

COLLEGE OF THE REDWOODS

**EMERGENCY
PREPAREDNESS
PLAN**

Emergency Preparedness & Safety Committee

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PREFACE

This manual includes specific procedures for a campus emergency or disaster. All college personnel should be familiar with and follow the procedures described in the Specific Emergency Procedures and General Emergency Procedures sections. Those who have been assigned to the Incident Command System (ICS) should understand the overall organization and their specific duties within this system as well.

Remember that those directing District Emergency Operations may make changes to these emergency procedures as necessary.

If you have suggestions, recommendations, or requests for changes in this plan, please submit them in writing to the Safety Committee. The Emergency Preparedness & Safety Committee will review all suggestions and recommend those to be incorporated into the plan. Each year, the College administration and the governing board will review the plan and make any necessary changes.

While the scope and content of this manual has not been developed to cover every conceivable emergency situation, this plan will provide the basic structure and procedures necessary to cope with most emergencies or disasters.

This manual conforms to Safety Code section 3220, Emergency Action Plan, General Industrial Safety Orders.

EMERGENCY GUIDELINES

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REPORTING EMERGENCIES

For emergencies on campus, you will normally call Security at extension 4111, (476-4111 if calling from an off-campus phone). During weekdays, the Security Office will answer and dispatch an officer to the scene. At night or on the weekends, the emergency line is carried in the form of a cellular phone by the Public Safety Officer on duty. For non-urgent or routine business matters, the Security Office phone number is extension 4112 (476-4112 from off-campus phones). If there is no one in the office, a message may be left on voice mail.

Calls to Security while on campus can be made from any office phone or courtesy phone. Courtesy phones are located on the exterior of each major building on campus and are identifiable at night by bright sodium vapor lights over their locations.

Call X4111 for :
476-4111 from off campus
Security

Bomb Threats
Civil Disturbances/Demonstrations
Criminal Activity
Earthquake
Explosions
Fires
Hazardous Materials Releases
Medical /First Aid
Violent or Disruptive Behavior

Call X4380 for:
476-4380 from off campus
Maintenance

Utility Failures
(Call Security if Maintenance is closed)

Call X4170 for:
476-4170 from off campus
President's Office

Any incident with potential for adverse
publicity to the college

EMERGENCY GUIDELINES

Purpose

The California Administrative Code, Title 5, Education Chapter 3, Article 2, Section 560 requires public schools, kindergarten through community college, to have written civil defense and disaster plans reviewed annually by local governing boards. This plan is prepared in compliance with that law.

The basic emergency procedures outlined in this guide are intended to protect lives and property through effective use of college resources. Since an emergency may come without warning, these procedures are designed to be flexible in order to accommodate situations of varying severity.

When any emergency reaches proportions *that can not be handled by routine measures*, the College President or his/her designated representative may declare a state of emergency and implement incident command system procedures summarized starting on page 12.

There are two general types of emergencies that may result in the use of the incident command system. These are: 1) widespread disorder, and 2) large scale natural or human-made disaster.

Scope

These procedures apply to all Redwoods Community College District personnel, and all buildings and grounds owned and operated by the District, including satellite campuses.

Types of Emergencies

This manual gives instructions for the following:

- Bomb
- Civil Disturbances or Demonstrations Incident
- Earthquake and Tsunami
- Explosion, Downed Aircraft (crash) on Campus
- Fire
- Hazardous Material Release
- Media Relations Guidelines
- Medical and First Aid Guidelines
- Psychological Crisis
- Utility Failure
- Violent or Disruptive Behavior/Crime in Progress

In addition, there are sections on how to report emergencies, and building evacuations. For First Aid information, refer to your CR First Aid and Emergency Procedure Flip Chart.

Assumptions

The College Emergency Preparedness Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The following are general guidelines:

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

Since events in an emergency are not predictable, published emergency plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.

Disasters may affect widespread areas, therefore, City, County and Federal Emergency Services may not be available. We may expect a delay of up to 48 to 72 hours in the response of off-campus emergency services.

A major emergency may be declared if information indicates such a condition is developing or is probable. Only the College President, or other authorized official in the President's absence, may declare a campus state of emergency when conditions warrant. Declaring a state of campus emergency gives the college the right to restrict access to the campus under the California Penal Code. Violators who do not leave when requested will be subject to arrest.

DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist staff in determining the appropriate response:

All Medical Emergencies:

Appropriate response:

Call Campus Security at X4111. Campus Security Officers are Emergency Medical Technicians and are the designated first responders.

Minor Emergency:

Any incident that will not seriously affect the overall operations of the college.

Appropriate Response:

If the emergency is a problem with repair to a building or other facility, call Maintenance, X4380. If not sure, or for other emergencies, call Security, X4111.

Major Emergency:

A potential or actual event that affects an entire building or buildings, disrupts the overall operations of the college, involves probable need for outside emergency services, or requires the college administration to make major policy decisions.

Appropriate response:

Call Campus Security, X4111, if you need assistance or have information about the emergency condition.

Disaster:

A disaster seriously impairs or halts operations of the college, causes numerous casualties and severe property damage, requires coordinated effort of all campus resources, and outside emergency services are essential.

Appropriate response:

President's Office and Campus Security will activate Emergency Operations Center and Incident Command System to the level deemed appropriate. See "Staff Responsibilities" on pages 7 & 8.

Sensitive Incident:

Any incident with potential for adverse publicity to the college.

Appropriate response:

Call the President's Office, X4170, during daytime; Campus Security, X4111, during non-business hours.

DECLARATION OF CAMPUS STATE OF EMERGENCY

Declaring an official state of emergency gives the college the right to control access to campus facilities, including removing or arresting people who may interfere with emergency response or engage in criminal activity such as looting.

The authority to declare a campus state of emergency or campus closure rests with the **College President**, but in his/her absence the authority is designated in the following order:

1. V.P., Academic Affairs
2. V.P. Student Learning Support Services
3. V.P. Business Services
4. Director, Facilities & Grounds/Public Services/Security
5. College Night Administrator (See published schedule)
6. Duty Public Safety Officer
7. Mendocino Coast - Dean
8. Del Norte - Dean

The on duty Public Safety Officer will be the initial response to any incident on campus. He/she will make necessary notifications concerning the situation. In the President's absence, the person on the above list when contacted will be responsible for making all necessary decisions until the College President or his/her designee is able to assume the position.

During any major emergency on campus, Campus Security shall immediately begin appropriate procedures to meet the emergency, safeguard persons and property, and maintain educational facilities.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment, emergency contractors) are authorized to be present on campus. Campus Security, will ask those who can not present proper identification showing their legitimate business on campus, to leave the premises. Unauthorized persons remaining on campus will be subject to arrest in accordance with the California Penal Code. In addition, only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms or major disasters which involve college property, Maintenance will assign personnel to determine the extent of damage.

NOTIFICATION IN AN EMERGENCY

The campus Public Safety Officer on duty will notify the appropriate Maintenance staff member of any campus emergency using the Maintenance Department's emergency call list. The PSO will also initiate the administrative notification system by calling the following as appropriate:

<u>Position</u>	<u>Name</u>	<u>Extension</u>
President	Utpal Goswami	4170
Vice-President, Academic Affairs	Utpal Goswami	4174
V-President Student Learning Support Serv.	Keith Snow-Flamer	4177
Vice-President, Business Services	Lee Lindsey	4172
Dean, Technical Services & Distance Ed.	Maggie Lynch	4576
Director, Facilities and Planning	Tim Flanagan	4387
Director, Maintenance & Operations	Garry Patrick	4385
Principal, Academy of the Redwoods	Matt Malkus	4577

The campus Security Department coordinates emergency telephone notifications of college administrators. Each college administrator, when notified of a campus emergency, will pass the same information along to all departments and offices under his or her direction as the administrator deems appropriate. See telephone tree form on page 13.

STAFF RESPONSIBILITIES

President:

The College President, or designated alternate as Incident Commander, is responsible for the overall direction of campus emergency operations as outlined in the Incident Command section of this guide.

Administrators, and Department Heads:

Every Administrator, and Department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- ~ Develop and maintain a "telephone tree" for notifying all departmental employees at home in case of an emergency (See form on page 13). Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current roll lists.
- ~ Develop site or building specific disaster plans and distribute to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures

for alerting students, coordinating evacuation, head count, emergency supplies, and other items appropriate to each building.

~ Allow time for training employees in emergency techniques such as fire extinguisher usage, First Aid, CPR and building evacuation procedures. Contact Campus Security (X4112) or Environmental Health and Safety (X4389) for assistance in developing and implementing a site-specific disaster plan.

Emergency Situations:

~ Inform all employees under your direction of the emergency condition.

~ Evaluate the impact the emergency has on your activity and take appropriate action.

This may include ceasing operations and initiating building evacuation. The evaluation should`

Injuries: First Aid needs, employees or students trapped or missing

Facility damage: Unsafe conditions, blocked access, leaks of gas or water, electrical problems

Hazardous spills: What, where, how much, etc.

~ Designate a person to maintain emergency telephone or other communications with Incident Command Units via the campus Security Office. The designated person should remain in charge of the area until directed otherwise.

~ Have all employees under your supervision keep a log of activities and hours worked for FEMA (Federal Emergency Management Agency) reimbursement. See the sample log on page 14. A blank form is included as page 15.

Faculty/Supervisors – Each Faculty Member/Staff Supervisor has Responsibility to:

Before the Emergency:

~ Educate yourself, your students and employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.

~ Inspect and evaluate your assigned building, facility or activity to determine the impact a fire or earthquake could have. Report all safety hazards to Environmental Health and Safety (X4181`) or to a Safety Committee member. Submit work requests to Maintenance for the correction of hazards located.

~ Keep a copy of teaching syllabus/notes at home to use if unable to reenter your classroom or office.

Emergency Situations:

~ Inform your students and /or staff of the emergency and initiate emergency procedures as outlined in this guide.

~ Account for all personnel in case of evacuation. (Take a roll call of all students in evacuation assembly area before students disperse.) Inform Campus Security or emergency personnel immediately if you believe someone may be trapped in a building or under debris.

~ Keep a log of hours worked and your activities for FEMA (Federal Emergency Management Agency) reimbursement. See sample log on page 14. A blank form is included as page 15.

Individual Responsibilities – Instructions for Every College Employee:

Before the Emergency:

- ~ Arrange to have an out-of-area telephone contact number for family members to call in case our local phone system shuts down lines in the area. Keep the number with you.
- ~ Personal preparedness: at work keep food, water, cash, first aid supplies, at home: maintain emergency supplies at all times such as canned/dry foods, bottled water, extra cash, flashlights, transistor radio, fresh batteries, first aid supplies, sturdy shoes, and be sure your vehicle's tank is always half full plus keep a container of extra fuel in a safe place.
- ~ Plan what arrangements you would need to make if you were unable to return home for three days after a disaster. (alternate child care arrangements, designate person to whom schools can release your children, etc. Make sure elderly care will continue uninterrupted during)

Emergency Situations:

- ~ Assist in immediate emergency response in your area, e.g. help with evacuation, rescue, medical assistance (if properly trained), procurement of supplies, etc.
- ~ Advise others in a major disaster; it would be safer to remain on campus than attempt a dangerous trip home on impassable roads.
- ~ Stay on campus unless released. If safely possible, return to campus to assist in disaster response, especially if you have specialized knowledge or training (Maintenance employees, medically trained employees, etc.). Much work will need to be done to provide assistance to injured or stranded people, open emergency shelters if requested, ensure the security and safety of the buildings, and ultimately reopen the campus. The special skills possessed by College of the Redwoods employees will be essential to accomplishing these goals.
- ~ Keep a log of hours worked in disaster response and your specific activities. This log will enable the college to obtain reimbursement from FEMA (Federal Emergency Management Agency) for emergency response expenses. The log will also make a permanent record of the disaster response effort which is necessary for future emergency planning and legal challenges which may result from the college's method of handling the disaster. See the sample log on page . A blank form is included as page .

**EMERGENCY RESPONSE LOG (SAMPLE) – REQUIRED FOR FEMA
REIMBURSEMENT**

Name and Title _____

Department _____

DATE	TIME	ACTION
2/7/00	10 A.M.	Report to work, start excavation at Analy
	11 A.M.	Ordered 30 shovels Friedman Bros.
	11:30 A.M.	Received rental back hoe, Star Rents
	2 P.M.	Received okay from County Building Inspector, John Smith, to open Garcia Hall
	3 P.M.	Public Works inspect plumbing at Cafeteria - o.k.
	3:30 P.M.	Continue excavation.
	5:00 P.M.	Return rental back hoe.
	6:00 P.M.	Go home.

INCIDENT COMMAND SYSTEM

INCIDENT COMMAND SYSTEM (ICS)

Background

In normal circumstances, each college department functions with its own organizational system. These everyday organizational systems will interact adequately in minor emergencies. In a large-scale emergency or disaster, college departments must work smoothly with outside agencies as well as each other. In such circumstances, different systems cause confusion, and one common system is essential.

Most emergency agencies in the State of California use the Incident Command System (ICS) to provide a common organizational system in a disaster. Using a common system results in a coordinated management and teamwork. This system has demonstrated its value in the Oakland Hills fire, and the Loma Prieta and Northridge earthquakes. The ICS is based on simplicity, flexibility, and sound management practices as applied to a disaster environment. Since assisting outside agencies (Humboldt County Sheriff, Fire Dept., Office of Emergency Services, etc.) will also be using a similar Incident Command System, language and procedures will be compatible.

The State of California now requires College of the Redwoods to use the Incident Command System in a widespread disaster where communication and coordination between agencies are crucial. Districts that do not use the ICS will not be eligible for Federal Emergency Management Agency (FEMA) reimbursement funds.

In a disaster, the President of College of the Redwoods, in conjunction with other administrative officials and the Campus Security Department, will activate the Incident Command System (ICS) and Emergency Operations Center (EOC) if coordination with outside agencies will be necessary.

Description

When a campus emergency reaches proportions *that can not be handled by routine measures*, the College President or his/her designate may declare a state of emergency, and implement the Incident Command System procedures. There are two general types of emergencies that may result in the implementation of the ICS. These are: 1) widespread disorder, and 2) large-scale natural/human-made disasters. Since an emergency may come without warning, these procedures are designed to be flexible and to accommodate situations of varying severity.

The Incident Command System (ICS) answers basic questions for those involved in disaster response:

- ~ Who is in charge?
- ~ What is my role?
- ~ What are my specific tasks?
- ~ Where do I fit in the overall organization?
- ~ Who do I report to?

Who is in charge?

The entire disaster operation is under the authority of the Incident Commander who is the President of the College.

What is my role? What are my specific tasks?

Position descriptions are provided for each ICS position to identify basic roles, responsibilities, and specific tasks to accomplish. See the ICS Organization Chart and Position Descriptions beginning on page 16 and 17.

Where do I fit in the overall organization? Who do I report to?

The Incident Command Organizational Chart shows where specific positions fit into the overall organization and who reports to whom. See ICS Organizational Chart on page 16.

NOTE: Employees who have no specific ICS assignment should follow “Staff Responsibilities” listed on pages 7 and 8, and report to their supervisor/department head.

The ICS Organizational Chart is broken down into five major sections:



The ICS structure builds from the top down with all responsibility and duties initially placed with the Incident Commander.

As the needs of a disaster are identified, the Incident Commander will activate any of the four other major sections **as needed**. Next, each major section will activate units within their section **if needed**. If one individual can simultaneously manage all positions within his or her responsibility, no other positions would be activated.

Employees who are assigned roles in the Incident Command System will need more advanced training and practice to perform their tasks smoothly in an emergency.

EMERGENCY OPERATIONS CENTER (EOC)

When the College President activates the Incident Command System, Campus Security and Maintenance will set up and staff an Emergency Operations Center (EOC). Every effort will be made to keep the regular campus Security office fully operational at all times.

Field Emergency Operations Center

If the emergency involves only one building or a small part of the campus, a Campus Security vehicle will be placed as near the emergency scene as is safe to provide a field emergency operations center (EOC). At least one Public Safety Officer or dispatcher will staff the field EOC until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene.

Field Emergency Operations Center equipment will include:

- Barricades, barrier tape, and signs for the scene.
- Two portable handheld radios.
- Portable public address system.
- First Aid kit.
- Campus telephone directory, Emergency Preparedness Plan, and local Pacific Bell Telephone Directory including Yellow Pages.

Large Scale Emergency Operations Center:

If the emergency involves a large part of the campus, the EOC will be established at the Administration Building Conference Room. If this site is severely damaged or unavailable for any other reason, a secondary location will be established at the Campus Security Office. If neither is available, the Incident Commander will confer with the Operations Section Head and select an alternate location. At least one Public Safety Officer or dispatcher is to staff the EOC at all times until the emergency situation ends. Campus Maintenance and Security staff will coordinate outside and local agency assistance with on-site emergency resource teams. This will normally take place at the Security Office, which has a base radio and other facilities to support emergency teams. Media crews will be directed to the area of the EOC where multiple telephone and electrical facilities exist.

SUMMARY OF THE ICS SECTION FUNCTIONS

Policy/Incident Command Section

The President is the Incident Commander in any disaster, and is responsible for leading the Policy/Incident Command Section. In the President's absence, the next available person listed on the notification list on page 6 will serve as the Incident Commander until the President is available.

This section determines priorities and strategies for controlling the situation after considering social, economic, legal and political ramifications.

In addition to the President, the Public Information Officer, the Board of Trustees, and other advisors will be included in this section. Though not a standing body, this group will meet when needed to discuss issues of concern.

Operations Section

The head of the Operations Section is the Director of Facilities/Grounds/Public Services/Security.

The Operations Section is responsible for carrying out all first-hand response to the disaster. It includes Campus Maintenance, Security, Environmental Health and Safety, and Health Services. The Operations Section carries out assignments prioritized by the Incident Commander.

Planning Section

The head of the Planning Section is the Vice-President of Academic Affairs. The Planning Section collects, analyzes, displays, and disseminates incident information. The Planning Section displays current status boards that show where resources are allocated. The Planning Section may create strategic plans which are implemented by other sections (e.g., Operations). The Planning Section also summarizes information regarding possible developments and their effects.

Logistics Section

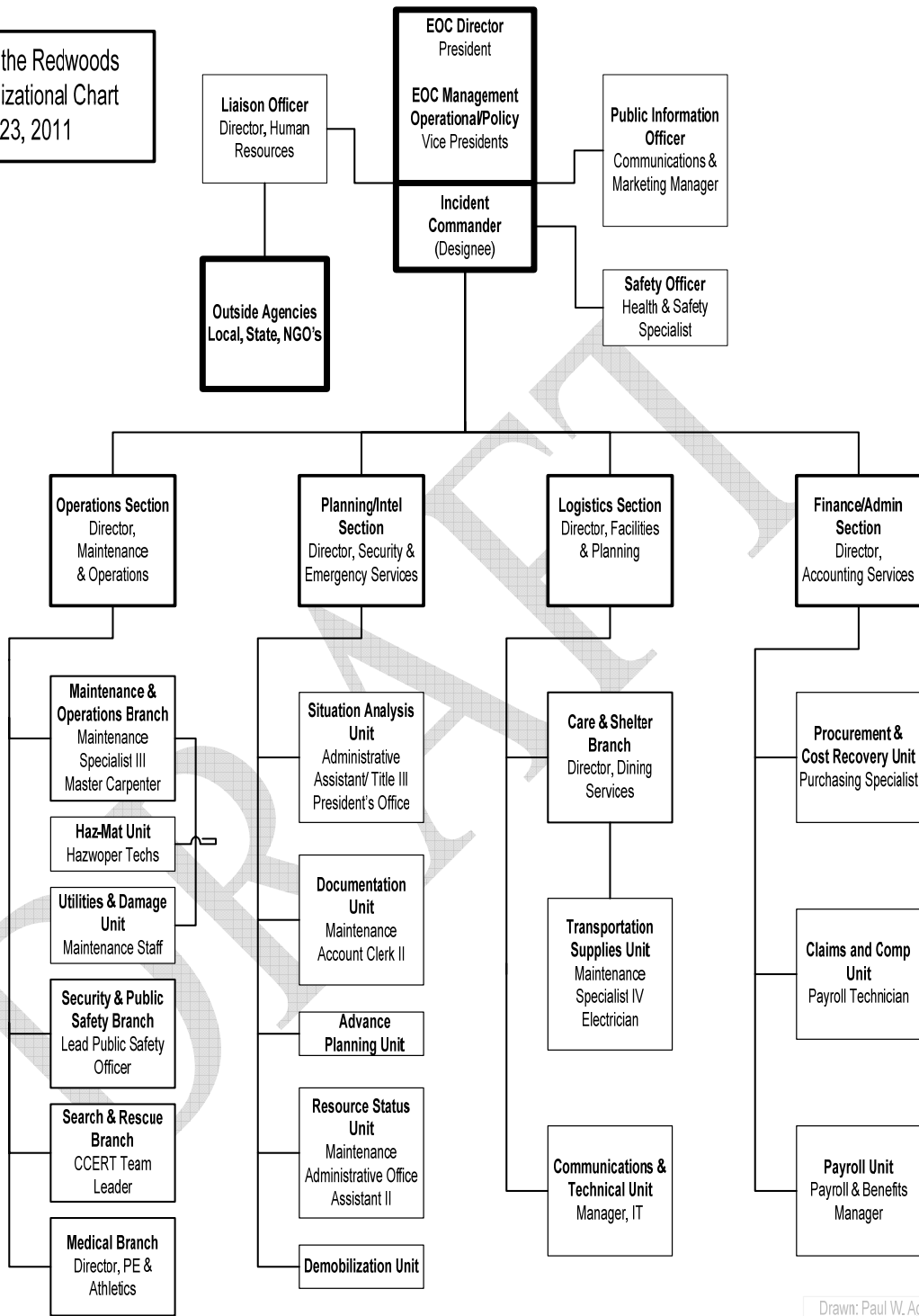
The head of the Logistics Section is the Vice-President Student Learning Support Services. The Logistics Section provides all resources needed for managing the disaster situation including staff, medically trained staff, volunteers, equipment, facilities, materials supplies and contracted services. The Logistics Section also sets up and maintains emergency communications.

Operations or Planning Sections send requests for resources to the Logistics Section. Close coordination between Operations, Planning and Logistics is essential to provide efficient ordering without duplication.

Finance Section

The head of the Finance Section is the Vice-President of Business Services. The Finance Section provides financial and cost analysis services. This section supervises negotiation and administration of vendor contracts. It will start special payroll services if necessary and maintain records for Federal Emergency Management Agency (FEMA) reimbursement, working closely with the Logistics Human Resources Division to obtain information about the emergency response work hours of staff.

College of the Redwoods
ICS Organizational Chart
May 23, 2011



Drawn: Paul W. Agpawa
May 23, 2011

ICS POSITION DESCRIPTIONS

POLICY/INCIDENT COMMAND SECTION

Incident Commander – Designee of the President

The Incident Commander determines priorities and strategies for managing the situation.

Tasks:

- A. Assess situation
- B. Activate necessary sections and levels of the Incident Command System.
- C. Brief ICS staff.
- D. Brief the Policy/Incident Command Section.
- E. Instruct all staff in Incident Command Section to complete payroll time records and FEMA emergency response logs and turn records into the Finance Section.
- F. Authorize planning Section to prepare Incident Action Plan if necessary.
- G. Authorize other sections to implement Incident Action Plan when it is available.
- H. Determine what information is needed and assign the Command Section personnel to procure information.
- I. Coordinate staff activity.
- J. Manage incident operations.
- K. Authorize information to be released to the media.
- L. Approve demobilization plan.

Public Information Officer

The Public Information Officer serves as a member of the policy group and formulates and releases information about the incident to the media, appropriate agencies and organizations.

Tasks:

- A. Meet with the Incident Commander for briefing.
- B. Contact ICS section leaders/departments to coordinate public information activities.
- C. Establish a single incident information center whenever possible.
- D. Arrange for necessary workspace, materials, telephones and staffing.
- E. Prepare initial information summary as soon as possible after arrival.
- F. Ask Incident Commander to approve information release.
- G. Release information to the media and post information in appropriate locations.
- H. Attend meetings to update information releases.
- I. Arrange meetings between media and incident personnel.
- J. Respond to special requests for information.
- K. Maintain a log of your activities.

OPERATIONS SECTION

Operations Section Chief – Director of Maintenance and Operations

The Operations Section Chief manages all operations involved in the disaster response, following the Incident Action Plan which has been developed. The Operations Chief supervises Operations Unit Leaders, directs preparation of each unit's operational plans, and requests or releases resources. If changes in the Incident Action Plan are necessary, the Operations Chief will report them to the Incident Commander.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Develop operations portion of Incident Action Plan.
- C. Brief and assign Operations Unit Leaders.
- D. Provide and equip Emergency Command Post.
- E. Instruct all staff in Operations Section to complete payroll time records and FEMA Emergency Response Logs. Instruct staff to turn these records in to Finance Section.
- F. Supervise operations.
- G. Report status of equipment, supplies, and staff to Planning Section.
- H. Approve requests for additional resources from Unit Leaders.
- I. Report resource requests to Logistics and Finance Sections.
- J. Release resources to Operations Sections Unit Leaders when received.
- K. Inform Planning Section when resources are received or reallocated.
- L. Provide periodic updates and report special occurrences to Incident Commander.

Operations Units

The four operations units are Law Enforcement, Facilities and Grounds, Health Services, and Environmental Health and Safety. All operations Unit Leaders are under the direction of the Operations Section Chief and are responsible for implementation of the portion of the plan appropriate to their unit.

Operations Security and Public Safety Branch – Lead Public Safety Officer

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section Planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates as they arrive.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within each Operations Unit.
- I. Maintain log of activities.
- J. Direct operations of the campus Security Office.
- K. Take immediate appropriate action to protect life, property, and district records.
- L. Get assistance from City, County and Federal Government as required.
- M. Provide traffic & access control, perimeter and internal security patrols, and fire prevention services as needed.

Operations Facilities & Grounds Unit Leader – Supervisor of Maintenance

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within the Operations Unit.
- I. Maintain log of activities.
- J. Provide equipment and personnel to shutdown utilities, control hazardous areas, set up barricades, assess damage, clear debris, make emergency repairs, and protect equipment.
- K. Provide vehicles, equipment and operators to move personnel and supplies, assign vehicles as required to the Operations Units for emergency use.
- L. Facilitate release of equipment to outside agencies when approved by the Operations Section Chief.
- M. Get help from utility companies as required for emergency operations.
- N. Furnish emergency power and lighting systems as required.
- O. Work with resource status unit of the Planning Section to make recommendations to Operations Chief about relocating essential services and functions such as food services or shelters.
- P. Provide facilities for emergency generator fuel during actual emergency or disaster periods.
- Q. Provide for storage of vital records at an alternate site; coordinate with building and area coordinators for liaison and necessary support.

Operations Health Services Unit Leader – Director of Health Services (or Duty Public Safety Officer – EMT)

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by the Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within the Operations Unit.
- I. Maintain log of activities.
- J. Plan, coordinate, and provide emergency care, first aid, and communicable disease control measures for campus personnel and students.
- K. Direct other key health workers in providing necessary services.
- L. Establish and maintain the casualty collection point.
- M. Coordinate transportation of injured persons with off-campus resources and campus security.
- N. Act as liaison with off-campus medical agencies.

Operations Environmental Health & Safety Unit Leader – Coordinator, Environmental Health and Occupational Safety

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within the Operations Unit.
- I. Maintain log of activities.
- J. Evaluate and coordinate response to hazardous material incidents.
- K. Provide safety equipment and supplies for crews responding to hazardous situations.

PLANNING SECTION

Planning Section Chief – Director, Security & Emergency Services

The Planning Section Chief is responsible for collecting, evaluating, disseminating and using information about how the incident is developing and the status of resources. The ICS team needs information to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Activate Planning Section Units.
- C. Supervise Planning Section Units.
- D. Determine what information the other sections (Operations, Logistics, and Finance) need.
- E. Notify the planning Resources Status Unit Leader which ICS positions are activated, including names and locations if assigned personnel.
- F. Instruct all staff in Planning Section to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to the Finance Section.
- G. Work with the other sections to prepare the Incident Action Plan.
- H. Assemble information on alternative strategies.
- I. Identify resource needs.
- J. Provide periodic predictions of potential developments or incidents. Communicate these to the appropriate sections.
- K. Compile and display incident status summary information.
- L. Advise Incident Commander and the other sections of significant changes in incident condition.
- M. Instruct Planning Section units how to distribute incident information.
- N. Prepare recommendations for release of resources (and submit them to the Operations Chief and Incident Commander).

Planning Resource Status Unit Leader – Maintenance Administrative Office Assistant II

The Resources Status Unit Leader is responsible for 1) establishing a tracking system for resources; 2) maintaining the master list of assigned resources; 3) preparing and maintaining displays, charts and lists which reflect the current status and location of all resources; and 4) updating records and displays when resource status changes.

Tasks:

- A. Get briefing and instructions from Planning Section Chief.
- B. Participate in Planning Section meetings as required by the Planning Section Chief.
- C. Prepare and maintain a status board in the Emergency Operations Center (EOC) showing how resources are allocated and which are available.
- D. Assign duties to Resources Status Unit personnel.
- E. Establish contact with departments involved in the incident by telephone, radio, or other means. Get frequent updates from these departments and update the status board.
- F. Gather, post, and maintain information on the status of incident resources, including supplies, equipment, vehicles, and personnel.
- G. Maintain a master roster of all resources to the Situation Unit as requested.
- H. Provide summary information about resources to the Situation Unit as requested.
- I. Maintain unit log.

Planning Situation Status Unit Leader – Administrative Assistant President's Office

The planning Situation Unit Leader is responsible for collection and organizing information about the status of the incident and evaluating, analyzing and displaying that information for command personnel to use.

Tasks:

- A. Get briefing from Planning Section Chief.
- B. Assign duties to Situation Unit Personnel.
- C. Prepare & maintain status board in Emergency Operations Center (EOC) showing incident status.
- D. Collect and display incident data as quickly as possible and continue for as long as incident lasts.
- E. Prepare predictions at periodic intervals or upon request of the planning section Chief.
- F. Post data showing status of each operations unit, outside agencies, transportation routes, and utilities.
- G. Participate in incident planning meetings as required by the Incident Commander.
- H. Provide situation status information in response to specific requests.
- I. Maintain Situation Unit records.
- J. Maintain Unit log.

Planning Documentation Unit Leader – Maintenance Account Clerk II

The Planning Documentation Leader: 1) maintains accurate and complete incident files; 2) provides copy services for incident personnel; and 3) packs and stores incident files for legal, analytical and historic purposes.

Tasks:

- A. Get briefing from Planning Section Chief.
- B. Establish work area.

- C. Establish and organize incident files.
- D. Set up copy service and make copies as requested.
- E. Make and file copies of official forms and reports.
- F. Organize and file reports and forms submitted to the documentation unit by other members of the incident team.
- G. Check the accuracy and completeness of records submitted for files.
- H. Correct errors or omissions by contacting appropriate ICS units.
- I. Provide duplicates of forms and reports to authorized persons when requested.
- J. Prepare incident documentation for the Planning Section Chief when requested.
- K. Maintain, retain, and store incident files for use after the incident.
- L. Maintain unit log.

LOGISTICS SECTION

Logistics Section Chief – Director, Facilities & Planning

The logistics Section Chief provides facilities, contract services, material, and human resources to support the incident response. The Logistics Section Chief activates and supervises the divisions and units within the Logistics Section as necessary. Close coordination of Logistics Section activities with Planning and Operations Sections will provide the best utilization of resources.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Help in preparation of Incident Action Plan – determine level of service required for the section.
- C. Plan Logistics Section organization and operations with support personnel.
- D. By way of the Division Heads, instruct all staff in Logistics Section to complete payroll time records and FEMA Emergency Response Logs. Instruct staff to turn these records in to Finance Section.
- E. Identify requirements for planned and expected operations.
- F. Coordinate and process requests for additional resources. Prepare assignments.
- G. Advise Incident Commander on current human resources and support capabilities.
- H. Coordinate estimates of future human resources and support requirements from Division Heads.

Logistics Human Resources Division Head – Director of Human Resources

The Human Resources Division Head of the Logistics Section manages human resources at the incident including the Staff and Volunteer Units as directed by the Logistics Section Chief. This division works closely with the Finance Section to make sure that all FEMA and other documentation is completed for staff working at the incident. This Division also works closely with Operations and the Planning Sections to provide the human resources that are needed.

Tasks:

- A. Meet with Logistics Section Chief for briefing.
- B. Determine level of service required for the Human Resources Division.
- C. Plan Human Resources Division organization.
- D. Assemble Unit Leaders and assign tasks.

- E. Instruct all staff in Human Resources Division to complete payroll time records and FEMA Emergency Response Logs. Instruct staff to turn these records in to the Finance Section.
- F. Notify Planning Resources Status Unit Leader which Human Resources Division units have been activated.
- G. Coordinate and process requests for human resources. Assign request to appropriate unit.
- H. Advise Logistics Section Chief on current human resource capabilities.
- I. Coordinate activities of Human Resources Division Units. And resolve problems.
- J. Estimate future human resource requirements.

Logistics Human Resources Staff Unit Leader – As Assigned by Director of Human Resources

The Staff Unit Leader coordinates emergency allocation of College of the Redwoods staff members and required paperwork.

Tasks:

- A. Get information from Human Resources Division Head.
- B. Participate in Human Resources Division planning activities.
- C. Contact CR personnel with job assignments as directed by Human Resources Division Head.
- D. Direct each staff member working in a disaster to complete payroll time records and FEMA Emergency Response Logs. Employees must keep records of hours worked and activities completed for FEMA records (see sample log on page 10) and for payroll.
- E. Update Planning Resource Status Unit on staff utilization.
- F. Collect emergency response logs and time sheets and turn over to Finance Section.
- G. Submit reports to Human Resources Division Head as required.

Logistics Human Resources Volunteer Unit Leader – As Assigned by Director of Human Resources

The Volunteer Unit Leader will organize and allocate volunteer response. Many volunteers will likely be students.

Tasks:

- A. Get information from Human Resources Division Head.
- B. Participate in Human Resources Division planning activities.
- C. Recruit, receive, and coordinate volunteer assistance.
- D. Assign responsibilities to volunteers as directed by Human Resources Division Head.
- E. Periodically report on the volunteer assignments to Planning Resource Status Unit.
- F. Periodically inform Planning Resource Status Unit how volunteers are being used.
- G. Submit reports to Human Resources Division Head as required.

Logistics Section Support Division Head – As Assigned by Director of Facilities & Planning

The Support Division Head of the Logistics Section manages the facilities, communications, outside contractor and supplies/equipment units under the direction of the Logistics Section Chief. This division works closely with Operations and Planning Sections to provide needed resources.

Tasks:

- A. Meet with Logistics Section Chief for briefing.
- B. Identify support branch personnel dispatched to incident.
- C. Determine initial support operations in coordination with Logistics Section Chief and Human Resources Division Head.
- D. Prepare initial organization and assignments for support operations.
- E. Assemble and brief Unit Leaders, assign tasks.
- F. Instruct all staff in the Support Division to complete payroll time sheets and FEMA logs.

Logistics Communications Unit Leader – Director of Technology Support Services

Tasks:

- A. Get information from Logistics Support Division Head.
- B. Participate in Logistics Support Division Planning.
- C. Establish & maintain emergency communications as required by Logistics Support Division Head.
- D. Maintain liaison with Pacific Bell or other communications companies for support as necessary.
- E. Submit reports to Logistics Support Division Head as required.

Logistics Outside Contractor Unit Leader – As assigned by Director of Facilities & Grounds

Tasks:

- A. Get information from Logistics Support Division Head.
- B. Participate in Logistics Support Division Planning.
- C. Make arrangements with outside contractors for their services as requested by Logistics Support Division Head.
- D. Coordinate with Finance Section to insure that proper contracts are signed and funded.
- E. Keep records of all outside contractors used.
- F. Inform Planning Resource Status Section to insure that proper contracts are signed and funded.
- G. Submit reports to Logistics Support Division Head as required.

Logistics Facilities Unit Leader – Custodial Supervisor

Tasks:

- A. Get information from Logistics Support Division Head.
- B. Participate in Logistics Support Division planning activities.
- C. Survey habitable space and report to Planning Resource Status Unit. Reports will include room capacity and amenities available (bathrooms, cooking facilities, beds, etc.)
- D. Acquire additional off-campus facilities as requested by Logistics Support Division Head.
- E. Coordinate shelter operations with the Red Cross or Office of Emergency Services if the college asked to provide shelters.
- F. Submit reports to Logistics Support Division Head.

Logistics Supplies and Equipment Unit Leader – Purchasing Specialist

The Logistics Supplies and Equipment Unit leader orders equipment and supplies (including food); receives and stores all supplies for the incident; maintains an inventory of supplies; services equipment and acts as liaison between the Logistics Support Division and the Finance Section.

Tasks:

- A. Get information from Logistics Support Division Head.
- B. Participate in Logistics Support Division planning activities.
- C. Determine the type and amount of supplies enroute.
- D. Coordinate ordering, receiving, distribution, and storage of supplies and equipment.
- E. Receive and respond to requests for supplies and equipment.
- F. Maintain inventory of supplies and equipment.
- G. Service reusable equipment.
- H. Submit reports to the Logistics Support Division Head as required.

Logistics Ordering Manager – Senior Accounting Clerk

The Logistics Ordering Manager places all orders for supplies and equipment for the incident. The Logistics Ordering Manager reports to the Logistics Supplies and Equipment Unit Leader.

Tasks:

- A. Get information from Logistics Supplies and Equipment Unit Leader.
- B. Set up ordering procedures.
- C. Determine the names and telephone numbers of college personnel who will be receiving orders.
- D. Set up filing system.
- E. Get the names of incident personnel who have authority to place orders.
- F. Find out what has already been ordered.
- G. Place orders in a timely manner.
- H. Consolidate orders when possible.
- I. Determine delivery times and locations for ordered supplies and equipment.
- J. Turn in all ordering documents to the Planning Documentation Control Unit before demobilization.
- K. Keep the Planning Resources Status Unit informed of major orders of equipment and personnel as placed.

FINANCE SECTION

Finance Section Chief – Director, Accounting Services

The Finance Section Chief provides financial and cost analysis services during the disaster response.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Attend planning meeting to gather information for development of Incident Action Plan.
- C. Develop an operating plan for the Finance Section.
- D. Prepare work objectives for subordinates, brief staff and make assignments.
- E. Instruct all staff in Section to complete personal payroll time records and FEMA Emergency Response Logs. Instruct staff to turn these records in to Payroll and Compensation units of section.
- F. Determine need for food service.
- G. Inform Incident Commander and other Section Chiefs when Finance Section is fully operational.
- H. Meet with representatives of assisting outside agencies such as FEMA (Federal Emergency Management Agency), Chancellor's Office, etc., as required.
- I. Provide financial and cost analysis information at planning sessions.
- J. Maintain contact with Incident Commander on Finance matters.
- K. Supervise payroll operations.
- L. Make sure obligation documents and contracts from the incident are properly prepared.
- M. Help plan demobilization.
- N. Keep workers compensation reports.
- O. Keep records for Federal and State agency reimbursement programs such as FEMA.
- P. Inform Business Services personnel of all incident-related business management issues needing attention and follow-up prior to leaving incident.

Finance Contract Unit Leader – Director of Fiscal Services

The Finance Contract Unit Leader insures that all contracts are properly designed and approved.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.
- C. Have contracts related to disaster operations properly approved.
- D. Document expenditures, purchasing authorizations, and contracts with vendors.
- E. Submit reports to Finance Section Chief as required.

Finance Compensation Unit Leader – Purchasing Specialist

The Finance Compensation Unit Leader keeps records of all events, which may involve future financial obligations.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.

- C. Document damage to property, equipment, and other physical resources.
- D. Maintain Workers Compensation reports.
- E. Keep records of information needed for Federal and State Agency reimbursement
- F. Insure the District follows proper procedures for FEMA reimbursement.
- G. Submit reports to Finance Section Chief as required.

Finance Payroll Unit Leader – Payroll Technician

The Finance Payroll Unit Leader coordinates all payroll activities.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.
- C. Coordinate staff payroll procedures with the Logistics Human Resource Units.
- D. Follow standard policy for payroll disbursements.
- E. Have payroll transactions approved by the Finance Section Chief.
- F. Submit reports to Finance Section Chief as required.

COMMUNICATIONS

DRAFT

COMMUNICATIONS

Communications in a major emergency or disaster is essential to all phases of the response. The various types of communications, their qualities, and shortcomings are discussed in this section. Communications methods include: standard telephone, pay telephones, courtesy telephones, cellular telephones, base and portable radios, and messengers.

Standard Telephones

Standard telephones are located in every office on campus. During a disaster, they may or may not be working. The College of the Redwoods campus is on "State Centrex" through Pacific Bell which allows us to only dial the last four digits of phone numbers on campus and for "most" Humboldt County offices. The system has an eight-hour battery backup which also may or may not be functional following a major disaster. In the event the Voicemail system is down, the following numbers can be dialed direct for emergency communications:

476-4101 Information Line Operator (Mailroom)
476-4381 Maintenance (Tami Engman)
476-4387 Maintenance (Garry Patrick)
476-4172 Business Services (Lorie Walsh)
476-4194 VP, Business Services (Lee Lindsey)
476-4196 VP, Student Services (Keith Snow-Flamer)
476-4170 President (Utpal Goswami)
476-4170 President's Office (Michelle Anderson)
476-4109 Academic Affairs (Crislyn Parker)
476-4109 VP, Academic Affairs (Utpal Goswami)
476-4420 Residential Housing (FAX)
476-4294 Residential Housing
476-4112 Security (Business line)
476-4111 Security (Emergency line)
476-4382 Maintenance (Debbie Williams)
476-4385 Maintenance (Tim Flanagan)
476-4576 Information Technology Services (Maggie Lynch)
476-4561 Public Information (Paul DeMark)
465-2310 Del Norte Campus (Anita Janis)
962-2661 Mendocino Campus (Geisce Ly)

Pay Telephones

There are five pay phones on campus. Pacific Bell also treats these as emergency lines and tries to service them as soon as possible if they become inoperative during a disaster. These phones are not on the "Centrex" system and require dialing full phone numbers. These phones and their locations are:

Building	Phone #	Location
Forum Building	Dial Out Only	North end of downstairs Forum breezeway
Cafeteria	Dial Out Only	In Cafeteria foyer outside of dorm dining room
Cafeteria	442-9823	Outside of Cafeteria on exterior wall of dorm dining room
Learning Resource Center	444-9956	Front (North) side of building next to men's restroom
Physical Education	Dial Out Only	On front (North side) of building next to Nurse's Office

Cellular Telephones

College of the Redwoods Security maintains a listing of personal cell phone numbers, which are for key personnel contact in emergencies or disasters. Cellular communication is more reliable in a disaster than are the standard telephones as they are not dependent on fixed telephone lines. They are subject to battery failures and/or atmospheric problems, but these are unlikely in most cases. The only fixed objects on which they rely are cellular towers, which can be damaged in a disaster.

<u>(707) 499-0927</u>	<u>Public Safety Officer</u>	<u>On Duty Emergency Line</u>
<u>(XXX) XX-XXXX</u>	<u>Phone Alert System</u>	<u>Login Required Authorized Personnel</u>

Additionally, during a disaster, at least one district cellular phone should be kept at the disaster site for operational support, and one at the Emergency Operations Center for communications with outside agencies.

CAMPUS RADIO

Routinely, the campus radio system is the primary means of communication between Security, Maintenance, Disabled Student Services, and their field units. Base stations are located at the Security office and Maintenance office. Additionally, a portable radio is maintained at the President's office for normal use by the Night Administrator. During an emergency, all radios may be used to supplement or replace telephone service for communications between disaster responders.

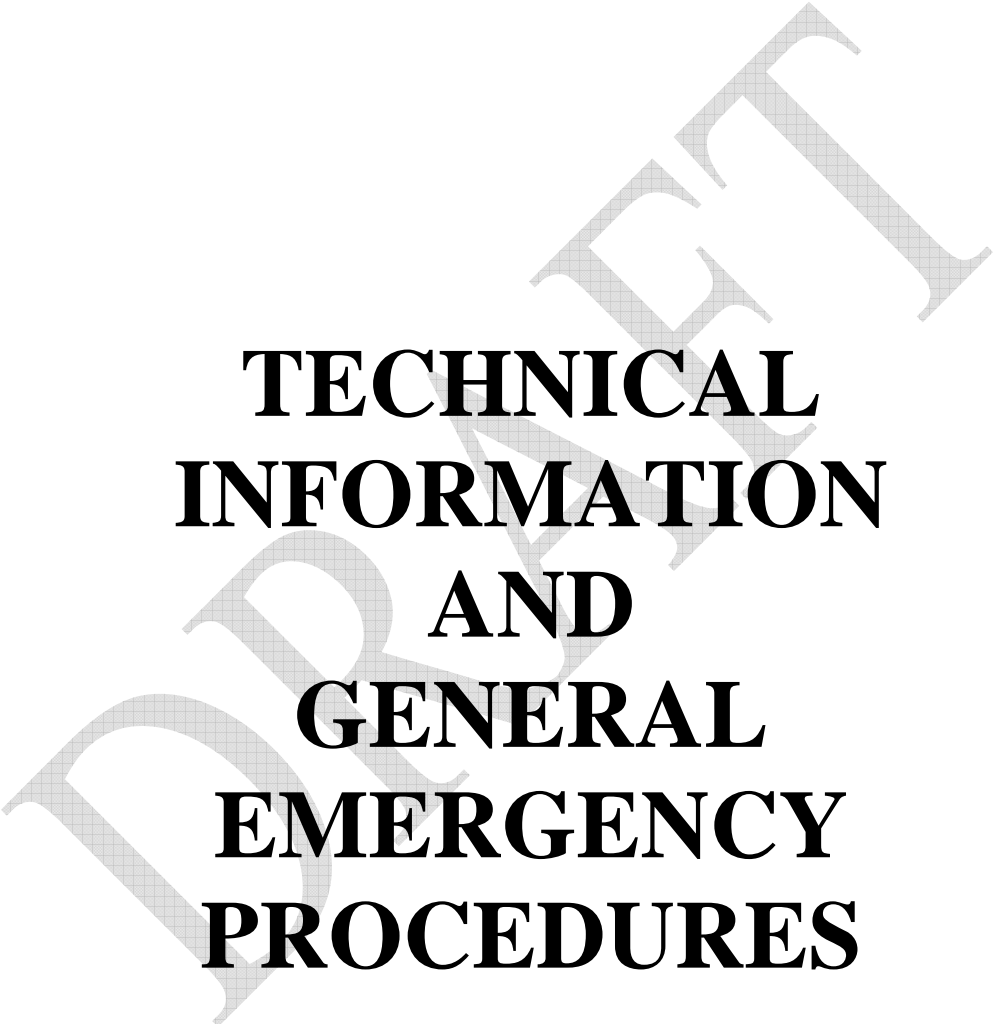
Evaluation of radio system vulnerability:

The function of the radio base stations is dependent upon a continuous supply of electricity. Portable units are capable of operating without a continuous supply of electricity limited by the length of their batteries. Normally, portable units are capable of contacting each other regardless of location ON campus.

Additionally, the Security Department also maintains a radio in vehicle #3, which is capable of reaching Eureka in an emergency. This vehicle will be placed at the Incident Commander's disposal in the event of a major catastrophe.

RUNNERS/MESSENGERS

Students and/or staff may assist the transmission of messages between the EOC and disaster response units by acting as runners between points on campus.



**TECHNICAL
INFORMATION
AND
GENERAL
EMERGENCY
PROCEDURES**

**UTILITY SHUTOFF
LOCATIONS**

DRAFT

EMERGENCY SHUTDOWN LOCATIONS

In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities. Electricity, gas, and water are the primary concerns.

EUREKA CAMPUS

Creative Arts (2)

Water Valves:

1 – outside boiler room door under metal cover, off left side of door walkway – 8" diameter hand wheel



1 – water main 8" valve in middle of road on the dam – 2" square key x 6'



Gas Valves:

1 – Outside boiler room door – cock valve under large metal cover



1 – Outside wooden fence, west side of pottery shop & kiln – shutoff at gas meter; Main gas line shut off under lid – 10' west of gas meter (buried under dirt)



Electrical Main:

Art Building – room CA135 – main switches in store room on north wall



Music Building – outside south wall between CA107-109, electrical panel switches – behind left side double doors



Both Buildings – 1 each – transformer, in wood building south of room CA135



Both Buildings – high voltage switch gear - Electrical Equipment Room, Southwest corner Physical Science



Locksmith House (6)

Water Valves:

1 – East side of rhododendron patch, 35' from left end, south lawn Physical Sciences Building – 2" square T-handle x 4'



Electrical Main:

West side of house, outside



Barn (8)

Water Valves:

1 – No water to barn

Electrical Main:

Northeast corner of barn, outside



Physical Science (10)

Water Valves:

1 – Inside room 104, Northwest corner, bottom panel – channel locks



1 – In Christie box @ ADA Parking berm – shuts off all of lawn #1



Gas Valves:

1 – Northeast main entrance – 1" T-bar x 4' square drive



1 – Inside room PS104, Northwest corner, bottom panel – small pipe wrench



Electrical Main:

1 – Outside – Southeast corner of building – behind door



1 – High voltage switch gear - Electrical Equipment Room, southwest corner, Physical Science



Life Science (12)

Water Valves:

1 – 65' north of stairs in breezeway (next to electrical vaults in patio)



1 – Inside boiler room, Northeast corner – small pipe wrench



Gas Valves:

1 – Outside boiler room door – 1" T-bar x 4', also main gas valve in boiler room- large crescent wrench



Electrical Main:

1 -- Outside Physical Science – Southeast corner of building – electrical panel switches behind door



1 -- Transformer shed – south lawn LS bldg.



1 – High voltage switch gear- Electrical Equipment Room, Southwest corner, Physical Science



Old Library (14)

Fire Department connection outside wall near men's restroom, shutoff inside LS105B behind wall panel – see Security to unlock door



Gas Valves:

No gas at this location

Electrical Main:

1 – Electrical panel room off west entrance hallway



1 – Electrical equipment room Southwest corner, Physical Science



Water Valves:

Water valve in sidewalk outside of men's restroom – 3PT



Forum (16)

Fire Department connection outside of boiler room



Water Valves:

1 – Boiler room, Southeast corner – Hand wheel



Gas Valves:

1 – Outside boiler room door in ground – large crescent wrench



1 – Inside boiler room – southeast corner – handle on valve



Electrical Main:

1 – Boiler room, downstairs Forum breezeway – electrical panel switches



1 – High voltage switchgear - Electrical equipment room, Southwest corner, Physical Science



Administration

Fire Department connection at patio outside of main entrance



Water Valves:

1 – Outside main entrance, Northeast door – hand wheel – under metal plate in ground on left



Electrical Main:

1 – Electrical panel room between restrooms, downstairs



1 – Boiler room, downstairs, Forum breezeway



1 – High voltage switch gear - electrical equipment room, Southwest corner, Physical Science



Student Union (20)

Water Valves:

1 – Outside men's restroom in planted area – 8' west of restrooms and 6' from path, Southwest end of building – 3PT x 4'



Gas Valve and Meter:

1 – North side of building - large crescent wrench



Electrical Main:

1 – Storeroom, room 103C – electric panels



1 – High voltage switchgear- electrical equipment room, Southwest corner, Physical Science



1 – Panel shutoff switches, outside Room SU103D in patio next to transformer



DSPS -Disabled Student Services (22) (T-20)

Water Valves:

No water at this location

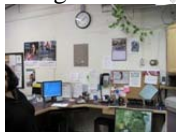
Gas Valves:

1 – South end of building - crescent wrench – ¾" line



Electrical Main:

1 – Next to sign in desk - under water color painting



1 – Disconnect on outside of transformer behind cafeteria



1 – High voltage switchgear - electrical equipment room, Southwest corner, Physical Science



Light Center (24) (T-90)

Water Valves:

1 – Inside rock walled area, west side of woodshop – 20' from hydrant, under round cover



Gas Valves:

1 – East Side of building – crescent wrench



Electrical Main:

1 – Panel inside next to front door



1 -- Disconnect on outside of transformer behind cafeteria



1 – High voltage switchgear- electrical equipment room, Southwest corner, Physical Science



Applied Technology (26)

Water Valves:

2 valves in pit - hand wheel and a 2 1/4" T-bar x 6' – shutoff to/from tanks in concrete north of railing



1 – Sidewalk west of building, outside room 108 – T-bar 2 ¼" x 6' square drive under metal plate



1 – Outside building wall, northeast side by transformers - hand wheel between two fences



Gas Valves:

1 – West of wall buried in vault between AT107 & AT108, 22' from building – 7' from edge of stone wall, 4' from edge of sidewalk – crescent wrench under rusty metal plate 2' x 3'



1 – North side of building, northeast side by transformers – pipe wrench



Electrical Main:

1 – panel in boiler room – opposite room AT109/Woodshop in breezeway



1 – Machine shop – back of AT133, east side



1 – Panel next to transformer, yard behind of Machine shop



1 – High voltage switchgear- electrical equipment room, Southwest corner, Physical Science



Learning Resource Center (LRC) (27)

Water Valves:

1 -- Main shutoff at backflow preventer (smaller of the two) in lawn – east end of building – hand wheel



Gas Valves:

1 – Shutoff in lower stairwell adjacent to boiler room doors – crescent wrench and short ladder to reach it



Electrical Main:

1 – Main shutoff in basement – southwest corner



Academy of the Redwoods & Security (28) (T-80)

Water Valves:

1 – Outside building, northwest corner – hand wheel



Gas Valves:

2 – Outside building, northwest corner; at meter – larger one of these valves is for the Greenhouse



Electrical Main:

1 -- North side of building



1 – High voltage switchgear electrical equipment room, Southwest corner, Physical Science



Greenhouse (30)

Water Valves:

1 – North end of building – hand wheel/upper to building, lower to steam boiler



Gas Valves:

1 – North end of building (this valve is for steam boiler). Gas valve for the Greenhouse is behind Academy/Security, building 28 (T-80)– crescent wrench



Electrical Main:

1 – Classroom, room GH100 – center of interior wall next to doorway



1 – Distribution panel, Machine Shop/AT133



1 – High voltage switchgear- electrical equipment room, southwest corner, Physical Science



Del Norte Hall (32)

Water Valves:

1 – East End of building, outside of door – under wooden cover – ball valve



1 – East End of building in center of road, this is to Child Development Center (36) 2 ¼” T-bar x 6’



Gas Valves:

2 – East End of building outside of door under wooden cover – one tapped into line going into the building is for the Academy of the Redwoods (Old CDC) (36) – 1 ½" T-bar (located in mail closet @ Mendocino Hall (34) and one is under round metal cover – goes to DN building
Main gas shutoff to both dorms is inside fence at gas meter



Electrical Main:

1 – North side of building – electrical panel



1 – Distribution Panel, north side of Mendocino Hall inside fenced area



1 – High Voltage switchgear- electrical equipment room, southwest corner, Physical Science



1 – Upstairs inside water heater room – Distribution panel



Mendocino Hall (34)

Water Valves:

1 – West End of building, in ground outside of mailboxes – hand wheel



Gas Valves:

1 – West End of building, in ground outside of mailboxes – 1 ½" T-bar in mail closet



1 – Inside fenced area at gas meter



Electrical Main:

1 – Breezeway, downstairs- Distribution panel, north side of building



1 – High voltage switchgear-electrical equipment room, southwest corner, Physical Science



1 – Upstairs inside water heater room – distribution panel



Academy of the Redwoods (Old CDC)

Water Valves:

1 – East End of Del Norte hall in road – 2 ¼" T-bar x 7'



1 – Under metal plate in concrete deck between main doors – channel lock pliers



Gas Valves:

1 – East end of Del Norte Hall outside door under wooden cover; tapped from line into Del Norte Hall – hand wheel



1 – Under metal plate in concrete deck between main doors – crescent wrench



Electrical Main:

3 – North & South end of main classroom on West wall, above copier in Office section



1 – Distribution panel, north side of Mendocino Hall in fenced area



1 – High voltage switchgear-electrical equipment room, southwest corner, Physical Science



Physical Education Complex (38)

Water Valves:

1 – At emergency generator, southwest corner of electrical transformer shed - wheel valve under cover marked “storm drain?”



1 – Northwest side of building in pathway in front of steps; this valve is for the men’s restroom – 1 ½" T-bar x 6'



2 – North end of building, west corner; one is for Nurse’s office, one is for PE office area – wheel valves 3 PT x 5'



2 – North side of building, East End; one is for coaches showers, one is for men's showers and equipment room – 1 wheel valve 3PT and 1 T-bar x 5'



2 – West Side of building, south end (pool area shower rooms) in sidewalk – 2 ¼" T-bar x 5' – hand wheel 2 PT x 5'



1 – West side of building in sidewalk in front of boiler room – 2 ¼" T-bar x 4'



Gas Valves: north east side

1 – West side of building in sidewalk in front of boiler room - pipe wrench



1 – Southwest side of building, regulator at foot of steps, south end – pipe wrench



1 – West side of building, south end in sidewalk (pool area) – pipe wrench



1 – East side of building, south side of emergency generator – for generator – crescent wrench



Electrical Main:

1 – Electrical equipment room, upstairs from pool, east end of building off men's locker room



1 – High voltage switchgear- electrical equipment room, southwest corner, Physical Science



Field house (40)

Water Valves:

2 – Valves in field house “triangle” south side – 1 – for AJ 2 ¼" T-bar x 5', 1 – for football/soccer irrigation – 2 ¼" T-bar x 5' at anti-backflow preventer valves



1 – In breezeway near pool filter room – 2 PT x 5'



1 – Southeast side of building in roadway – 2 PT x 5'



Electrical Main:

1 – Breezeway between field house and pool at FH100A behind doors



1 – High voltage switchgear- electrical equipment room, southwest corner, Physical Science



Child Development Center (CDC) (41)

Water Valves:

1 – Main shutoff across roadway in fenced area toward Stadium



1 – Shutoff in boiler room – 13' overhead plus 4 other small valves off main line



Gas Valves:

1 – Shutoff outside boiler room – southwest corner of patio – crescent wrench



Electrical Main:

1 – Main shutoff switch in electrical room – southwest corner of building – second door from corner – inside panel “A”



Gardener’s Building (42)

Water Valves:

1 – West End of warehouse building in concrete ramp – hand wheel



Electrical Main:

1 – East wall in office



1 – Warehouse outside mail room



1 – High voltage switchgear- electrical equipment room, southwest corner, Physical Science



Warehouse (44)

Water Valves:

1 – West End of warehouse building in concrete ramp (same as Gardener's Bldg.) hand wheel



Electrical Main:

1 – Warehouse outside mail room



1 – Electrical equipment closet inside room MT104, TSS shop/southwest corner Maintenance bldg



1 – High voltage switchgear-electrical equipment room, southwest corner, Physical Science



Maintenance (46)

Water Valves:

1 – Northwest end of office building in sidewalk – hand wheel



Gas Valves:

3 – West Side of building, south corner; one is for Maintenance Building and Warehouse, one is for range and Upward Bound, and one is for Administration of Justice building – pipe wrench



1 – East Side of building, south corner (this is for the steam cleaner) – pipe wrench



Electrical Main:

1 – Electrical equipment closet inside room 104, TSS shop



1 – Distribution panel next to transformer, southwest corner of maintenance building



1 – High voltage switchgear- electrical equipment room, southwest corner, physical science



Administration of Justice/Law Enforcement Training Center (56)

Water Valves:

3 – West Side of building at foot of stairs – 3 PT one at field house triangle 2 ¼" T-bar, one at maintenance building near TSS restrooms 2 ¼" T-bar



Gas Valves:

1 – West Side of Maintenance Building, south end – pipe wrench



Electrical Main:

1 – Boiler room north side of building



1 – Distribution panel next to transformer shed, north of AJ building



1 – High voltage switchgear- electrical equipment room, southwest corner, Physical Science



Stadium (58)

Water Valves:

1 – Along roadway, West Side of stadium – in green plastic box next to chain link fence



Electrical Main:

1 – Announcer's booth – center door in upper stadium bldg



1 – Distribution panel downhill south of stadium



Concession Stand at Stadium (60)

Water Valves:

1 – Off pathway to stadium on Southwest side of creek in cement box – 2 ¼" T-bar – near roadway to pool filter room



Electrical Main:

1 – Storeroom off of kitchen



1 – Distribution panel downhill south of stadium



Waste Water Treatment Plant

Water Valves:

1 – On Tompkins Hill road just north of barn – hand wheel in green box



1 – Inside compound between building and digester along edge of concrete – ball valve



Electrical Main:

1 – Inside pump building



1 – Inside lab



1 – Inside chemical room



Firing Range Classroom/CalSOAP/Upward Bound (T-52)

Water Valves:

1 -- At CalSOAP – ball valve – west side of bldg near door to T5105



Gas Valves:

1 – At south end of maintenance building – pipe wrench

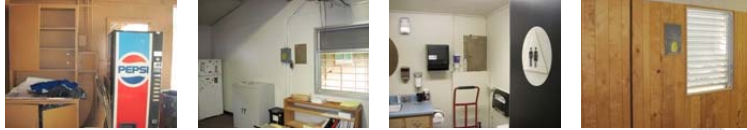


1 – At CalSOAP – pipe wrench – west side of building near door to T5105



Electrical Main:

4– Electric panel in CalSoap restroom, Upward Bound office, Range Classroom & on wall behind outdoor range controls



1 – Distribution panel next to transformer, south-west corner of maintenance building



Dam

Water Valve:

1 – In the middle of the road on the dam – 2 ¼" x 6' T-bar – T-handles stored: Maintenance Plumbing Shop, Gardener's shed, Creative Arts boiler room, and the pump house.



DEL NORTE CAMPUS:

Main Building

Water Valves:

1 – Outside wall of room 30 (Learning Center Testing Room), six feet west of southeast corner of room, in low juniper beneath plastic cover labeled "water."

Gas Valves:

1 – At large tank immediately north of room 23 and entrance to door 15
1 – Outside at small tank immediately west of room 26, serves science lab tables

"B" Building

Water Valves:

1 – Immediately east of building, in ground, adjacent to tall standpipe

VoTech Building

Water Valves:

1 – Beneath metal plate covered Christie box, set in sidewalk immediately in front of building

Gas Valves:

1 – on standpipe behind tank, 50 feet southwest of building

MENDOCINO COAST CAMPUS:

Main Campus, 1211 Del Mar Drive, Fort Bragg, Ca. 95437

Water Valves:

1 – Main shutoff in vault, northeast corner of main parking lot

Main Building

Water Valve:

1 – In Christie box set in sidewalk outside of boiler room north side of building

Gas Valve:

1 – Propane valve in christie box set in sidewalk outside of boiler room north side of building

Electrical Main:

Inside electrical room 119 north side of building

Arts Building

Fire Department connection east side of building edge of parking lot

Water Valve:

1 – Water line to Arts Building in handicapped parking lot west side T – bar in boiler room Main Building

1 – In christie box set in sidewalk near restrooms east side of building

1 – Fire sprinkler line at east side of parking lot; planted area opposite southeast corner of Arts Building T – bar in boiler room main building

Gas Valves:

2 – Propane valves southeast corner of Kiln Building 1 for building 1 for kilns Shut off on propane tank 87 feet south of Kiln building

Electrical Main:

1 - Inside of electrical room west side of Kiln Building

300 Buildings

Water Valves:

3 -/1 In christie box set in sidewalk by men's restroom; 1 In christie box set in sidewalk by woman's restroom south side of building; 1 In Christie box southeast corner of room 307

Gas Valves:

2 – Propane valves east end of propane tank; 1 for 300 buildings, 1 for Main building
Propane tank: In southeast corner of Maintenance Yard

Electrical Main:

In utility panel box outside of boiler room Main Building, Main controls 300 Buildings, Maintenance Building, Greenhouse, Mendocino Furniture Makers Kiln

Greenhouse/Maintenance Buildings

Water Valve:

1 – Along side of service road seven feet north along edge of planted area

Electrical Main:

In northeast end of Maintenance Building

Mendocino Furniture Makers Kiln

Electrical Main:

Northeast corner of Kiln Building

Woodworking Building, 440 Alger Street, Fort Bragg, Ca. 95437

Water Valves:

1 – In Christie box set in sidewalk north side of building

Electrical Main:

Northwest corner of machine room

EMERGENCY GENERATORS

The Physical Education complex and the Waste Water Treatment Plant are currently the only locations with a standby generator. The PE generator is located outdoors on the east-side of the pool. The control panel is located upstairs from the pool in the electrical equipment room.

It provides lighting in the gym, pool, and the field house. It is a 1 kilowatt generator, 277/480 volts. A transformer steps this down to 208/120 volts for lighting. It operates on natural gas. The WWTP 60Kw diesel generator provides power to maintain required operations at the plant during electrical outages.

Maintenance has several portable generators located at the maintenance complex. All operate on gasoline with the exception of the trailer mounted 25Kw Onan GenSet.

- 1 – 7.5 kilowatt 120/240 volts – Homelite 180A75-1
- 1 – 3.5 kilowatt 120/240 volts – Homelite 176A35-1
- 1 – 3.0 kilowatt 120 volts – Homelite 131A30-1B
- 1 – 1.75 kilowatt 120 volts - Onan Model # 17PC-1P/1C - Serial # 0273592917 - CR# 13194
- 1 -- Honda EB 3800 x 120/240
- 1 -- Honda EB 6500 x 120/240
- 1 – Miller Bobcat 225 G 8000 x 120/240
- 1 – Onan GenSet on trailer 25KW (Diesel)

SPECIFIC EMERGENCY PROCEDURES

COLLEGE CLOSURES

College of the Redwoods seldom departs from scheduled hours of operation; however, there are a variety of valid reasons for closure of the campus including natural disasters such as earthquakes and extremely inclement weather, or manmade problems such as electrical outages.

Only the College President can declare a campus closure. If he or she is unavailable, the Vice-President of Academic Affairs may make the closure decision followed by other college officials in the order listed on page 6 of this manual.

If a situation needs possible campus closure, the following steps will be taken:

During Off Hours:

1. Contact the on duty Public Safety Officer who will notify the Director of Facilities/Grounds and Security. The Director will proceed to the campus to evaluate the situation. If the Director is not available, the PSO will contact the next senior official listed on page 6.
2. The Director of Facilities/Grounds and Security will make every effort to correct the situation within the means of the College. If closure is the only viable alternative, they will contact the Vice-President of Academic Affairs with recommendations regarding closure. The VP of Business Services will also be notified.
3. The Vice-President of Academic Affairs will contact the President with all available information and recommendations. The President will make whatever decision regarding closure that she/he feels is appropriate.
4. If a decision is made to close the campus, the College Public Information Officer will be contacted by the President to notify radio and television stations as appropriate.
5. The Security Department will place signage and direct arriving traffic as needed.
6. The Operational Incident Commanders (Facilities/Grounds, Security) will remain on campus until such time as they determine the campus is as secured as possible against further damages.

During Scheduled College Hours:

1. The Director of Facilities/Grounds and Security will contact the Vice-President of Academic Affairs with his/her recommendations and reasoning for possible closure. The VP of Business Services will also be notified. Other responsible persons may make this contact in the absence of the Director of Facilities and Grounds, but under normal circumstances, that Director will be contacted first. This enables him/her to evaluate the problem and correct it if possible before involving senior staff.
2. Only the President may make a final determination regarding closure.

3. If closure is determined to be necessary, Security and Maintenance personnel will be dispatched to all offices and classrooms to notify students and staff of the situation.
4. The President will notify the Public Information Officer for notification of the media.

Branch Campuses:

Only the President in consultation with the appropriate Campus Dean will determine closure of any branch campus. If a situation is of a magnitude to preclude communications, the Campus Vice-President is authorized to make the necessary decision.

DRAFT

CAMPUS CLOSURE CHECKLIST

Reason for possible closure: _____

1. Director of Security notified: Date: _____ Time: _____

2. Director of Facilities & Grounds notified: Date: _____ Time: _____

3. Directors recommendations: _____

4. Vice-President, Business Services notified: Date: _____ Time: _____

5. President's decision: _____

5. Times and actions taken to implement closure:

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

Time: _____ Action: _____

AIRCRAFT DOWN ON CAMPUS

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school, the following actions will be taken:

If a building is struck by the aircraft, the building should be evacuated at once in case of explosion. Assist disabled persons in the evacuation.

Pull a fire alarm on the building. This will immediately notify the Eureka Fire Department as well as precipitating evacuation of all other rooms.

Notify Security (X4111) who will notify the President's Office and Maintenance. They will respond and determine further emergency action to be taken.

Keep students and staff at a safe distance from the aircraft in case of explosion.

Keep streets and walkways clear for emergency vehicles.

ASBESTOS FIBER RELEASE

Disruption of asbestos-containing materials could result in a fiber release episode. Damage to asbestos-containing surfacing materials, insulation, or floor tiles could produce microscopic fibers that require specialized cleaning techniques and equipment.

If such an accident occurs. The following procedures will be followed:

1. Evacuate the room immediately.
2. Notify school administration (X4170), Maintenance ((X4380), and /or Security (X4111).
3. Restrict access to area until trained personnel investigate. Security will provide barrier tape.
4. Do not return to the room until qualified personnel have declared the area to be safe.
5. Appropriate cleaning procedures to be completed by trained staff or Asbestos Response Team.

BOMB THREAT

Bomb threats usually occur by phone. If you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following page.

Call Security at extension 4111 giving your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

Inform your supervisor and /or department head.

Public Safety Officers and Maintenance personnel will conduct a detailed bomb search. You may make a cursory inspection of your area for suspicious objects, **but:**

- Do not open drawers or cabinets
- Do not turn lights or any electrical switch **On** or **Off**.
- Report any suspicious object or package, but **DO NOT** touch it, tamper with it, or move it in any way.

Campus Security will be responsible for building evacuation. If you are instructed to evacuate:

Move a safe distance away from the building.

Conduct a roll call to determine everyone is out of building.

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Assist emergency crews as necessary.

Do not reenter evacuated buildings until those in charge say it is safe to do so.

* If the bomb threat is received in the form of a letter, note the manner in which it arrived, who found it, and where it was found. Immediately upon determining the nature of the letter, put it down and do not touch it again. Care will be taken in placing the message and envelope in a cellophane bag for possible fingerprint detection.

BOMB THREAT CHECKLIST

Time Call Received: _____ **Time Call Finished:** _____ **Date:** _____

Exact Words of Person Making Threat: _____

Questions to Ask:

When is the bomb going to explode? _____
Where is it right now? _____
What does it look like? _____
What kind of bomb is it? _____
What will cause it to explode? _____
Did you place the bomb? _____
Why? _____
What is your name? _____
What is your address? _____

Sex of caller? _____ Approx. age? _____ Accent? _____

Callers' Voice: (circle all applicable)

Calm	Laughing	Lisp	Distinguished
Angry	Crying	Raspy	Accent
Excited	Normal	Deep	Familiar
Slow	Distinct	Ragged	Who does it
Rapid	Slurred	Clearing throat	sound like?
Soft	Nasal	Deep breathing	
Loud	Stutter	Cracking voice	_____

Background Sounds: (circle all applicable)

Street noise	House noises	Clear	Other
Kitchen noises	Motor	Static	_____
Voices	Office machines	Local call	_____
PA System	Factory noises	Long Distance call	_____
Music	Animal noises	Phone booth	_____

Threat language: (circle all applicable)

Educated	Foul	Incoherent	Message read by
	Irrational	Taped message	threat maker

Remarks: _____

Fill out completely, immediately after bomb threat: Name _____
Position/Title _____ Phone Number _____

CHEMICAL ACCIDENT

Warning of a chemical accident is usually received from fire, law enforcement, or civil defense officials when such accidents occur near the college and pose a threat to the safety of the school. Such accidents could happen on campus as well. An overturned tanker, a broken fuel line, or accidents in a commercial establishment are all potential hazards.

If such an accident occurs, the following procedures will be followed:

1. Determine the need to implement appropriate action: **Leave building or “shelter in place.”** (Close doors and windows and stay inside.)
2. If it is necessary to evacuate the area, move crosswind if possible, never directly with or against the wind, which may be carrying fumes.

Take a roll call.

3. The President/Superintendent or Incident Commander will direct further action as required. If evacuated, students and staff must not return to the school until the Incident Commander declares the area to be safe.

*Also see Hazardous Material Release Contingency Plan

CIVIL DISTURBANCE/DEMONSTRATIONS

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible during a demonstration. Avoid provoking or obstructing the demonstrators. No action is necessary unless:

- The demonstration interferes with the normal operations of the College.
- Demonstrators prevent access to buildings or other College facilities.
- The demonstration or demonstrators threaten physical harm to persons or damage to College facilities.

At such a point, the demonstration becomes a **civil disturbance**. In the event of a **civil disturbance** or impending disturbance, immediately notify Security at extension 4111 and the President's office at extension 4170, or the senior Administrator on duty in his/her absence. The President/Superintendent or Senior Administrator on duty will address the group to inform the participants of possible consequences of their actions. These consequences include, but are not limited to:

1. Individuals who violate school policy by encouraging illegal demonstrations by fellow students may be immediately suspended.
2. Individuals who refuse to comply with school and civil regulations will be removed from the school premises, by the police if necessary.
3. Participants in illegal demonstrations will be given 10 minutes to cease such activity and remove themselves from the area. Those remaining at the end of 10 minutes may be subject to suspension from school and possible arrest.
4. Leaders of illegal demonstrations, either active in addressing the group or restraining the voluntary actions of any individual who wishes to return to class, should be addressed by name (if possible) and be told that should he/she persist his/her actions, he/she may be immediately suspended from school and may be subject to arrest.
5. Students who are on the fringes of the demonstration (onlookers) who do not honor the 10 minute dispersal request may be suspended from school and removed from school property.

Instructors will keep students in their classrooms until notified that the disturbance has been controlled. Instructors who have free periods should report to their division offices for assignment of specific duties.

School personnel will not enter the group or take any action that will provoke violence. The President or Senior Administrator present will determine which, if any doors will be locked to contain the disturbance. Exits will be designated and staff members will be stationed at such exits. Faculty members will escort students to their proper locations in the building, if necessary, to avoid disturbances in other areas of the building, or to prevent students from returning to the disturbance.

CRIME IN PROGRESS/VIOLENT OR DISRUPTIVE BEHAVIOR

For any crime in progress, call Security at Ext. 4111

Report all criminal acts and suspicious situations or persons to Campus Security at extension 4111 as soon as possible. Give them:

Your name, location and phone extension

Nature of the incident

Description of the persons involved

Description of the property involved

Type of weapon involved if any

(Any firearm on campus without authorization is a violation of California State law)

Assist the officer(s) when they arrive by supplying them with all additional information and ask others to cooperate. Avoid risks. In the event of gunfire or discharged explosives, take cover **immediately** using any concealment available. Seek emergency First Aid if necessary after the disturbance.

Procedures for Personal Safety and Security:

1. Lock doors as a method of controlling movement around campus.
2. Instruct students and staff to “duck and cover” or find places of concealment, and to remain calm and still in the event of gunfire or explosion.
3. Close and lock windows. Close shades if possible
4. Follow the instructions of the police or senior administrator present.
5. Retain students in classrooms until an “all clear” is given.

Only the designated spokesperson for the district shall comment to the media and respond to questions and concerns.

EARTHQUAKE

Before the earthquake:

Plan and prepare. Carry emergency supplies for up to 72 hours in your vehicle. Include flashlight, portable radio, extra batteries for both, emergency food and water, blanket or sleeping bag, plastic sheet (to put under sleeping bag, or protect from rain), pillow. Become educated about the effects of an earthquake and actions to take.

During the earthquake:

- ⇒ Stay calm.
- ⇒ If indoors, assume the “drop, cover and hold” position (head tucked, with face covered by hands and arms) under desks or tables with backs to windows. If no desks or tables are available, stand in doorways or sit with back to outside (supporting) walls. Do not place fingers into door jams as the door may slam and crush your hands. Hold these positions until the event ends.
- ⇒ If outdoors, get into an open area away from trees, buildings, walls and power lines.
CAUTION: Always avoid utility lines as they may be energized.
If driving a vehicle, pull to the side of the road away from buildings if possible. Park away from bridges, cliffs, trees, and power lines. Set the brakes and turn off the ignition. If the quake was severe, do not cross bridges or overpasses until they are cleared.

After the initial shock:

- ⇒ Evaluate the situation. Notify Campus Security, extension 4111, of serious hazards and injuries. Provide First Aid as appropriate until the arrival of assistance.
- ⇒ Evacuate the building. Direct other students to assist the disabled if necessary. Proceed to the Safety Zone appropriate to your building and campus. Conduct roll call to determine that everyone in your charge has made it out of the building successfully.
- ⇒ Protect yourself at all times and be prepared for aftershocks.
- ⇒ Advise students and staff against leaving campus immediately. The situation may dictate that it is safer on campus than on roadways that may be buckled or where bridges may have fallen. Additionally, departure requires going downhill where there may be a serious threat from a possible Tsunami/Flooding.
- ⇒ Report damaged facilities to Maintenance, extension 4380 (to Security, extension 4111 at night or on weekends). Gas leaks and power failures create special hazards. **Do not** use telephones, light switches, or any other electrical equipment if you smell gas (Call Maintenance from a phone in another area). See section on Utility Failure.
- ⇒ If instructed to do so, activate the building alarm to alert occupants to evacuate. Note: Activation of building alarms also notifies the Eureka Fire Department and fire trucks will be dispatched. Such activation should be coordinated with Security to prevent an unnecessary response by the Eureka Fire Department.

EVACUATION PROCEDURES

During an evacuation the instructor's demeanor plays the most important part. The instructor must remain calm and maintain strict discipline of all participants. Instructors must strive to obtain complete control of classes during times of real emergencies so that students are able to leave the danger area quickly and in an orderly manner, stop upon order to do so, or react promptly to any directions that may be given. These factors are a must if maximum safety is to be obtained.

Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when Campus Security or Maintenance personnel instruct you to do so.

Note: Temporary buildings are not alarmed. They should be evacuated when directed.

Instructors/Staff duties for evacuation:

- A. If possible, see that the room is cleared of all persons and that doors and windows are closed, and electrical equipment (lights, coffee pots, computers, etc.) is turned off and secured.
- B. Lead the students to the safety zone in their designated area as soon as possible and without hesitation. Maps are posted in each classroom designating the exit route. Instructors should identify and arrange assistance for any student in class who is unable to leave independently due to a disability. If you are unable to accommodate a student in your classroom due to special needs, please notify Security (extension 4111).
- C. Conduct roll call and make sure all class members are accounted for; this will help with search and rescue.
- D. Instruct students who may be in areas other than the classroom at the time of the emergency, i.e., restroom, library, office, gym, etc, to report immediately to the designated safety zone.
- E. Under no circumstances is a student to reenter the building until an all clear has been officially announced by the Incident Commander (President or Senior Administrator).
- F. Insure all students and staff remain with their groups until otherwise directed.
- G. Become familiar with the location and use of fire extinguishers and alarm boxes in their respective buildings.
- H. Wait for further instructions (all clear for reentry or dismissal) from the Incident Commander.
- I. Staff members should make a list of all persons from their work area who are present in the safety zone.

EXPLOSION

Explosion:

In the event of an explosion within a building or on campus, immediately take cover under tables, desks or other objects which will give protection against falling glass or debris. When the immediate threat is past; take the following steps:

1. Leave building.
2. Activate the nearest fire alarm.
3. Move to the appropriate safety zone.
4. Take a roll call.
5. Render First Aid as necessary.
6. The Incident Commander (President or Senior Administrator) will direct further action as required.
7. Do not return, nor allow others to return, to a building until fire department officials or the Incident Commander have determined that it is safe to do so.

FIRE

Important: The safety of human life takes precedence over fighting the fire. Buildings can be replaced.

In the event that you detect a fire within or near a building, the following steps should be accomplished. As each event may be different, the action you take may or may not follow the order listed below:

- **Activate the fire alarm**
Each building has fire alarm pull stations located in and around them with the exception of temporary buildings. Pull the alarm. Horns will automatically sound and the fire department will automatically be notified. If there is a power failure, call the fire department by phone. See emergency phone numbers in the appendices to this manual.
- **Notify District Officials and give as much information as possible**
 - A. Eureka: Campus Security – Extension 4111
 - B. Del Norte: Associate Vice President or Senior Administrator/Employee
 - C. Mendocino: Associate Vice President or Senior Administrator/Employee
- **Evacuate students and staff**
Keep all persons away from the buildings. Possible release of toxic material or explosion may occur. Follow evacuation plans. Insure that disabled students are being assisted in evacuation. Close doors as you go to help confine the fire and reduce oxygen. *Do not lock the doors!*
- **Fight incipient (small, initial) fires without endangering life**
There is fire extinguishing equipment throughout the building. Be aware of their locations. Be sure that you have an exit behind you as you face the fire so that you can not become trapped. Direct the charge of fire extinguishers at the base of the fire, not at the smoke or flames.
- **Render First aid**
Help the injured until medical assistance can respond.
- **Keep Access Roads Clear**
Fire trucks, ambulances and other emergency vehicles will be responding. Make their job as simple as possible.
- **Dealing with trapped persons**
If you believe someone may still be trapped inside a burning building, notify either the security personnel, police or fire department personnel on scene. If you become trapped in a building during a fire, place an article of clothing (shirt, coat, towel, etc.) outside the window as a marker for rescue crews. Stay near the floor where the air will be less toxic and cooler. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

HAZARDOUS MATERIAL RELEASE

Hazardous Material: Anything Flammable, Toxic, Corrosive, Reactive, Oxygenic, Cryogenic or Radioactive

For more detailed instructions, refer to the Redwoods Community College District Hazardous Material Release Contingency Plan.

Actions to be taken in a release situation: The following are actions that personnel should use in a release situation.

- Use proper protective equipment (refer to the MSDS).
- Keep unauthorized and unnecessary people out of the area.
- Stop and contain the leak if you can safely do so.
- Prevent the material from getting into drains or water courses.
- Use approved absorbents and /or diking methods.
- Clean up the material. Dispose of correctly.
- Notify your supervisor and the Incident Commander at your campus location.
- Immediately notify the Office of Emergency Services and the Eureka Fire Department if there is a “reasonable belief” that the release or threatened release poses a significant present or potential hazard to human health and safety, property, or the environment.

All of the materials necessary to control a release are located in the following areas:

Eureka Campus:

- In the Maintenance area in a specially designated room. Access to this room is from both the inside and outside of the building. Personnel have been shown the equipment and understand its use.
- Both Science buildings in the stockroom.

Mendocino Coast Campus:

- In the custodial office or the chemical lab storeroom in the main building. Also in the lower storeroom in the Applied Technology building and in the wood storage room at the Fine Woodworking building.

Del Norte Campus:

- In the custodial storeroom, the chemical lab storeroom in the main building, and the metal warehouse building.

If for any reason, a serious situation such as an earthquake, fire, a spill, or leak occurs that can not be safely or completely controlled and cleaned, the following procedures will be implemented:

- Evacuate the immediate spill area. Go upwind and stay upwind of the spill.
- Notify emergency response personnel immediately. They will determine the need for notification of the Eureka Fire Department, which is contracted to assist in serious Hazardous Waste releases.
- Prevent anyone except emergency personnel from entering the area by using caution tape or rope. The Security Office normally has a supply of caution tape.
- Notify the Humboldt County Department of Health Services at (707) 445-6215.
- The Office of Emergency Services (OES) must be notified immediately at (707) 445-7395 if there is a “reasonable belief” that the release or threatened release poses a significant hazard, present or potential, to human health and safety, property, or the environment. The Environmental Protection Agency (EPA) must be notified immediately if there is a release in a quantity equal to or exceeding the reportable quantity as listed in 40 CFR 302.4, which is 55 gallons of hazardous waste or 1 quart of extremely hazardous waste.
- ALL spills must be recorded on a spill log containing the following information: time and date of release, location, volume, material, cause of release, action taken (how disposed of), time and date of supervisors review, and supervisors initials.
- Security should be notified of ANY spill or release. They will document and investigate the release in a separate incident report.

MEDIA RELATIONS

College of the Redwoods has two basic media guidelines to be observed in crisis situations:

- Only authorized spokespersons (College Public Affairs Officer) will meet or talk with the media. Refer all calls from media representatives to the Office of Public Affairs at 476-4358.
- The authorized spokesperson will give only factual information; no speculation is to be offered.

Instructions for managers, department chairs, and other supervisory personnel:

- Report emergencies to the President (X4170) and to the Public Affairs Office (X4358). Do not speak to the media, or others, on behalf of the college.
- Give the President and the Public Affairs Officer complete details, including what the incident is, how it began, who is involved, what is happening now, and what help has been called for. The President and Public Affairs Officer will confer and decide on the appropriate action.

MEDICAL AND FIRST AID

Only minor First Aid should be provided in the classroom setting. Anything beyond a Band-Aid should be cause for contacting Security.

All College of the Redwoods Public Safety Officers are certified Emergency Medical Technicians. They are also trained to perform a required preliminary investigation in the event of an accident, will provide necessary insurance forms to the student or staff member involved, and will file a report on the incident.

The Public Safety Officer will determine if an ambulance is desirable and will contact one if necessary.

In the event of a major disaster on campus, the Public Safety Officer will provide triage services until properly relieved by competent medical authority. The Public Safety Officer can be reached by dialing extension 4111 on campus, or 476-4111 from off campus.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or others, and/or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Either of these may be manifested by hallucinations, bizarre behavior, or an inability to care for oneself.

If a psychological crisis occurs, the following options apply:

1. If you do not feel the situation is dangerous, and contact with the student can wait until the next day, notify both Academic Affairs at X4174, and Student Learning Support Services at X4176. Briefly describe the situation (e.g., student expressing suicidal intent); give your name and the location. Those offices will determine an appropriate course of action.
2. If your situation requires immediate assistance, contact campus Security at X4111. Again, briefly describe the situation; give your name and the location. A security officer will respond to your location and ask the individual to leave the classroom with him or her. If the officer believes it is warranted, he or she will contact the Humboldt County Sheriff's Department for a peace officer to come and declare the individual as 5150 eligible. At that point, the Sheriff will provide transportation to the County Mental Health facility in Eureka.

Never try to handle a situation that you feel is dangerous on your own. Protect yourself and/or your students first. Leaving the area and calling for help may be the best solution. Remember that the person who is out of control is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalize himself/herself if necessary. Such a person can only be hospitalized in two ways: a) by choice, or b) by the police if he/she is dangerous to self or others.

SEVERE WINDSTORM/SNOWSTORM

Windstorm:

Warning of an impending windstorm is normally received via radio, television or from civil defense/Office of Emergency Services officials. If time and conditions permit, school may be dismissed and staff and students may be sent home prior to the storm.

However, if high winds develop during school hours without warning, the following emergency actions should be taken:

1. Take cover – students and staff should be assembled inside of buildings.
2. Close windows and blinds – move everyone away from windows.
3. Evacuate classrooms that bear the full force of the wind.
4. Avoid auditoriums, gymnasiums and other enclosures that have long roof spans.
5. Take roll call – students and staff should be kept at school until the winds have subsided enough to safely return to classrooms or send them home.

Snowstorm

Snow seldom falls in the immediate vicinity of College of the Redwoods campuses. Should a snowstorm occur during normal working hours, the President/Superintendent, or Incident Commander will advise as to what action should be taken. Should a snowstorm take place after normal working hours, the Public Safety Officer on duty should contact the Director of Public Services to advise him if the officer believes hazardous conditions exist? The Director will contact the Director of Facilities and Grounds, Vice-President of Business Services and the President to determine the need for closing the campus or delaying opening. This information will then be given to local radio stations for broadcast. Telephones to the campus may not be working. If no information on closures is given, employees should report to work as usual.

TSUNAMI/TIDAL SURGE

The predicted extent of the flood or tidal surge, and the amount of time available before it arrives will determine the course of action to be taken. A tsunami normally takes place following a major earthquake either locally, or at long distances. The Office of Emergency Services provides warning broadcasts on the radio as well as calling many local institutions.

Upon receipt of such information, Security will immediately place warning signs at each of the three exits at the Eureka campus. Branch campuses should provide similar warnings to their students and staff. All staff and students should be warned to stay on high ground until an “all clear” is received, or at least 15 to 20 minutes after a major local earthquake. U.S. 101 is at sea level and may prove very dangerous if a tsunami develops.

The President/Superintendent or Incident Commander may initiate this disaster plan or any of the following actions as considered necessary:

1. Provide care for students at school, or
2. Direct students and/or staff to go home, or
3. Direct evacuation of low-lying buildings, or
4. Coordinate response with county Office of Emergency Services.

UTILITY FAILURE

If a utility failure occurs during regular hours, Monday through Friday, 8 AM to 4:30 PM, notify Maintenance at extension 4380. Notify Campus Security at extension 4111 if there is potential danger or if the failure occurs after hours. Security will contact the appropriate Maintenance personnel to correct the problem.

Plumbing Failure/Flooding:

Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Maintenance and Security as instructed above.

Gas Leak:

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Evacuate the building. Electrical arcing can trigger an explosion! Call Maintenance and Security from another building.

Ventilation Problem:

If smoke odors come from the ventilation system, notify Maintenance and Security as instructed above. If necessary, vacate the area. Do not subject yourself or students to unknown fumes. If visible smoke comes through, call Maintenance and Security and evacuate the area.

Electrical Failures:

Campus building lighting may not provide sufficient illumination for safe exiting. Try to keep a flashlight available for emergencies. Contact Maintenance and Security as instructed above.

Evacuation:

If a building or room evacuation is necessary, be certain to provide persons with disabilities assistance to safely leave the room. Go to the designated safety area. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building or room until emergency personnel tell you it is safe to do so.

VIOLENT OR DISRUPTIVE BEHAVIOR

Report all criminal acts and suspicious situations or persons to Campus Security at extension 4111. Provide:

Your name, location, and phone extension
Nature of the incident
Location of the incident
Description of person(s) involved
Description of property involved

Report all rumors or threats of violent behavior.

Weapons

California State Law prohibits firearms and knives with blades longer than 3-1/2" on campus. Report sightings of such weapons, as well as someone brandishing any other type of weapon to Security.

Avoid Risks

Assist officers when they arrive by supplying them with additional information if necessary.

Procedures for Personal Safety and Security

1. Lock doors as a method of controlling movement around the campus.
2. Instruct students and staff to take cover using any concealment available. Endeavor to remain calm and still following gunfire or an explosion.
3. Close and lock windows, close shades/blinds if possible. Turn out lights.
4. Follow instructions of administrator or police.
5. Retain students until an "all clear" is given.

Only the designated spokesperson for the district shall comment to the media and respond to questions and concerns on behalf of the district.

Contact Security for emergency First Aid following the incident if necessary.

APPENDIX A

**NORTH COAST REGIONAL
COMMUNITY COLLEGE DISTRICTS**

**MUTUAL AID
AGREEMENT**

DATE: MARCH 27, 1996

**NORTH COAST REGIONAL COMMUNITY COLLEGE DISTRICTS MUTUAL
AID AGREEMENT**

PURPOSE

The North Coast Regional Community College Districts' (NCRCCD – College of Marin, Mendocino College, Napa Valley College, College of the Redwoods, Santa Rosa Junior College and Solano Community College) signatory to this agreement recognize that in times of emergency caused by natural or manmade disaster or when faced with responsibility for public safety, the resources of one District may be inadequate. These Districts also recognize that the personnel and equipment of other community colleges would be better suited to deal with emergencies in an academic environment than those personnel and equipment available from local and state agencies. The local nature of some disasters make a regional agreement necessary. Therefore, these Districts create this agreement to assure that the college communities of each District can be protected and served during times of special need.

NORTH COAST REGIONAL COMMUNITY COLLEGE DISTRICTS COMMITTEE

Each participating District President/CEO shall appoint a representative(s) to the NCRCCD committee. The committee responsibilities shall be:

- A. To meet regularly or at least quarterly;
- B. To maintain minutes of the meetings;
- C. To review and keep current each District's Emergency Preparedness plans;
- D. To maintain a current list of personnel, equipment, and/or other resources available to NRRCCD mutual aid;
- E. To provide local and regional disaster training; and ,
- F. As soon as practical upon the conclusion of a mutual aid event, the committee shall critique, review, and prepare a summary report for each President/CEO of NCRCCD.

DEFINITIONS

The North Coast Regional Community College District Mutual Aid Plan provides for the temporary assignment of personnel, equipment, and/or other resources from one NCRCCD to another NCRCCD.

- A. Host District: The District requesting and receiving mutual aid assistance.
- B. Home District: Any District providing mutual aid assistance.

REQUESTING MUTUAL AID

Requests for mutual aid may be made when the available resources of the host District are insufficient to accomplish the mission. Requests may also be made for assistance during the immediate recovery for major disasters.

- A. The President/CEO of each participating District shall designate individuals who make and receive requests for mutual aid. The standing NCRCCD committee shall maintain a current list of District designees.

REIMBURSABLE AND NON-REIMBURSABLE COSTS

Personnel Costs

- A. Salary: Regular and overtime salary of personnel on mutual aid assignments shall be carefully documented by the host district and the person in charge of the home district mutual aid contingent group. Regular salary will be paid by the home District. Overtime shall be paid by the host District subject to possible reimbursement by F.E.M.A. or any other state or federal assistance programs.

Travel Costs

- A. Travel costs to and from the home district are reimbursable as follows:
 - 1. The cost of home district vehicles used for transportation shall be reimbursed at the I.R.S. mileage rate.
 - 2. The total cost of vehicles rented or leased by the home district specifically for the mutual aid assignment is reimbursable.
 - 3. Home district employees shall not use personal vehicles for transportation to the host district site.

Lodging and Meal Costs

The host district is responsible for arranging for lodging and meals for personnel from the home district. Two arrangements or a combination of the two may be used, based upon circumstances:

- A. Funds Provided: The home district, if time allows, may provide individual personnel with funds in advance to cover the costs of lodging and meals during the mutual aid agreement. Such costs are reimbursable to the home district.
- B. Meals and lodging provided: The host district may provide meals and arrange lodging for the personnel from the home districts. In such situations there would be no costs to the home district and reimbursement would not be an issue.
- B. Combination of (a) and (b). The host district may provide some combination of meals and lodging. In such situations, those expenses incurred by home district personnel would be charged to the home district and subject to reimbursement from the host district.

OTHER COSTS TO HOME DISTRICT

Any costs incurred by a home district as a result of providing personnel to a host district that are not covered in this agreement should be resolved through an agreement between or among the district representatives that is acceptable to all parties.

WORKING HOURS – SHIFTS TO BE COMPLETED

The person in charge of the home district personnel is responsible to ensure that each individual completes his or her assigned shift working hours, takes appropriate breaks, and maintains logs accordingly.

The home district personnel will provide mutual aid work to the host district until the host district has achieved a level of aid sufficient to handle the emergency and releases the home district employees, or when the home District President/CEO orders their return to the home district.

INJURY AND ILLNESS

Mutual aid personnel who are injured while at the host district shall immediately notify their home district supervisor on site at the emergency, who will notify the host district incident commander.

The home district shall maintain workers compensation liability for their own employees at all times.

- A. Each person will complete an Emergency Information Form prior to the arrival at the host district. Upon arrival at the host district the person in charge of the mutual aid detail will present the completed forms to the incident commander of the host district.
- B. Injured personnel are responsible for completing all required documents and reports of injury /illness consistent with the policies of the host district and, if different, the home district, including workers compensation forms.
- C. The host district shall notify the home district of the injury or illness as soon as practical.

REPORTS

Mutual aid personnel shall complete all reports or other documents as necessary prior to terminating the mutual aid assignment and returning to the home district. All reports will be reviewed and approved by the host district prior to departure.

The participating Presidents/CEOs of this regional mutual aid agreement agree in principal to provide neighboring colleges impacted by a major disaster with whatever available resources that can be spared and/or shared to assist in emergency relief and to assist in the recovery period. This agreement is a form of college self assistance in the event local and state resources cannot provide direct assistance to the community colleges.

Nothing in this agreement prohibits any President/CEO from having the authority to decline to provide additional assistance to the host District covered by this agreement if it would be a burden to the home District.

Signed:

 JAMES E. MIDDLETON, PRESIDENT
 COLLEGE OF MARIN

 UTPAL GOSWAMI INTERIM PRESIDENT
 COLLEGE OF THE REDWOODS

 CARL EHMANN, PRESIDENT
 MENDOCINO COLLEGE

 ROBERT F. AGRELLA, PRESIDENT
 SANTA ROSA JUNIOR COLLEGE

 DIANE E. CAREY, PRESIDENT
 NAPA VALLEY COLLEGE

 STAN ARTERBERRY, PRESIDENT
 SOLANO COMMUNITY COLLEGE

DATED: _____

APPENDIX B

LISTING OF AVAILABLE RESOURCES

(TO BE DEVELOPED)