

ACCESS has worked together with the Moorpark College campus to become part of the Disaster Plan. Here are the main points with which all ACCESS students and staff need to be familiar:

In Case of a Campus-Wide Disaster:

- The ACCESS Director is a member of the campus disaster team and has passed the training developed by Homeland Security.
- A list of all students who identified themselves on their current Student Education Contract (SEC) as needing help during a disaster is generated each semester. As stated on the SEC, the name and location of each student is recorded on this list and distributed to each team leader in the campus disaster plan. **Students in need of assistance during a disaster are responsible to update their SECs if they change classes during the semester and have transferred to a different location.**
- For students who need mobility assistance during an emergency, Combo Cot rescue devices (also called SKEDS) are available in the following locations:
 - 2 in NIMS trailer located in the FM&O Parking Lot
 - 1 in Fountain Hall - Evening Attendant's area
 - 1 in Campus Police office
 - 2 in Campus Police vehicle trunks
 - 1 in the FM&O office
 - 1 in the Technology Building storage room (downstairs by elevator)
 - 2 in the LMC Building – in the Access areaThese Cots (SKEDS) are folded into a special pouch with complete instructions for use.
- In the case of a campus-wide emergency, it is vital to everyone's safety to follow directions given by campus officials and to proceed quickly to the designated area. ACCESS staff will report to the Emergency Command Center to assist with food, shelter, or first aid which will be provided to all throughout the period of crisis.
- Instructors and staff will be notified of an emergency through email, cell, presence of campus officials, and through an auditory campus alarm system. For this reason, it is important to have your phone number listed in MC's emergency alert data base. Classroom instructors will instruct students to turn on their cell phones when the campus alarm system sounds.

Personal Preparation For Which Students and Staff are Responsible:

- It is vital you carry the name and contact information of a person to be notified in case of an emergency; it is recommended you also program this information into your cell phone.
- If you have a medical diagnosis, it is very important you wear a medical bracelet or pendant identifying your health issue.
- Also of great importance is that you carry a list of your medications with you in case these need to be sent for during a lock-down situation.

Personal Preparation (cont.)

- For your safety and the safety of all other staff and students, keep your emergency training updated and carry any training ID cards with you.

During a Crisis Situation in the ACCESS Office (in the LMC Building)

- The ACCESS Office will immediately be placed on lock-down and no one will be allowed to enter or exit the building.
- The ACCESS Director will be the crisis leader; all ACCESS staff will be assistants. Every direction given by the leader or assistant leader must be followed immediately. In the event of the director's absence, available ACCESS faculty or specialists will provide leadership.
- All persons will stay away from doors and windows and will be taken to a "safe room" where they will not be visible to anyone looking into the building: LMC 132
- A First Aid Kit and Combo Cots (SKEDS) are located in the cupboard of the ACCESS Reception Desk. The cupboard is clearly designated by a sign.
- An AED defibrillator hangs on the wall directly across from the ACCESS Reception Desk.
- The buildings will remain on lock down until safety has been declared by the campus police.