

# EMERGENCY RESPONSE PLAN

## PURPOSE

The Emergency Response Plan is the college's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all college employees including those on the Emergency Operations Center (EOC) staff.

## RESPONSIBILITY

The State of California, Government Code, Sections 3100-3101, states all college district employees are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all college employees must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employees emergency response responsibilities

## EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations. The President/Superintendent or his/her designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the college's response to the emergency situation, coordination with outside agencies and requests for outside support. The EOC staff will be aided in their duties by Building Evacuation Leaders (BELs) that are trained response personnel from the college employees.

Primary EOC: Administration Building, Room A103 (Board Room). The EOC staff and duties include:

- ❖ Composed of key administrators, record keepers and individual that is in charge of Administration of Justice
- ❖ Declares major emergency in the event of earthquake, explosion, flood, etc.
- ❖ Assesses overall disaster based on reports from area managers.
- ❖ Initiates emergency notification chain (call back of employees).
- ❖ Mobilized additional staff to heavily damaged areas.
- ❖ Declares "All-Clear" when disaster is over

ALL press releases will be prepared by the Director of Marketing & Communications. In absence of this person, the key administrator will designate an individual responsible for this function.

## PREPAREDNESS

The college's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All college employees will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness. The college's Emergency Response Manual and Emergency Response Plan are located on the "P"-drive.

## EMERGENCY CHAIN OF COMMAND

### DAYTIME

Superintendent/President

Vice President, Academic Affairs

Vice President, Student Services

Director, Facilities Services

### EXT.

3403

3402

3489

3441

### EVENING

Evening/ Weekend College Coordinator

### EXT.

3437/3405

## **EMERGENCY ASSEMBLY AREAS**

Emergency Designated Assembly areas will be listed in the published plan. The plan is available on the "P" drive. Additionally, signs designating the Assembly Areas will be posted. Assembly areas will be subject to change during the construction period.

## **DAY INSTRUCTOR: RESPONSIBILITIES**

1. Coordinate evacuation from classroom if necessary.
2. Assist handicapped out of building without use of elevators.
3. Assess overall situation in classroom.
4. Initiate first aid if qualified individual is available.
5. Report when students are safe to move to an emergency assembly point or command post.
6. Assist area manager BELs as necessary.
7. Provide special assistance to any handicapped individual in the area.

*Remember- in the event of a major disaster you automatically become a civil defense worker under the Government Code of the State of California, Sections 3100-3101*

## **EVENING INSTRUCTORS: RESPONSIBILITIES**

1. Coordinate evacuation from classroom if necessary.
2. Assist handicapped out of building without use of elevators.
3. Assess overall situation in classroom.
4. Initiate first aid if qualified individual is available.
5. Report when students are safe to move to an emergency assembly point or command post.
6. Report via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help control point of command post (A103).

## **OTHER EMPLOYEES: RESPONSIBILITIES**

1. Follow survival instructions.
2. Evacuate area if necessary.
3. Assess immediate problems if possible.
4. Report to area assembly point when safe.
5. Assist area manager as needed:
  - a. First aid (if qualified)
  - b. runners, etc.
  - c. record keeping

## **EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE**

### **Earthquake Survival Instructions**

#### **During the earthquake:**

1. Keep calm—do not run or panic.
2. Remain where you are - indoors or outdoors.
3. If indoors, stay indoors. Take cover under desk, table, or bench or in doorways, halls, or against inside walls. Stay away from glass windows or sky lights. Do not use elevators. Do not run outdoors! You may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake.
4. If outdoors, get away from buildings. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
5. Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
6. Protect yourself **FIRST**, then after shaking stops protect and/or help others.

### After the earthquake

1. If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person.
2. Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass.
3. Clean up debris, glass and spilled medicines, flammable liquids, bleaches, and gasoline
4. Restrict phone use to emergencies only.
5. Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.

### EXPLOSIONS: RESPONSIBILITIES IN CASE OF EXPLOSION

In the event of an explosion in the building, employees should:

1. Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
2. Set off fire alarm. Stay at the fire alarm, if safe to do so.
3. Phone emergency/switchboard number - extension 15 or dial 911
4. After the effects of the explosion have subsided, determine if evacuations are necessary.
5. If evacuation is necessary, exit building as directed. Seek out any handicapped persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator.
6. Upon leaving the building, proceed to designated emergency assembly areas and await further instructions.

### FIRE: RESPONSIBILITIES IN CASE OF FIRE.

1. Use fire alarm box and stay at the box until emergency personnel arrive if fire is too large to fight.
2. If you are not near an alarm box, phone Emergency/Switchboard (extension 15) or L.A. County Fire Station, - 911
3. If fire can be easily extinguished, attempt to do so after notification is made.
4. Seek out and assist handicapped persons in the area.
5. Evacuate the building if necessary, closing fire doors.
6. If evacuated, proceed to designated emergency area for further instructions. Be prepared to account for all persons in your class under your control.

### EVACUATION: RESPONSIBILITIES IN CASE OF EVACUATION

The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible.

1. **Building Evacuation:** In most cases that require the evacuation of only one building (fire, explosion, bomb threat), occupants should proceed to a clear or safe area near the evacuated building as shown on emergency evacuation route posted in classrooms.
2. **General Evacuation:** When orders are given to evacuate a building (such as after an earthquake or major disaster), occupants should proceed to the main evacuation assembly area on the campus lawn.
  - A. Key administrators or other emergency personnel will be available to direct evacuees to clear or safe areas.
  - B. Evacuation of handicapped persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages if necessary.
  - C. Wheelchair students should be assisted to area near elevator if working. If not working, arrange for carrying them down.
  - D. When evacuating building, occupants should walk, remain quiet and grasp handrails and follow all other emergency instructions.
  - E. Occupants will gather in the emergency assembly area and await further instructions.
  - F. Do not re-enter the building until instructed to do so by Command Post personnel.

## **BOMB THREATS: RESPONSIBILITIES IN CASE OF BOMB THREATS**

Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify the switchboard by dialing 15 or 911.

1. If a bomb threat is received by phone, ask:
  - A. When is the bomb going to explode?
  - B. Where is the bomb right now?
  - C. What kind of bomb is it?
  - D. What does it look like?
  - E. Why did you place the bomb?
  
2. Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
  - A. Time of call
  - B. Date of call
  - C. Exact words of person
  - D. Sex, age
  - E. Speech pattern
  - F. Background noises
  
3. If a bomb threat is received by mail, employees should:
  - A. Not handle envelope or package
  - B. Leave immediate area.Notify switchboard (extension 15 or 911) and stop anyone from entering the area or handling the written note.
  
4. If a suspicious object is discovered, the employee should:
  - A. Not attempt to touch or move object or use radio equipment.
  - B. Evacuate immediate area only.
  - C. Notify the switchboard (extension 15 or 911) and await further instructions from operator.

## **CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL**

1. Any campus spillage of a dangerous chemical is to be reported immediately. Phone the switchboard, extension 15.
2. When reporting, be specific about the nature of the involved material and the campus location. The switchboard will contact the necessary specialized authorities and medical personnel.
3. Vacate the affected area at once and seal it off to prevent further contamination of others.
4. Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the Director of Facilities Services or his designee. Required first aid and clean up by specialized authorities should be started at once.
5. If necessary, because of the danger involved or if directed to do so by the college personnel, activate the building fire alarm system and follow the remaining steps.
6. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for the handicapped and assist them as necessary.
7. Direct the handicapped to elevator areas when they are located on floors above or below ground level until further direction by college personnel. Assist the handicapped in exiting the building on ground level floors.
8. Flashlights on and off to alert deaf or hard of hearing students. Write notes to explain what is happening. Assign a guide for blind students. Assign an assistant for wheelchair students.
9. Once outside, move to a clear area at least 50 feet away from the affected building. If fumes, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
10. To the best of your ability and without re-entering the building, assist college personnel in their attempt to determine that everyone has been evacuated safely.
11. An emergency command post will be set up. Keep clear of the command post unless you have important information to report.
  
12. DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO OR UNTIL IT IS ANNOUNCED THAT ALL IS CLEAR.

### **REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:**

1. The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone the operator for assistance. Dial extension 15 or 911.
2. When calling, stay calm and carefully explain the problem and location to the operator. If the switchboard number is busy call extension 3441 during daytime hours, during evening hours call extension 3437 or 9-911.
3. Quickly notify your dean or supervisor of the emergency and begin to take the appropriate action warranted by the situation.
4. If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883 v/tdd.

KEEP YOURSELF CALM - KEEP OTHERS CALM.  
Emergency Response Plan