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## AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 3740)

### EMERGENCY COMMUNICATION PROCEDURES

All members of the campus community are notified on an annual basis that they are required to notify the San Bernardino Community College District Police Department (SBCCD PD) of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees in the District. The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to

communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices (requires individuals to “opt in” to receiving SMS messaging via WebAdvisor)
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District’s Clery Act compliance efforts and that information is available at [www.sbccd.org/District\\_Police/Clery\\_Act](http://www.sbccd.org/District_Police/Clery_Act).

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the quickest form of communication.

#### TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these

exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.

Evacuation drills are monitored by the Site Safety Officers and SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement, and to identify deficient equipment so that repairs can be made immediately.

For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### PURPOSE

The emergency procedures are the District's planned responses to all hazards on or effecting each campus, District facilities, or the surrounding community. The emergency procedures will be activated by the Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The emergency procedures detail actions and responsibilities for all employees of the District.

### RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

### EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

Emergency Command Posts will be activated during emergency situations. After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(s), will activate their local Emergency Command Posts and maintain effective communications between the Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.

The Command Posts shall jointly:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers.
- Initiate the emergency notification chain (call back of employees) if necessary.
- Mobilize any additional staff to heavily damaged areas.
- Determine the —"All-Clear" when the disaster is over.

All press releases will be prepared by the involved campus and/or District Public Information Officer. In the absence of this person, the lead administrator will designate an individual responsible for this function.

### PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District 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.

#### EMERGENCY TELEPHONE LIST

Please see the Confidential Administrative Staff Directory (i.e., confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all administrative personnel and is not published in a public document.

#### EMERGENCY ASSEMBLY AREAS

Emergency Assembly areas have been determined and designated on each campus and at each District facility location, and are indicated on location specific Evacuation Maps. Assembly areas will be subject to change during construction periods.

#### LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

#### EMERGENCY NUMBERS

- POLICE/FIRE/MEDICAL  
EMERGENCY:----- 911
- SBCCD POLICE  
DEPARTMENT:----- (909)  
384-4491
- SBCCD OFFICE OF EMERGENCY SERVICES:  
----- (909) 382-4005
- FACILITIES/MAINTENANCE - SBVC:  
----- (909) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC: -----  
(909) 389-3384/3217/3211
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch):  
----- (909) 383-5311
- YUCAIPA POLICE DEPARTMENT:  
----- (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT.(24/7 Non-Emergency Dispatch):  
----- (909) 790-3100
- AMERICAN RED CROSS - SAN BERNARDINO:  
----- (909) 888-1481
- SOUTHERN CALIFORNIA EDISON:  
----- (800) 611-1911
- SOUTHERN CALIFORNIA GAS COMPANY:  
----- (800) 427-2200
- CALIFORNIA POISON CONTROL CENTER:  
----- (800) 222-1222

#### ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are

not limited to, the following:

- |  |                                     |
|--|-------------------------------------|
| <a href="http://www.dhs.gov">www.dhs.gov</a>           | Department of Homeland Security     |
| <a href="http://www.fema.gov">www.fema.gov</a>         | Federal Emergency Management Agency |
| <a href="http://www.redcross.org">www.redcross.org</a> | American Red Cross                  |

- KVCR 91.9 FM San Bernardino, CA
- KFRG 95.1 FM San Bernardino, CA
- KOLA 99.9 FM San Bernardino, CA
- KEZY 1240 AM San Bernardino, CA
- KKDD 1290 AM San Bernardino, CA
- KCAL 96.7 FM Redlands, CA
- KLRD 90.1 FM Yucaipa, CA
- KLYY 97.5 FM Riverside, CA
- KGGI 99.1 FM Riverside, CA
- KSPA 1510 AM Ontario, CA
- KVFG 103.1 FM Victorville, CA

### **EMERGENCY PROCEDURES**

#### **AIRPLANE or VEHICLE CRASH**

- Call or have someone else call 911 immediately.
- Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- Check to ensure that all staff, faculty, students and visitors have evacuated.
- Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS.

#### **ASSAULT/FIGHTING**

- Call or have someone else call 911 immediately.
- If safe to do so, verbally direct combatants to stop fighting.
- DO NOT attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

#### **CHEMICAL OR HAZ MAT SPILL**

In the event of ANY spillage of a dangerous chemical or hazardous material:

- Evacuate the area as necessary for safety:
- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill
- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.
- Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- Avoid physical contact with others as much as possible.
- Remain in the vicinity, and provide their names to first responders.
- To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.
- DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- Required first aid and clean-up by specialized authorities should begin as soon as possible.

## FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.
- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

## BOMB THREAT

If you receive a direct bomb threat via phone:

- Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- Keep the caller on the phone as long as possible and ask the following questions:
  - When and where is the bomb right now?
  - When is the bomb going to explode?
  - What kind of bomb is it?
  - What does it look like?

- Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.
- If a suspicious device or package is found ... DO NOT TOUCH.
- Clear the immediate area and call 911 immediately from a safe distance.
- If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

### EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.
- If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

### ACTIVE SHOOTER/ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., *freeze, halt, stop, raise your hands*, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

1. **Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so*.
2. **Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so*.
  - *Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.*
3. **Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD PD at (909) 384-4491.

### LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent intruder from entering occupied buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, and visitors from danger while on campus or at any District facility.

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to LOCKDOWN procedures.

When a LOCKDOWN order is given, you should:

- Immediately close and lock all doors (if possible and safe to do so).
- Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- Turn off the lights.
- Block any hallway in-door windows (if possible and safe to do so).
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Silence all mobile devices (phones, tablets, laptops, etc.).
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

### SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from any outdoor hazard (extreme weather, airborne contaminants, chemical release, and temporary incident). This procedure includes closing all doors, windows, and vents to outside air.

The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to SHELTER-IN-PLACE procedures.

When a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.
- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the



ENS.

## **POWER OUTAGE**

Although our electrical power delivery system is considered reliable, occasionally system failures that impact our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

### **Daylight Power Outage**

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.
- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

### **After Dark Power Outage**

Faculty/Staff:

- If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below). If power is not restored, follow the evacuation procedures as described below.

**In Laboratory Settings (Daylight or After Dark):**

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

**Faculty/Staff Evacuation Guidelines**

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist with building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exit if they appear to be functioning.
- If on the 2<sup>nd</sup> floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2<sup>nd</sup> floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

**MEDICAL EMERGENCY & FIRST AID**

Is it an Emergency?

- Respirations – difficulty or no breathing?
- Pulse – weak or no heart rate?
- Responsive – not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? – SBVC or CHC, building name, room number, phone number, etc.

Before help arrives, if you are trained and the scene is safe:

- Bleeding – apply pressure.
- Fracture – don't move the person unless they must be moved to avoid further injury.
- No Breathing or Pulse – begin CPR and send someone for AED.
- Seizure – help to the floor, protect head; do not try to restrain.
- Choking – Back blows and abdominal thrusts.
- Emotional Upsets/Suicidal – stay with person until help arrives.
- Impaled Object – don't remove the object, just support the object with bandages.
- Vomiting – move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- Stay at the scene until help arrives and clear "on-lookers" from the scene

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available campus medical supplies.
- After initial treatment, students should be referred to the Student Health Center.
- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

#### EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:
  - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).
  - If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).
  - If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).
  - Shut all doors behind you to slow the spread of fire, smoke, and water.

- Proceed as quickly as possible, but in an orderly manner.
- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- Document and report the names of any known individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid.

#### Evacuation of Persons with Disabilities

- Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest evacuation site or area of safe refuge.
- Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.
- Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual’s location.

#### EARTHQUAKE

##### If indoors:

- When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.
- If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

##### If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.

- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS.

## DISASTER MANAGEMENT

Should an emergency or other major disaster strike a particular campus or the entire District, the need for a coordinated response will be necessary. The plan for a major disaster is contained in the District's Emergency Operations Plan. The plan is aligned with the State of California “Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency.

## FLOODING

If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.
- Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS.

If outdoors:

- Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or

break, buildings can collapse, and roads can crumble.

- Report broken utility lines to the appropriate authorities.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS.
- Do not throw away any flood-damaged items until an official inventory has been taken.

## LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

### Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

### CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor or designee will direct operations, will be activated by the Chancellor or designee, taking into account the safety of the District, campus community, and the emergency situation.

### LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD, will direct public safety operations, will be activated by the Chief of Police or designee, taking into account the safety of the District, campus community, and the emergency situation.

### ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor or designee is responsible for the control and welfare of all students. The Chancellor or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their respective designee is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they

will be briefed on findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of emergency procedures and the assignment of duties as outlined until their respective Campus President or designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective Campus President or designee and the involved campus and/or District Public Information Officer.

The respective Campus President or designee and Site Safety Officer will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The respective Campus President or designee and Site Safety Officer will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their area that would require facilities medical, or other response. They will report this information and the last known location of any people missing to their respective Campus President or designee and Site Safety Officer.

Facilities department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

1. Survey the campus and report damage through their chain of command.
2. Assist in rescue operations as directed.
3. Assist in disaster fire suppression activities if trained and directed to do so.
4. Assist in controlling main shut-off valves for gas, water, and electricity.
5. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

#### REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone 911 or the SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.
- When calling stay calm, and carefully explain the problem and location to the Dispatcher.

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

## **References:**

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5;

Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

## Attachments

[AP 3505 Emergency Response Plan - Comments](#)

[AP 3505 Emergency Response Plan - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	06/2020
	Policy Stat	06/2020