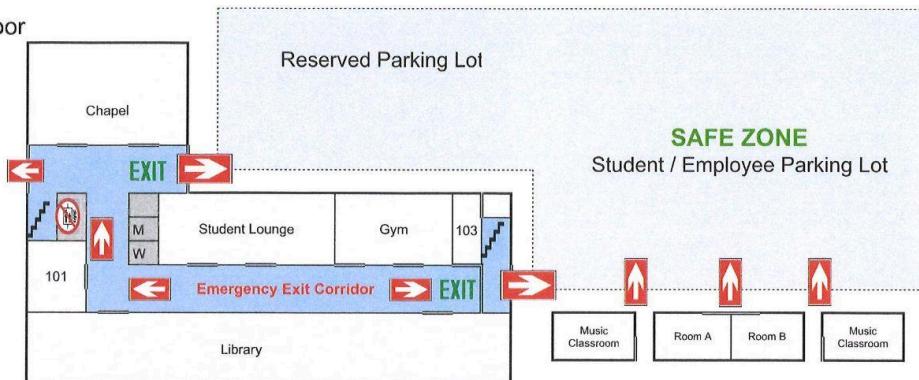
PLEASE NOTE: In order to avoid the possibility of injury, no one with an actual mobility disability will be physically moved for a drill.

When a real emergency occurs necessitating evacuation from an upper floor or basement:

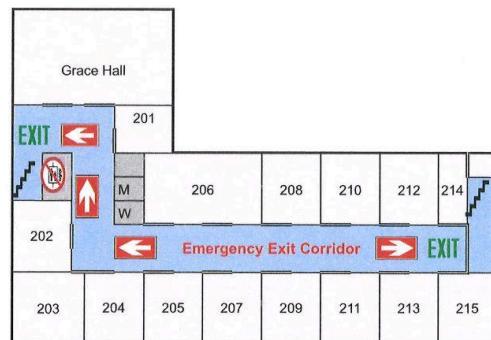
- Proceed to the nearest stairway landing
- Stay at the landing next to the Emergency exit stairway
- Shout for help, if needed and if able
- Ask someone to report your location to the Building Marshal
- Wait for a qualified safety evacuation member to arrive and provide assistance evacuating safely.

# Emergency Evacuation Map

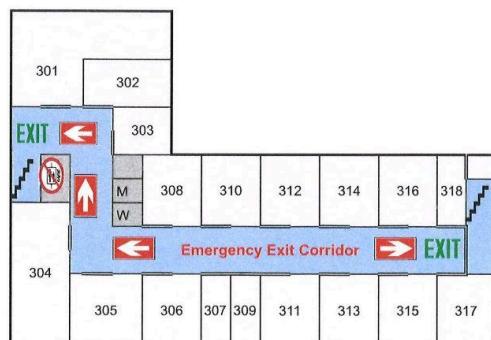
Ground Floor



2nd Floor

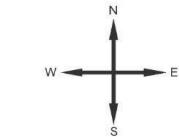
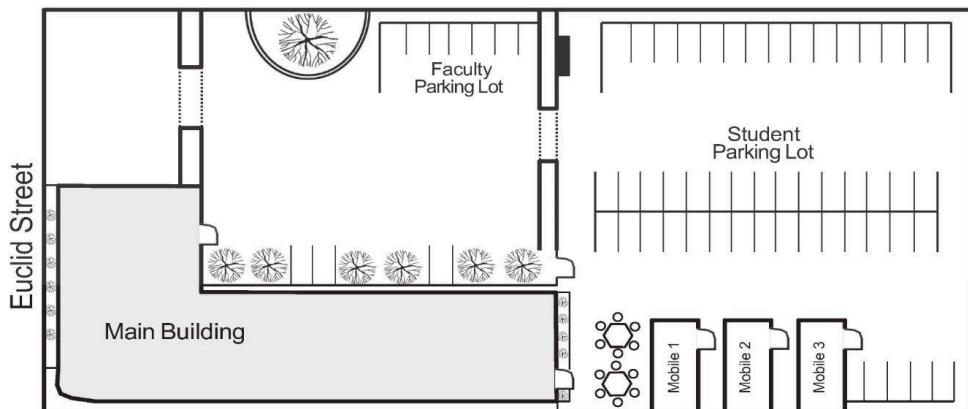


3rd Floor





# Bethesda University CAMPUS MAP

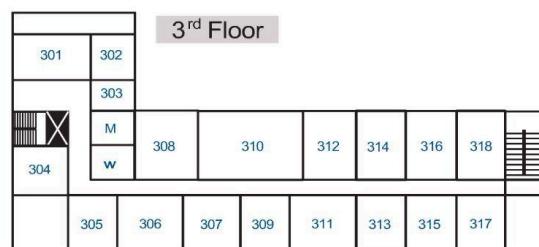
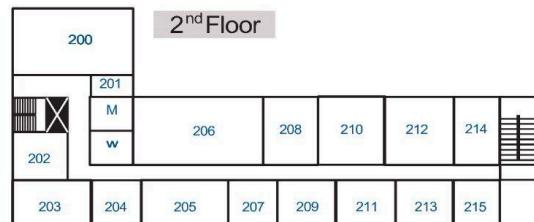
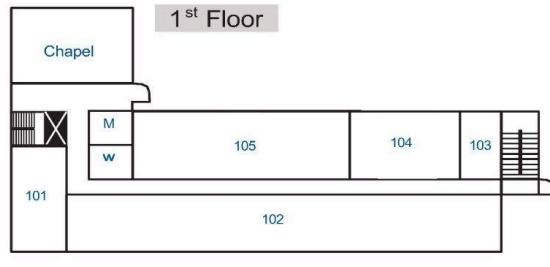


## BUILDING KEY

Mobile1	Music Dept. & Practice Room
Mobile2	Classroom
Mobile3	Recording Studio

## BUILDING KEY

101	Document Room
102	Library
103	Athletic Therapy Room
104	GYM
105	Student Lounge (Cafeteria)
201	Storage Room
202	Computer Lab
203	Classroom
204	Classroom
205	Classroom
206	Classroom
207	Classroom
208	Classroom
209	Classroom
210	Classroom
211	Classroom
212	Classroom
213	Classroom
214	Classroom
215	Athletic Dept.
301	Admission Office/Financial Aid Office
302	General Affairs Office
303	Faculty Staff Lounge
304	Academic Office/Accounting Office
305	/Vice President
306	Office
307	Document Room
308	Office
309	President
310	Chair of Early Childhood Education
311	Chair of IT
312	Marketing Dept.
313	Office
314	Chair of Theology/Director of General Education/Student Affairs
315	Chair of Business Administration
316	Office
317	Conference Room
318	Chief Academic Office
	Athletic Director



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