



STELLAR CAREER COLLEGE EMERGENCY PROCEDURE MANUAL

Modesto Campus

4300 Sisk Road

Modesto, CA 95356

(209) 545-5200

modesto.stellarcollege.edu

REVISED 12-20-2022

Fire, Ambulance, Police Emergency: Call 911



EVACUATION

Fire
Gas Odor
Bomb Threat

LOCK DOWN

Violence
Intruder
Weapon

SHELTER IN PLACE

Earthquake

MEDICAL EMERGENCY

Suicide
Serious Injury

EMERGENCY PROCEDURES GUIDELINES FOR STELLAR CAREER COLLEGE

Basic Emergency Policy and Procedures

- Call 911 and notify the School Director
- Take all appropriate actions to safeguard students and staff.
- Take charge of area/situation until incident is contained or relieved by the director at the college.
- Keep all students and non-essential staff away from any unsafe areas if appropriate.
- Preserve evidence that may assist in proving the alleged offense occurred or be required for other legal documentation that the alleged victim may need.
- Keep detailed notes of incident.

Emergency Response and Evacuation Procedures

Building Lockdown Plan (Violence, Intruder, Weapon, Earthquake)

- Call 911
- All students must return immediately to their classrooms and are directed to stay away from windows and doors.
- Instructors will lock their classrooms immediately, and the classrooms will remain locked until the Director gives the "All Clear".
- Administrative staff will lock all exterior doors
- All doors will remain locked until the Director gives the "All Clear".

Fire or Smoke Escape Plan

- Call 911
- Follow the arrows on the posted "Fire Escape Plan" to safely exit the building.
- Instructors will assist in directing students to the nearest exit.
- Instructors will conduct a 2nd floor walk-thru to check for any remaining students and will shut all doors.
- Director will conduct a 1st floor walk-thru to check for any remaining students and will shut all doors.
- Students and Staff will congregate in the North Parking Lot.

Gas Odor

- Notify Campus Director and they will call 911 or Pacific Gas and E
- Direct students and staff to follow fire evac. procedures and route

Bomb Threat

Upon receiving a message that a bomb threat has been planted in school:

- Director or staff member notifies police (call 911)
- Direct students and staff to follow fire evac. procedures and route
- No one may re-enter the building until determined safe to do so by police or fire authorities

Suicidal Person on Campus

- Confirm Information
- Remove student from others into a private place (empty classroom or office).

- Notify directors
- Call 911 and stay with suicidal person until help arrives
- Lockdown or evacuation of classrooms may be necessary.

Serious Injury or Illness

- Notify Directors and call 911
- Keep students and non-essential staff from the area
- Stay with the injured person until help arrives
- Cooperate with emergency personnel

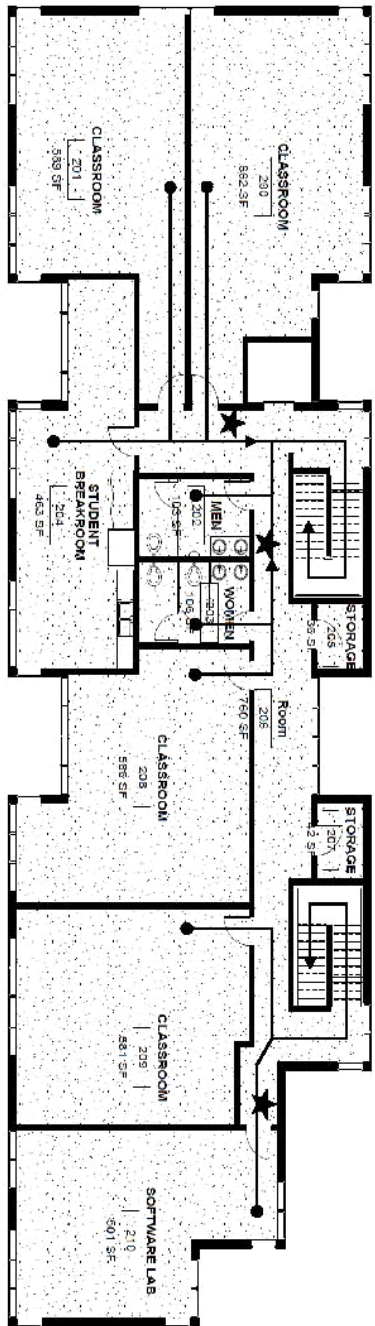
First Aid Supplies

- MA Lab upstairs has first aid supplies
- Downstairs front desk also has a first aid kit
- Masks are available at the front desk
- Eye wash solutions are available in both DA and VA labs

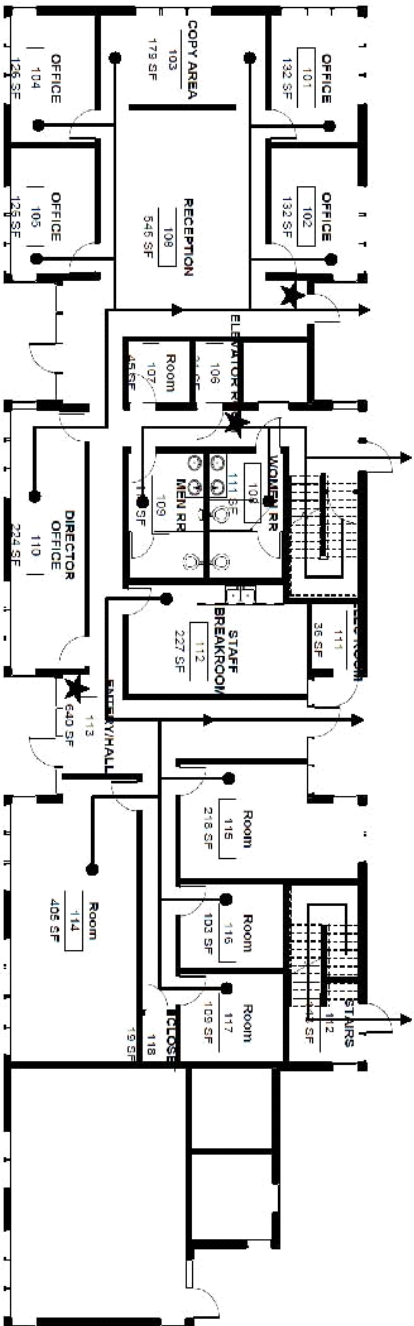
Evacuation Map



FIRE ESCAPE PLAN



Second Floor



First Floor

Fire Escape Plan ★ = Fire Extinguisher

COVID-19 PROTOCOL

This guidance provides an update on SCC's health and safety protocols for COVID-19 to prevent the spread of SARS-CoV-2 among students, faculty, and staff during the COVID-19 pandemic.

Students who are too ill to come to class will be required to provide a negative COVID-19 test result. Any related medical paperwork or test results must be turned in and authenticated by the campus Director (Kristina Nielsen)

SCC will not accept "at-home test results of any kind" because we cannot authenticate the identity of the person testing nor guarantee the validity of the test. A test result must be provided by a healthcare professional or state/county agency. Students may also provide a doctor's note releasing the student back to class in lieu of a negative test result.

Regardless of your vaccination status, students are required to stay home and should get tested if you are having symptoms. If you test negative students may return if they have not had a fever with the last 24 hours. All students who test positive will be required to quarantine for at least 5-10 days. Students who return after quarantine will be required to wear a mask for a period of 5-10 days.

SCC reserves the right to modify any guidance to ensure the safety of our staff and students. SCC is committed to ensuring that all students will be given as much support as possible in regards to their education and training during this pandemic. This is a fluid situation and cases have many variables. Please know that SCC will make every effort possible to assist students during these times. If you have any questions please contact Vic or Kristina at the campus during normal business hours.