

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 3 General Institution

AP 3505 EMERGENCY RESPONSE PLAN

References:

Education Code Sections
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)

INCIDENT RESPONSE AND EVACUATION PROCEDURES

General information about incident response and evacuation procedures for the District are publicized each year as part of the District's compliance with the *Clery Act*, with this information available for each college within the District on each college's website.

All members of the District community are notified on an annual basis that they are required to inform the Campus Public Safety Department of any incident on campus that involves a significant emergency, a dangerous situation, or that may involve an immediate or ongoing threat to the health and safety of students and employees on campus.

The President and/or Chief Business Officer at each college, in consultation with District and campus departments, shall coordinate resources, as determined necessary, to respond, mitigate, investigate, and document any incident or emergency which may cause harm to the college community. In addition, the President and/or Chief Business Officer at each college has the responsibility to assess whether a reported situation does in fact, pose a threat to the 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.

Notification Process

The District or each college will, without delay, take into account the safety of the

community, determine the content of a notification message and initiate the notification system, unless issuing a notification will, in the judgment of the President and/or Chief Business Officer, adversely impact efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Upon confirmation that an emergency or dangerous situation exists presenting an immediate threat to the health or safety of the college community, the President and/or Chief Business Officer will determine the content of a notification message to the campus community. The notification message will be transmitted by some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The District and each college have various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community.

These methods of communication include:

- Network emails,
- Emergency text messages that can be sent to a telephone, cellular or Personal Digital Assistant
 - Students can sign up for this service on the college web site, and employees through the Banner system
- Public address systems,
- Phone calling trees,
- District and college websites, and
- Emergency messages that scroll across computer screens when logged into the District or college computer system.

The District or its colleges will post updates during a critical incident on the District web site at their main website home page.

The District's Director of Public Affairs, Marketing and Government Relations will be responsible for the dissemination of emergency information to the larger community outside of the immediate incident.

TESTING OF INCIDENT RESPONSE AND EVACUATION PROCEDURES

The District and its colleges shall conduct periodic evacuation drills, at least annually, coordinated by the college or District administration for all facilities on campus. Students learn the locations of the emergency exits in the buildings, and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

The District and each of its colleges do not establish strictly fixed locations for evacuation in advance, because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of

the threat. The President and/or Chief Business Officer, or District/college staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the college and District administration to evaluate egress and behavioral patterns. Departments are expected to prepare reports identifying deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration. The District conducts periodic announced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

District and college emergency preparedness staff coordinate announced evacuation drills to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the President and/or Chief Business Officer will document a description of the exercise, and the date and time of the exercise. 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.

DISTRICT EMERGENCY RESPONSE PLAN

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

EMPLOYEE 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 further state that 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 OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations, as necessary. The Chancellor 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 District'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.

The EOC is composed of key administrators, record keepers, and the individual who is responsible for overall Administration of the EOC. The EOC shall:

- 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)
- Mobilize any additional staff to heavily damaged areas
- Determine the “All-Clear” when the disaster is over

DISTRICT AND COLLEGE EMERGENCY PREPAREDNESS

The District’s preparedness is based on pre-staged supplies, training, and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The most effective response to an emergency situation is institutional preparedness.

EMERGENCY OPERATIONS CHAIN OF COMMAND

A flow chart of the District EOC, and of each college’s emergency response chain of command, is attached to this procedure for reference.

EMERGENCY ASSEMBLY AREAS

Designated Emergency Assembly Areas will be listed in the published Plan. Additionally, signs designating the Assembly Areas will be posted. Assembly areas will be subject to change during periods of construction or other activity that limits ingress and egress.

INSTRUCTORS: RESPONSIBILITIES

1. Coordinate evacuation from classroom if necessary.
2. Assist disabled individuals out of buildings without use of elevators.
3. Assess overall situation in classroom and report this information.
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 managers and/or emergency personnel as necessary.
7. Provide special assistance to any disabled individual in the area.
8. Report any casualties, structural damage, and hazardous material spills and status of students.

OTHER EMPLOYEES: RESPONSIBILITIES

1. Follow emergency response personnel 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
6. Performing first aid (if qualified)
7. Serving as a communication runner, etc.
8. Conducting record keeping and note taking

Remember, in the event of a major disaster, every community college employee automatically becomes a civil defense worker under Government Code Sections 3100-3101.

EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE Earthquake

Survival Instructions

During the earthquake:

- Keep calm—do not run or panic.
- Remain where you are - indoors or outdoors.
- 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.
- 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.
- Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
- Protect yourself FIRST, then after shaking stops protect and/or help others.

After the earthquake

- If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person.
- Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass.
- Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline.
- Restrict phone use to emergencies only.
- 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:

- Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Set off fire alarm. Stay at the fire alarm, if safe to do so.
- Telephone local police and fire department by dialing 911. Contact the Campus Public Safety Department.
- After the effects of the explosion have subsided, determine if evacuations are necessary.
- If evacuation is necessary, exit building as directed. Seek out any disabled persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator.
- Upon leaving the building, proceed to designated emergency assembly areas and await further instructions.

FIRE: RESPONSIBILITIES IN CASE OF FIRE.

- Use fire alarm box and stay at the box until emergency personnel arrive if fire is too large to fight.
- Call the local fire department by dialing 911, and contact your Campus Public Safety Department.
- If fire can be easily extinguished, attempt to safely do so after notification is made.
- Seek out and assist disabled persons in the area.
- Evacuate the building if necessary, closing fire doors.
- If evacuated, proceed to designated emergency area for further instructions. Be prepared to account for all persons in your class under your control.

BUILDING AND AREA EVACUATIONS

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

- **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.
- **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 designated by the District or college.
- Key administrators or other emergency personnel will be available to direct evacuees to clear or safe areas.
- Evacuation of disabled 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.
- Wheelchair students should be assisted to area near elevator if working. If not working, make arrangements to carry them down.
- When evacuating building, occupants should walk, remain quiet, grasp

- handrails, and follow all other emergency instructions.
- Occupants will gather in the emergency assembly area and await further instructions.
 - Do not re-enter the building until instructed to do so by Command Post or fire department 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 local police department by dialing 911, and then contact the Campus Public Safety Department.

- If a bomb threat is received by phone, ask:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
 - Time of call
 - Date of call
 - Exact words of person
 - Sex, age
 - Speech pattern
 - Background noises
- If a bomb threat is received by mail, employees should:
 - Not handle the envelope or package
 - Leave the immediate area
 - Notify the local Police Department by dialing 911, and then contact the Campus Public Safety Department. Prevent anyone from entering the area or from handling the written note.
- If a suspicious object is discovered, the employee should:
 - Not attempt to touch or move the object or use any radio equipment.
 - Evacuate immediate area only.
 - Notify the local police department by dialing 911, contact the Campus Public Safety Department, and await further instructions from operator.

CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL

- Any campus spillage of a dangerous chemical shall be **reported immediately** to the local Fire Department by dialing 911. Also contact District Risk Services/Environmental Health & Safety (EHS) by calling extension 84800 or 84731. When reporting, be specific about the nature of the involved material and the campus location. The fire department and/or

Risk Services/EHS will contact the necessary specialized authorities and medical personnel.

- Immediately vacate the affected area and close it off to prevent further contamination of others.
- 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 fire department and/or the Campus Public Safety Department, and District Risk Services personnel. Required first aid and clean up by specialized authorities should be initiated at once.
- Because of the danger involved, or if directed to do so by the fire department or district/campus first responders, activate the building fire alarm system and follow the remaining steps.
- Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for disabled persons and assist them as necessary.
- Direct any disabled persons to the elevator areas when they are located on floors above or below ground level until further direction is received from District personnel. Assist disabled individuals in exiting the building on ground level floors.
- Flash the lights 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.
- Once outside, move to a clear area at least 100 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
- To the best of your ability and without re-entering the building, assist fire department and/or District or college first responders to determine that everyone has been evacuated safely.
- An emergency command post will be established pursuant to established protocols. Keep clear of the command post unless there is important information to report.
- Do not return to a building until told to do so or until it is announced that all is clear.

REPORTING OTHER EMERGENCIES

- The quickest and easiest way to obtain assistance for any type of emergency not specifically covered by these procedures is to phone the local police and/or fire department by dialing 911. After this call, contact the Campus Public Safety Department and report the emergency.
- When calling, stay calm, and carefully explain the problem and location of the emergency.
- After calling for local police and/or fire department assistance, and the Campus Public Safety Department, notify the dean or immediate supervisor of the emergency and take the appropriate action warranted by the situation.
- 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.

TELEPHONE NUMBERS FOR INCIDENT RESPONSE SUPPORT

AMERICAN RED CROSS (Orange County Chapter): 714-481-5300

CAMPUS PUBLIC SAFETY/SECURITY:

| | |
|------------------------------|------------------------------|
| District Site: | 714-432-5017 (or) Ext. 25017 |
| Orange Coast College: | 714-432-5017 (or) Ext. 25017 |
| Golden West College: | 714-895-8924 (or) Ext. 58924 |
| Coastline Community College: | 714-241-6360 (or) Ext. 16360 |

| | |
|---------------------------------|------------------------------|
| DISTRICT RISK SERVICES | 714-438-4800 (or) Ext. 84800 |
| ENVIRONMENTAL HEALTH/ SAFETY | 714-438-4731 (or) Ext. 84731 |

| | |
|-----------------------|--------------|
| FBI (Long Beach, CA): | 562-432-6951 |
| (Los Angeles, CA): | 310-477-6565 |

FIRE/POLICE/MEDICAL EMERGENCY 911

HEALTH SERVICES (on campus):

| | |
|-----------------------|--------------|
| Orange Coast College: | 714-432-5808 |
| Golden West College: | 714-895-8379 |

THE GAS COMPANY: 800-427-2200

POISON CONTROL CENTER: 800-222-1222
(California Poison Control System)

THE ELECTRIC COMPANY: 800-655-4555 (power outage - 800-611-1911)

POLICE/LOCAL LAW ENFORCEMENT:

| | |
|-------------------------------------|--------------|
| Emergency Situations: | 911 |
| Costa Mesa Police Department: | 714-754-5252 |
| Fountain Valley Police Department: | 714-593-4485 |
| Huntington Beach Police Department: | 714-960-8843 |
| Newport Beach Police Department: | 949-644-3681 |
| Westminster Police Department: | 714-898-3315 |

LOCAL HOSPITALS

| | |
|---|--------------|
| Hoag Hospital (Newport Beach): | 949-764-4624 |
| Fountain Valley Regional Hospital: | 714-966-7200 |
| Huntington Beach Hospital: | 714-843-5000 |
| Coastline Community College - Memorial Prompt Care locations: | |
| Huntington Beach (Adams St.): | 714-378-0900 |
| Huntington Beach (Beach Blvd.): | 714-848-0080 |
| Westminster Site: | 714-891-9008 |

Additional Resources/Information

Federal Emergency Management Agency

www.fema.gov

Red Cross

www.redcross.org

The Office of Homeland Security

www.whitehouse.gov/homeland/

A Guide to Citizen Preparedness

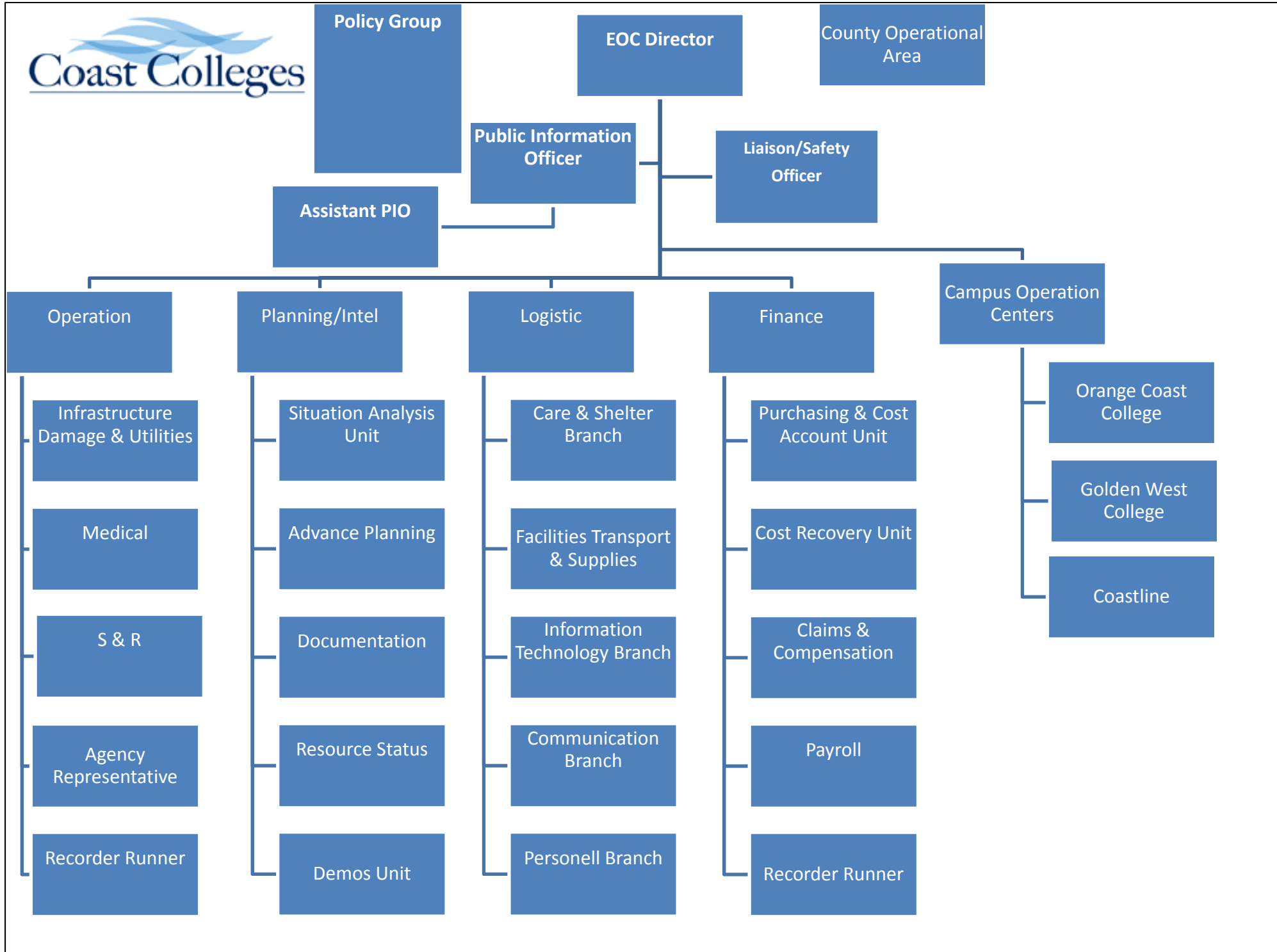
Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters. www.fema.gov/areyouready/

DisasterHelp

The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis. www.disasterhelp.gov

Ratified December 2, 2013

District Office Emergency Operation Center





Campus Operations Center (COC)

District EOC

COC Director
Dr. Lori Adrian

Incident Commander
Dave Cant

Deputy COC Director
Christine Nguyen

Safety / Liaison Officer
Gary Stromlund
Nate Harrison

Public Information Officer
Michelle Ma
Mariam Khosravani

Operations
Vince Rodriguez

Planning
Jorge Sanchez

Logistics
Lois Wilkerson

Finance
Helen Rothgeb

Communications
Bill Kerwin
Elaine Hill

Situation Status
Bob Nash
Kevin Donahue

Care and Shelter
Cynthia Pienkowski
Kathie Tran

Purchasing
Tran Ha
Pamela Drennan

Utilities/Damage Assessment
Laurie Melby
Marie Hulett

Documentation
Judy Garvey
Brenda Perdue

Personnel
Jennifer McDonald
Shaunick Barber

Claims and Compensation
Minai Ajbani
Karen Conlisk

Medical
Dan Jones
Karen Mclucas

Resource Status
Christine Leon
Ann French

Technology
Jim Miesner

Cost Recovery Documentation
Trang Nguyen
Marie Vaughn

Search and Rescue
Peter Maharaj
Jennifer De La Rosa

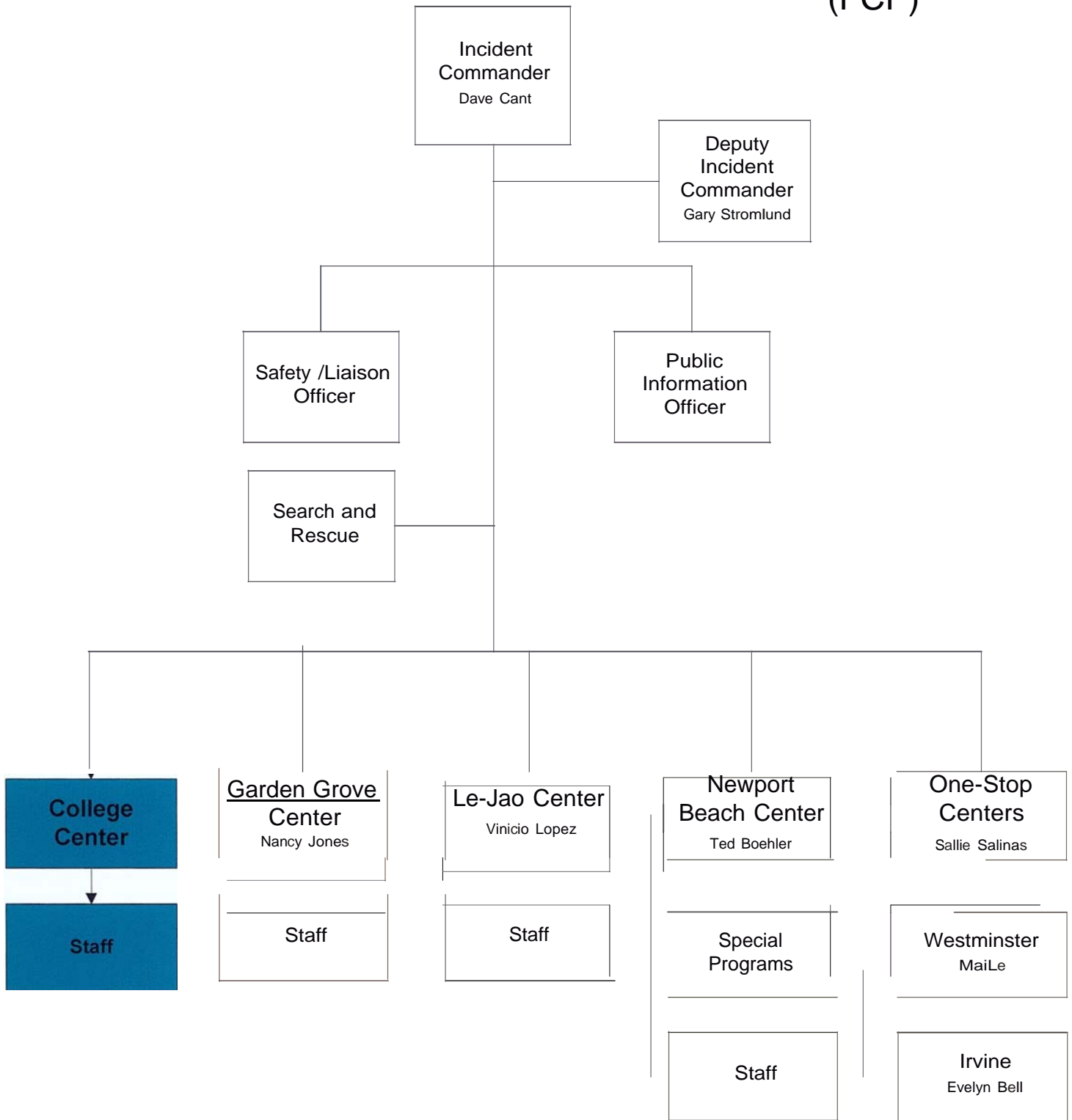
Demobilization Unit
Staff

EOC Support
John Giaconia
Jerry Hein

Agency Representation
(City, Red Cross, etc.)
Outside Organization

Facilities, Transportation and Supplies
Rozanne Capoccia
Darian Aistrich

Field Command Post (FCP)



GOLDEN WEST COLLEGE
COMMAND POST AND EMERGENCY RESPONSE TEAM STRUCTURE

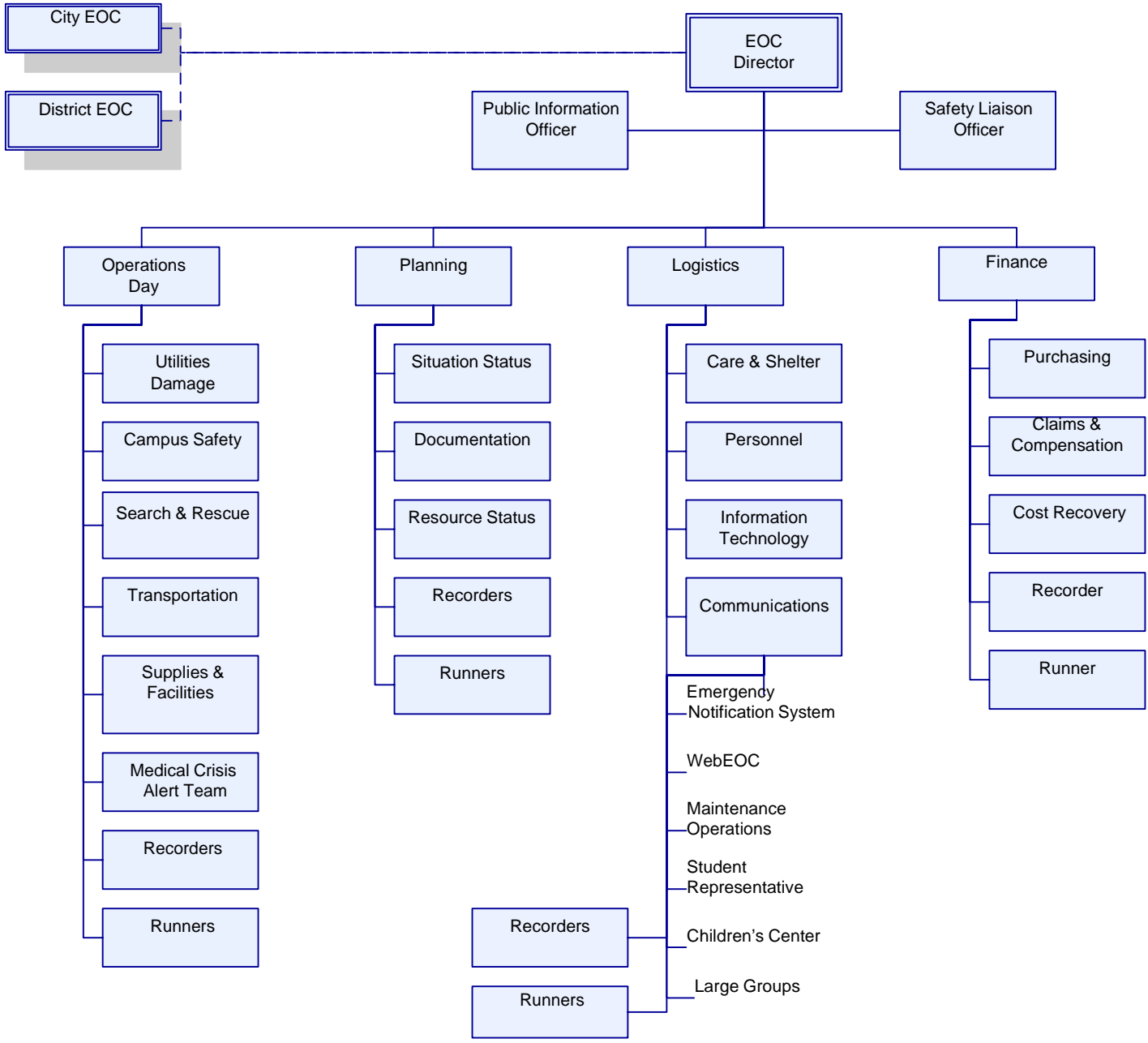
| Position | Name | Contact Number | |
|--|------|----------------|--|
| COMMAND SECTION (COLOR CODED: BLACK) | | | |
| Director of Emergency Services (EOC) | | | |
| Incident Commander | | | |
| Incident Commander Aide | | | |
| Liaison Officer | | | |
| Safety Officer | | | |
| Public Information Officer | | | |
| OPERATIONS SECTION (COLOR CODED: RED) | | | |
| Operations Chief | | | |
| Division A Supervisor | | | |
| Division B Supervisor | | | |
| Division C Supervisor | | | |
| Division D Supervisor | | | |
| Public Safety Branch Division | | | |
| M & O Branch Director | | | |
| Search & Rescue Branch Director | | | |
| First Aid Branch Director | | | |
| First Aid Station Manager | | | |

| | | | |
|--|--|--|--|
| Care & Shelter Unit Leader (EOC) | | | |
| PLANNING SECTION (COLORED CODED: BLUE) | | | |
| Planning Chief | | | |
| Damage Assessment Unit Leader | | | |
| Situation Status Unit Leader | | | |
| Resource Status Unit Leader | | | |
| Check In/Check Out Recorder | | | |
| Advance Planning Unit Leader (EOC) | | | |
| LOGISTICS SECTION (COLORED CODED: ORANGE) | | | |
| Logistics Chief | | | |
| Assistant Logistics Chief | | | |
| Supply Unit Leader | | | |
| Food Unit Leader | | | |
| Communications Unit Leader | | | |
| Personnel Unit Leader (EOC) | | | |
| Technology Support Services (TSS) Unit Leader (EOC) | | | |
| FINANCE SECTION (COLORED CODED: GREEN) | | | |
| Finance Chief (EOC) | | | |
| Purchasing Unit Leader (EOC) | | | |
| Cost Recovery/Timekeeper (EOC) | | | |

YELLOW CODED ARE CAMPUS EOC POSITIONS

OCC Emergency Management Organization 2013

July 31, 2013



OCC Field Command
Incident Command Post
Tuesday, July 30, 2013

