

Cerro Coso Community College EMERGENCY RESPONSE QUICK REFERENCE GUIDE



College: _____

Campus: _____

Building: _____ Room #: _____

Building Marshal: _____ # _____

1st Responder: _____ # _____

2nd Responder: _____ # _____

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EMERGENCY NUMBERS

PRESIDENT'S OFFICE: 9-1-760-384-6213
FIRE DEPARTMENT: 9 - 911
LAW ENFORCEMENT: 9 - 911
AMBULANCE SERVICE: 9 - 911
KERN MENTAL HEALTH CRISIS: 9-1-760-446-3551
ENVIRONMENTAL HEALTH: 9-1-760-384-5838

RED EMERGENCY PHONE: 9-1-760-382-1378
RIDGECREST HOSPITAL: 9-1-760-446-3551
PG&E GAS LEAK: 9-1-800-743-5000
RIDGECREST PUBLIC WORKS: 9-1-760-499-5080
POISON CONTROL: 9-1-800-222-1222

EMERGENCY NUMBERS

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INTRODUCTION

The information contained in this guide has been excerpted from the Cerro Coso College Emergency Action Plan. A “Quick Reference Guide” format has been developed to assist you in finding information very quickly during an emergency situation. Use it as a reminder about recommended actions and as a tool during drills and exercises. Make sure to take the time to customize this guide with the specific information for your classroom or office.

The Quick Reference Guide is a supplement to the comprehensive Emergency Action Plan that contains much more detailed information as well as a series of scenarios and checklists to assist you in performing your emergency role for the college during a disaster. A copy of the complete plan is available on the Cerro Coso website at <http://www.cerrocoso.edu/>.

REMEMBER: This information could save your own life as well as the lives of your students and co-workers!

INTRODUCTION

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DISASTER SERVICE WORKER

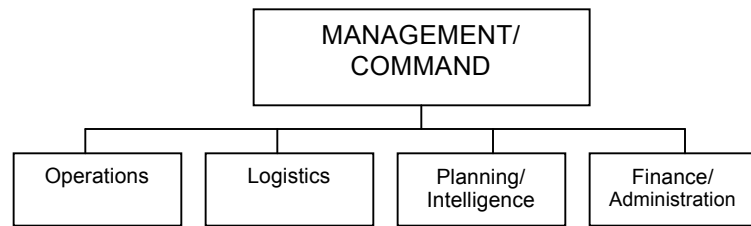
All public employees are designated as Disaster Service Workers under California Government Code §3100. This means that during a Declared Local, State or National emergency, college employees may be asked to assist local agencies, such as the Red Cross, in their response efforts. This is an obligation of all public employees by law and failure to serve in this role when asked can result in being charged with a misdemeanor and could even result in the loss of teaching certification.

Because of this legal obligation, it is important to make sure you have a family plan at home in the event that you are asked to remain at your college. Employees with obligations that require them to return to home, such as caring for young children or elderly adults, must make this known to college administrators for consideration.

For more information:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>

INCIDENT COMMAND SYSTEM: MY ROLE



Circle what SECTION I am part of above.

NAME OF TEAM: _____

PERSON I REPORT TO: _____

MY ROLE: _____

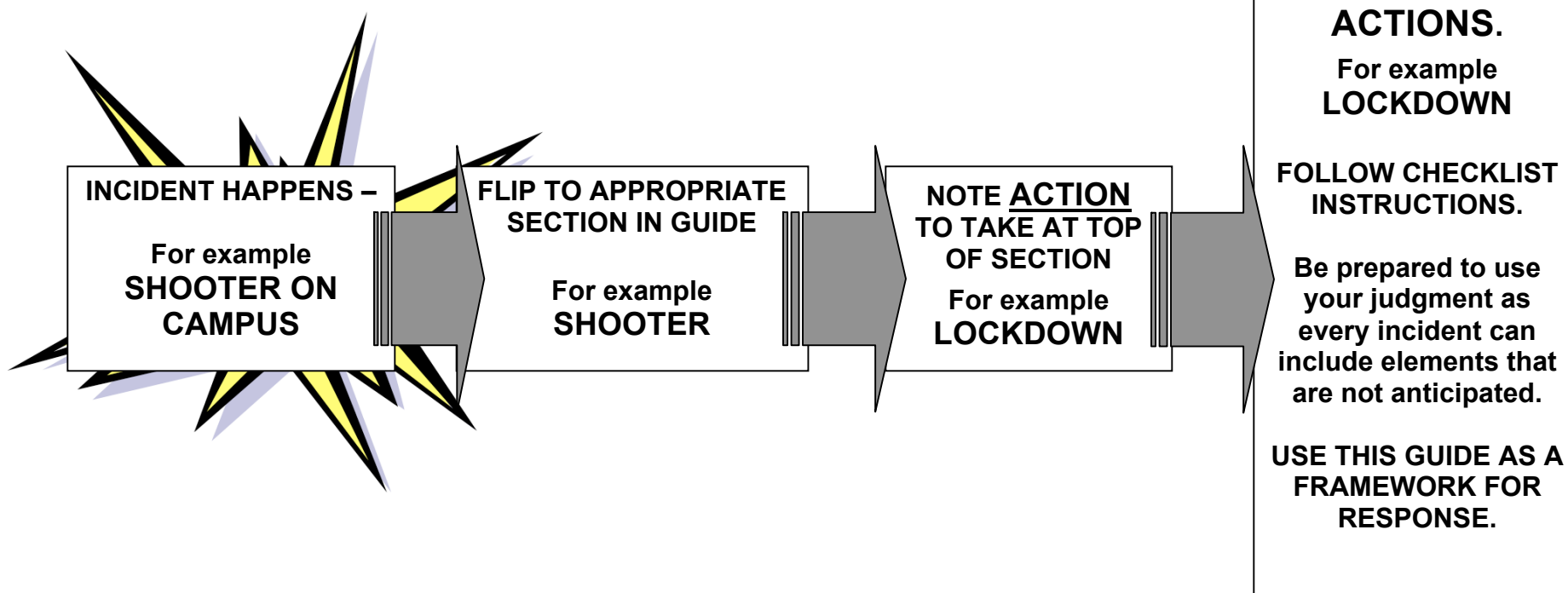
WHERE TO MEET?: _____

DISASTER SERVICE WORKER

ICS - MY ROLE

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HOW TO USE THIS GUIDE



HOW TO USE THIS GUIDE

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BOMB THREAT REPORT

Date: _____ Time of call: _____ a.m. _____ p.m. _____ Call received by: _____

At (phone number): _____ When is the bomb set to explode? _____ a.m. _____ p.m.

Where is it located? _____ What will cause it to explode? _____

What kind of bomb is it? _____ Did the person give a reason for threat? _____

Can you identify the caller? _____ Write down exact threat: _____

Voice on the phone: Man Woman Child Age: ____ Intoxicated? Accent? _____

Speech impediment? Other: _____

Background noise: Music Talk Children Machines Vehicle Typing Traffic Airplane Party

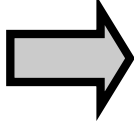
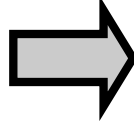
Other: _____

Additional information: _____

Completed by: _____ Date: _____

BOMB THREAT REPORT FORM

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BOMB THREAT	CIVIL DISTURBANCE
<p>ACTION:  EVACUATION</p> <p><i>Use the BOMB THREAT REPORTING FORM to record any information about the threat.</i></p> <ul style="list-style-type: none"> ▪ Inform the Incident Command Center immediately. ▪ Survey the immediate area for unfamiliar objects. ▪ Do not touch any suspicious objects. ▪ Do not use cell phones – they can trigger an explosion if a device is present. ▪ If you find a suspicious or unfamiliar object, evacuate the area immediately and wait for instructions. <p><i>All information should be given to Safety and Security Committee. Provide as much detail as possible.</i></p>	<p>ACTION:  EVACUATION OR SHELTER IN PLACE OR LOCKDOWN</p> <p>A civil disturbance near the campus has the potential to disrupt college activities, cause injury to staff and students and damage property.</p> <ul style="list-style-type: none"> ▪ Determine the safest procedure to follow based on the threat posed to your college and the proximity of the disruption to the college. ▪ If violent protests are close, it is safer to LOCKDOWN the classrooms or SHELTER IN PLACE than to evacuate into harm's way. <p><i>Listen for instructions from the Incident Command Center or Safety and Security Committee.</i></p>

BOMB THREAT



CIVIL DISTURBANCE

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EARTHQUAKE

1ST ACTION: DROP, COVER and HOLD ON

Take this action immediately when shaking begins.

INSIDE THE BUILDING:

- Make sure that all students and visitors move away from windows and drop down to the floor quickly.
- Find the closest sturdy table, desk or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris or being crushed by unsecured items.
- Don't come out from under protection until the shaking has completely stopped or until instructed.

PREPARE FOR POSSIBLE EVACUATION

OUTSIDE THE BUILDING:

- Move away from buildings, trees and wires.
- Drop down to the ground and wait for shaking to stop.

PROCEED TO EVACUATION AREA IF DIRECTED

2ND ACTION: EVACUATION

The signal for evacuation will be given by the Incident Command Center.




Depending upon the severity of the earthquake and the extent of the damage, the Incident Commander will determine whether or not **EVACUATION** of the building is necessary.

- Take note of any injuries and provide information to the building administrator.
- Take students to designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, make sure your students are supervised, then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!

EARTHQUAKE

Cut to 7 1/4" x 11" white

EXPLOSION	FIRE	FLOOD
<p>ACTION:  EVACUATION OR SHELTER IN PLACE</p> <p>EVACUATION: If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.</p> <p>SHELTER IN PLACE: If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.</p> <p><i>NOTE: Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the Incident Command Center or first responders unless there is an immediate danger of fire or collapse.</i></p>	<p>ACTION:  EVACUATION</p> <p>AT COLLEGE SITE:</p> <ul style="list-style-type: none"> ▪ If you see a fire – attempt to extinguish only if it is small. ▪ If you hear the fire alarm – evacuate immediately and go to designated evacuation areas. Even if you don't smell smoke or see a fire, always evacuate at the sounding of the alarm unless an ALL CLEAR signal indicates a false alarm. ▪ Take attendance and follow student and staff accounting procedures. <p>FIRE NEAR THE COLLEGE:</p> <ul style="list-style-type: none"> ▪ Wait for instructions from the Incident Command Center. ▪ First responders will determine if it is necessary to evacuate based on the risk to the college. ▪ Keep a radio tuned to a local emergency channel for current information. ▪ Remain with students until the building has been inspected and it has been determined safe to return to the college. 	<p>ACTION:  EVACUATION</p> <p>Flooding can happen during severe storms when dry creeks swell beyond their banks and overflow roadways. During storms, water levels are monitored closely and emergency response agencies can normally provide adequate warning and make arrangements to move students to safety. However, sometimes the dry creeks can rise unexpectedly and evacuation to higher ground needs to occur.</p> <ul style="list-style-type: none"> ▪ If warranted, evacuate students to designated evacuation site out of harm's way. ▪ Take attendance before leaving campus. ▪ Upon arrival at the safe site, take attendance and follow student and staff accounting procedures. ▪ Remain with students until it has been determined safe to return to the college.

EXPLOSION






FIRE



FLOOD

Cut to 7 3/4" x 11" white

GAS LEAK	HAZARDOUS MATERIALS	SEVERE WEATHER
<p>ACTION:  EVACUATION OR REVERSE EVACUATION OR SHELTER IN PLACE</p> <p>The action taken will depend upon the circumstances of the incident. If the gas leak is on college property or directly adjacent to the college, EVACUATION or REVERSE EVACUATION will be necessary.</p> <p>If the gas leak is in the surrounding neighborhood of the college and the campus is not in immediate danger, it may be better to SHELTER IN PLACE.</p> <p>Wait for instructions from the Incident Command Center.</p> <p><i>If you believe that students or staff are in immediate danger, use your judgment and <u>act immediately</u> – do not wait for permission.</i></p>	<p>ACTION:  EVACUATION OR REVERSE EVACUATION OR SHELTER IN PLACE</p> <p>The action taken will depend upon the circumstances of the incident. If the incident is on college property or directly adjacent to the college, EVACUATION or REVERSE EVACUATION will be necessary.</p> <p>If the incident is in the surrounding neighborhood of the college and the campus is not in immediate danger, it may be better to SHELTER IN PLACE.</p> <p>Wait for instructions from the Incident Command Center.</p> <p><i>If you believe that students or staff are in immediate danger, use your judgment and <u>act immediately</u> – do not wait for permission.</i></p>	<p>ACTION:  SHELTER IN PLACE OR REVERSE EVACUATION</p> <p>Severe weather can be accompanied by high winds, heavy rains, downed trees, and swollen creeks which may pose risks to staff and students.</p> <p>Many of these conditions can make it unsafe to release students from the college. The college administration must decide if it is safe to release students or if it is better to SHELTER IN PLACE.</p> <p>In the event that severe weather makes it unsafe for students to remain outside, REVERSE EVACUATION may be necessary.</p> <p>Wait for instructions from the Incident Command Center.</p> <p><i>If you believe that students or staff are in immediate danger, use your judgment and <u>act immediately</u> – do not wait for permission.</i></p>

GAS LEAK

◆ **HAZARDOUS MATERIALS** ◆

SEVERE WEATHER

Cut to 8 1/4" x 11" white

SHOOTER/INTRUDER

TERRORISM

ACTION:  **LOCKDOWN**

SHOOTER/INTRUDER ON CAMPUS: INSIDE THE BUILDING

- Immediately lock doors and windows if safe to do so.
- Close blinds or curtains.
- Keep students and staff low and away from windows. Do not get up and walk around the room.
- Maintain silence. Remain calm,
- Do not allow anyone into or out of the room until **ALL CLEAR** is signaled.
- Call "911" for assistance, if possible. Provide identity, location and description of individual and weapons.

OUTSIDE THE BUILDING

- If shots are fired – immediately **DROP AND COVER**.
- If it is safe to do so, move into the closest building – follow procedures above.

POLICE ACTION NEAR THE COLLEGE:

- Wait for instructions from the Incident Command Center before taking action.
- Law enforcement will be in contact with the college.
- If **LOCKDOWN** is ordered – follow procedures above.

ACTION:  **LOCKDOWN
OR
SHELTER IN PLACE
OR
REVERSE EVACUATION**

Acts of terrorism can include chemical release, bio-hazards, explosives, kidnapping and shooting causing widespread fear and panic, victims who are contaminated, seriously injured or killed and property damage.

- Keep students calm.
- Move students away from threat to closest suitable shelter

You will have to act based on the circumstances of the attack. Chemical or bio-hazard attacks will require **SHELTER IN PLACE** or **REVERSE EVACUATION**.

Incidents involving weapons or attempted kidnapping will require **LOCKDOWN**.

Explosives will require actions based on the threat.

SHOOTER / INTRUDER



TERRORISM

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STUDENT IN DISTRESS/MENTAL HEALTH ISSUES

1ST ACTION: ISOLATE AND CALM STUDENT, and STAND BY OR LOCKDOWN

A student in distress in your classroom or near the campus has the potential to disrupt college activities, cause injury to self, staff and students or property.

- Determine the safest procedure to follow based on the threat posed to the classroom or campus and the proximity of the disruption to the college.
- Ask only one student in class to call **0** (switchboard), report incident, and stay on the line while **YOU** calm the student.
- If student leaves and **no weapons** are involved, keep visual on student and report location of student to Incident Command Center.
- If violent protests are close, it is safer to **LOCKDOWN** the classroom or **SHELTER IN PLACE** than to evacuate into harm's way.

Listen for instructions from the Incident Command Center or Safety and Security Committee

2ND ACTION: EVACUATION

The signal for evacuation will be given by the Incident Command Center.

- Take note of any behaviors or injuries and provide information to the Incident Command Center.
- The College will deploy mental health/medical professionals to location of student.
- Take students to designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, make sure your students are supervised, and then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!

STUDENT IN DISTRESS/MENTAL HEALTH ISSUES

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DROP/COVER/HOLD ON	EVACUATION	REVERSE EVACUATION
<p>When to use: EARTHQUAKE EXPLOSION <i>The incident itself initiates this ACTION.</i></p> <p>INSIDE:</p> <ul style="list-style-type: none"> • Drop down to the floor and get under the closest desk, table or sturdy furniture, with back to windows. • Cover the back of your head and neck and hold on to the furniture. • Remain in place until shaking stops or for at least 20 seconds. • Watch for fallen objects, broken glass and overhangs. • Take note of any injuries. • Wait for signal to evacuate. <p>OUTSIDE:</p> <ul style="list-style-type: none"> • Move away from power lines, trees, buildings and objects that might topple. • Drop to the ground and cover the back of your head and neck with your hands. <p>PREPARE TO EVACUATE.....</p>	<p>When to use: FIRE, FLOOD GAS LEAK CHEMICAL ACCIDENT* HAZARDOUS MATERIALS INCIDENT*</p> <ul style="list-style-type: none"> • Initiate evacuation procedures once notified through the notification system (phone, text, and/or email may be employed depending on the situation). • Escort students to evacuation location. • Take attendance and account for all students. • Notify the Emergency Response building administrator of any missing students or staff. • If assigned to an Emergency Team, report to your designated area after ensuring that someone has been assigned to care for your students. <p><i>*Sometimes it is safer to stay inside – wait for instructions from Incident Command Center before evacuating.</i></p>	<p>When to use: AIR POLLUTION ALERT CHEMICAL ACCIDENT EXPLOSION SEVERE WEATHER LAW ENFORCEMENT ACTIONS HAZARDOUS MATERIALS INCIDENT GAS LEAK WILDLAND FIRE <i>When it has been determined that returning to the classroom is safer than remaining outside</i></p> <ul style="list-style-type: none"> • Listen for notification of REVERSE EVACUATION from the Incident Command Center, • Take attendance when students are reassembled in the classroom • Remain in the classroom until further instructions or ALL CLEAR is announced.

ACTIONS: 

DROP/COVER/HOLD ON ♦ EVACUATION ♦ REVERSE

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LOCKDOWN	SHELTER IN PLACE	STAND BY
<p>When to use: CIVIL DISTURBANCE SHOOTER/INTRUDER TERRORISM LAW ENFORCEMENT ACTIONS <i>To isolate students and staff from danger inside the building</i></p> <p>INSIDE:</p> <ul style="list-style-type: none"> • Listen for LOCKDOWN alert from the Incident Command Center. • Shut and lock all doors and windows. • Close drapes and blinds. • Move away from windows and stay low and out of sight <p>OUTSIDE:</p> <ul style="list-style-type: none"> • Immediately move inside nearest building. • Follow procedures above. <p>Do not open doors or windows until ALL CLEAR signal is given.</p>	<p>When to use: CIVIL DISTURBANCE TERRORISM HAZARDOUS MATERIALS INCIDENT EXPLOSION <i>To isolate students and staff from outdoor environment.</i> SHELTER IN PLACE allows for free movement within the building.</p> <p>INSIDE:</p> <ul style="list-style-type: none"> • Listen for SHELTER IN PLACE alert from the Incident Command Center. • Clear students from halls. • Shut and seal doors and windows, if possible. • Shut down classroom HVAC system, if advised to do so. • Take attendance and call in report to Incident Command Center. <p>OUTSIDE:</p> <ul style="list-style-type: none"> • Immediately move inside nearest building. • Follow procedures above. <p>Do not open doors or windows until ALL CLEAR signal is given.</p>	<p>When to use: <i>Stand-by must be followed by another ACTION or ALL CLEAR</i></p> <p>INSIDE</p> <ul style="list-style-type: none"> • Keep students in classroom pending further instructions. • Listen for notification of another action via the emergency notification/ communication system. <p>OUTSIDE:</p> <ul style="list-style-type: none"> • Immediately return students to their classrooms. • Listen for notification of another action from the Incident Command Center. <div data-bbox="1360 885 1844 1258" style="border: 2px solid black; padding: 10px; text-align: center;"> <p>FOR MORE DETAILED INFORMATION ON THESE ACTIONS.....</p> <p>REFER TO THE EMERGENCY ACTION PLAN FOR THE COLLEGE</p> </div>

ACTIONS:  **LOCKDOWN ♦ SHELTER IN PLACE ♦ STAND BY**

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