

CERRO COSO COMMUNITY COLLEGE

Emergency Preparedness Plan

Cerro Coso Community College is committed to the welfare of its community – students, faculty, staff, visitors, and to preserving the institution. To fulfill the College’s mission and commitments in the event of a disaster, the College strives to become disaster resistant. Disaster resistance is achieved through recognition and analysis of the risks of natural and man-made hazards, mitigation of the human and economic impact of disasters, and comprehensive planning for resumption of College functions. The Emergency Preparedness Plan provides the framework from which the college will minimize the danger to life and property resulting from natural and man-made disasters.

The procedures contained in this plan apply to all personnel, on and off campus buildings and grounds owned by Cerro Coso Community College. This document is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency that has a major impact on the Cerro Coso Community College community. Teamwork and preparedness through planning, education, and testing will help reduce confusion, injury, and the loss of life during a disaster incident.



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A. EXPECTATIONS FOR DEPARTMENTS AND STAFF

Employees, Faculty, and Staff are expected to:

- Be familiar with and follows the Emergency Preparedness Plan.
- Participate in drills and training sessions as required.
- Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits.
- Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive, biological, and other hazardous materials.
- Know where the fire alarm pull stations are located and how to turn them on.
- Know where fire extinguishers are located in your building and how to use them.
- Know the different alarm sounds, what them mean, and how to respond accordingly.
- Know where the first aid kits are located in your building.
- Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to be made aware that evacuation is required when the fire alarm system is activated. They should know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

Director of Maintenance and Operations is expected to:

- Act as a liaison with the responding emergency service and others if a building emergency occurs. In his/her absence, the most senior physical plant employee will coordinate response with the President or designee.
- Review the college Safety and Security Procedures and the Emergency Preparedness Plan at least annually and ensure they are current.
- Ensure that Building Security Coordinators (and Alternates) know what their duties are in case of an evacuation.
- Schedule employee safety and security training.
- Coordinate and conduct fire drills with Building Security Coordinators.
- Assure that the appropriate College personnel are notified for all emergencies, as necessary.

Instructors are expected to:

- Provide the class or audience with general information relating to emergency procedures. This information should be shared the first week of class.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need to execute alternate emergency evacuation routes if needed.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies

Critical Incidence Team:

- Receives information about security concerns from students, faculty, and staff, then shares that information with the President and the Safety and Security Committee.
- Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the President designee. Copies should be forwarded to the Vice President of Academic Affairs and Vice President of Student Services for student related incidents.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.

Stress Debriefing Team:

- Meets with students, faculty, and staff after an emergency has occurred to discuss plans to assure their safety.

Building Security Coordinators and Alternates:

- Assure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Coordinate and record the results of fire drills with the Director of Maintenance and Operations.
- Attend training sessions and meetings to review procedures and duties, when necessary.

Director of Public Information

- Handle all media contacts.

B. DEFINITIONS

Emergency Director:

The President or designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff and Building Security Coordinators in determining the appropriate response.

When an incident occurs, immediately report it to the Director of Maintenance and Operations designee by calling (760) 384-6369, or (760) 382-0571. If there is no answer at the above numbers during business hours, call the campus operator by dialing 0. The campus operator will then contact the Director of Maintenance and Operations or designee by cellular telephone or radio to inform them of the problem.

During the evenings, contact the switchboard operator for the administrator who is on duty.

Crisis Situation—A crisis situation is defined as any situation or event that is identified by the President or the Emergency Management Team (EMT) as having a significant adverse impact on the campus community as a whole.

Emergency Management Team (EMT) Members—

1. President
2. Vice President of Academic Affairs
3. Vice President of Student Services
4. Dean of Career Technical Education (CTE)
5. Director of Maintenance and Operations
6. Director of Information, Development & Alumni Relations (PIO)
7. Manager of Human Resources
8. Director of Business Services
9. Building Security Coordinators (if appropriate)

Minor Emergency—Any incident, potential or actual, which will not seriously effect the overall functional capacity of the College.

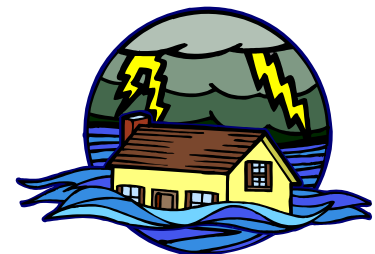
Major Emergency—Any incident, potential or actual, which effects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

Building Emergency—A condition during which a specific building and it's occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exists which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Director of Maintenance and Operations (M&O) shall be notified immediately. The Director of M&O will immediately inform, the Critical Incident Team. The Building Security Coordinators, the Director of M&O, and the President shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Public Information Office. Any inquires from media representatives are to be referred to that office.

Disaster—Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Assumptions—The Emergency Preparedness Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general possibilities:

- a. An emergency or a disaster may occur at any time of the day, night, weekend, or holiday with little or no warning.
- b. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist; these may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency response services may be expected.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. The route of ingress and egress to the College may be restricted



C. CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President or designee as follows:

During the period of any campus major emergency, the Director of Maintenance and Operations (M&O) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Director of M&O shall immediately consult with the Critical Incident Team regarding the emergency and the possible need for declaring a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

When this declaration is made, only essential personnel, registered students, faculty, staff and normal emergency service agencies (i.e., police, fire, water, gas and electric company personnel) are authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card, or other I.D.) showing a legitimate business reason for being on campus will be asked to leave the campus immediately.

In the event of earthquakes, after-shocks, fires, storms, or major disaster occurring in or about the campus, or which involves College property, the Director of M&O and other appropriate College personnel will be dispatched to determine the extent of any damage to the property.

D. TYPES OF EMERGENCIES

The following is a list of the types of emergencies that may be experienced by a college:

1. Natural Causes
 - Tornados
 - Earthquakes
 - Ice Storm
 - Severe Winter Storm
 - Building Emergency (Structural damage caused by any emergency)
2. Accidental Causes
 - Fires (chemical, natural gas, electrical or ordinary structural)
 - Hazardous chemical accidents or spills (vapor or liquid)
 - Transportation accidents (airplane, railroad car, automobile/truck)
 - Explosions (compressed gas, containerized liquid, or man made)
 - Prolonged utility outages (gas, electricity, cooling system, water)
3. Societal Causes
 - On-campus civil disturbance
 - Hostage situation
 - Bomb-threats or explosions
 - Terrorist action

E. INITIAL EMERGENCY PROCEDURES

The initial and primary source for all emergency information is the Director of M&O, (760-384-6369). While the Director of M&O may not be the first to detect an emergency situation, as soon as that person is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Director of M&O will:
 - a. Ensure that the appropriate alarms are activated (fire, tornado, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
 - b. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - c. Notify the Critical Incident Team of the emergency/disaster.
 - d. Notify city and county emergency personnel as needed.
2. The Director of M&O will take immediate steps necessary to intervene in the emergency in order to reduce the threat of potential injury and loss of life or property. The Director of M&O will inform the Crisis Incidence Team as appropriate.
3. The Public Information Office will be notified of the emergency situation. If appropriate, local media will be notified and all external communication and requests for information will route through that office.
4. The Critical Incident Team (CIT) will meet for a members briefing, consultations, and the development of an action plan. The CIT will advise the President as to whether a state of emergency should be called. If it is deemed that it is not necessary to declare a state of emergency, CIT members will work to ensure that the College returns to normal operation as soon as possible.

F. ESTABLISHMENT OF THE EMERGENCY COMMAND CENTER (ECC)

The Administrative conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the Maintenance Building.

Emergency Management Team (EMT) Members—

- President
- Vice President of Academic Affairs
- Vice President of Student Services
- Director of Maintenance and Operations
- Director of Information, Development & Alumni Relations (PIO)
- Manager of Human Resources
- Director Business Services
- Building Security Coordinators (if appropriate)

G. DELEGATION OF AUTHORITY:

In the event of the absence of the President and/or Vice Presidents, the line of authority is:

1. Director of Maintenance and Operations
2. Director of Business Services
3. Manager of Human Resources
4. Director of Information, Development & Alumni Relations (PIO)

H. EMERGENCY PRIORITY TASKS

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories.

Priority 1

1. Insure the safety of students, staff, and visitors.
2. Determine the nature and severity of the situation.
3. Shutdown of dangerous utilities.
4. Notification of persons using the Emergency Notification System.
5. Establishment of communications, both radio and telephone.
6. Provision of medical aid.
7. Application of fire suppression measures.
8. Initiation of search and rescue operations.
9. Control of hazardous substance.
10. Establish liaison for needed assistance from off-campus;
 - Local/State/Federal law enforcement
 - Local fire/rescue units
 - Local hospitals/paramedic units
 - County/State Health Departments
 - Local political jurisdiction offices: Mayor, County Executive
 - Kern Community College District Chancellor/ President of Board of Trustees/College President

Priority 2

1. Determine the extent of suspension of business and for how long.
2. Survey of facilities and utilities and recertification for use as appropriate.
3. Notification of selected local radio or television stations of any suspension or curtailment of activity.
4. Establishment and maintenance of public and media information.
5. Dissemination of information on campus.
6. Control of criminal activity on campus (control access in and out of campus).
7. Provisions for psychological assistance to trauma victims, as needed.

Priority 3

1. Survey of valuable materials and equipment (Library, Laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of financial concerns.
5. Determination and consideration of legal and liability concerns.
6. Acquisition of necessary supplies and equipment.
7. Resumption of full or limited academic and other programs and schedules.

8. Notification of selected local radio and television stations of resumption of activities.

I. SPECIFIC EMERGENCY PROCEDURES

EMERGENCY TELEPHONE NUMBERS:

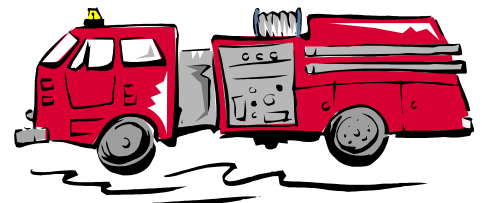
Emergency (All Locations) Dial 911

Other Emergency Numbers:

Indian Wells Campus

Switchboard Operator (8:00 am to 9:00 pm. Mon. – Thurs, 8:00 am – 5:00 pm Fri) Dial 0

<i>Ridgecrest:</i> Police	(760) 499-5100
Fire Dept. (South)	(760) 371-2181
(North)	(760) 375-8466
Drummond Medical Group	(760) 446-4571
Ridgecrest Regional Hospital	(760) 446-3551
Kern County Sheriff Dept.	(760) 375-9761
Ambulance Service	(760) 375-6565
Poison Control Center	(800) 876-4766
Southern CA Edison	(800) 655-4550
Pacific Gas & Electric	(800) 743-5000
IWV Water District	(760) 375-5087
Ridgecrest Animal Control	(760) 375-8157



FIRE

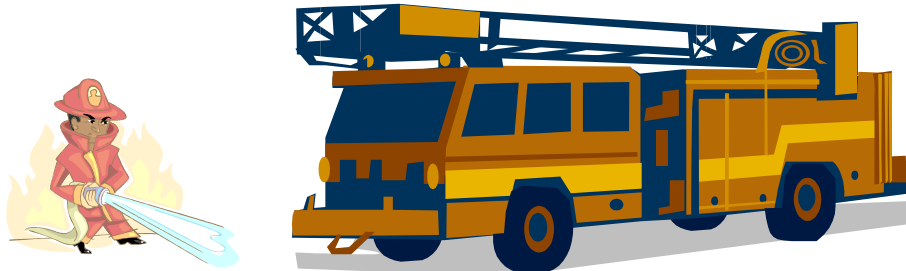
KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

In the event of a fire, follow these steps:

1. If an emergency exists, activate the manual pull station building alarm system.
 - A. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame.
 - B. If large fires appear uncontrollable, activate the manual pull station building alarm system, then DIAL 911. Proceed to evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS
 - C. When the building alarm is sounded, an emergency exists walk quickly to the nearest marked exit and alert others to do the same.
2. **ASSIST THE DISABLED IN EXITING THE BUILDING! USE THE STAIRS; DO NOT USE THE ELEVATORS DURING THE FIRE.** See Appendix B “guidelines for Emergency Evacuation of Persons with Disabilities”
3. Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer, or appropriate emergency / college personnel

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor because the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!



Accidents and Thefts

All accidents, thefts, or offenses that occur on campus must be reported to the Director of M&O. Keep records of all serial numbers of valuables. Mark your auto accessories so that they can be identified. Write your name in all textbooks. Do not leave valuables in your car. Always keep cars locked.

Accidents and Thefts – On-Campus

Witnesses or victims of an accident or theft should use their good judgment about the need to call for emergency personnel (911) but must contact the campus operator at 0 to report the incident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information and the investigation of accident.

Accidents – Off-Campus (in college vehicles)

Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is of a serious nature and injuries are involved or the college vehicle is disabled, Contact The Director of Maintenance and Operations.

Emergency Accident/Illness Procedures

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures.

Personal Injury of a Student

In the event that a student is injured on any CCCC campus, a Personal Injury Report for Student or Visitor is filled out by the Vice President for Student Services (or designee) and forwarded to the Vice President for Academic Affairs. The Vice President of Student Services keeps a copy.

Personal Injury of a Visitor

If a visitor is injured, the Personal Injury Report for Student or Visitor form is filled out by the Manager of Human Resources and kept on file in that office. Blank forms are kept in the Students Services office and the Human Resources office.

Accidents Involving Pedestrians, Motor Vehicles, Bicycles, Animals, or Any Fixed Object

These accidents must be reported to the Director of M&O. The Director of M&O will then complete a CCCC Accident Report Form and forward it to the Human Resources Office. Blank forms are kept in the Human Resources office.

Athletic Injuries

In the event of an injury to a CCCC student participating in intercollegiate athletics, a First Report of Athletic Injury and Athletic Injury Form are filled out. These reports are to be completed by the College Athletic Director or coach, and copies are forwarded to the Vice President for Student Services. The purpose of the First Report of Athletic Injury is to identify the nature and details of the injury. The Athletic Injury Form is used to file a claim to the insurance company stating the nature of the athletic injury. Blank copies of both of these forms are kept in the office of the Director of Athletics.

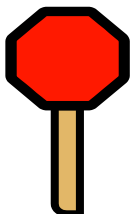
Occupational Illness or Injury

First Report of Employee Injury or Illness form is filled out for any employee who is injured or becomes ill due to occupational duties while working at Cerro Coso Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Assistant Director of Human Resources within 24 hours of the accident or illness. *Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources office, and a supply should be kept on file in each office.* The Manager of Human Resources will use the information provided in this form to complete the Accident Report Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office.

NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING A PHYSICAL PLANT EMPLOYEE FOR ASSISTANCE.

Maintenance Emergency

- Power (electrical) outages, electrical problems
 - Water leaks, ruptured water line
 - Gas leaks
 - Sewage problems
1. Any maintenance emergency should be reported immediately to the Director of M&O and his or her designee by calling (760) 384-6369, or (760) 382-0571. These are cellular telephones.
 2. If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 0. The campus operator will then contact the Director of M&O or his or her designee by either cellular telephone or radio to inform them of the maintenance problem.
 3. For evenings and weekends at the IWV campus, contact the switchboard for the Administrator in charge.



WARNING! NEVER TOUCH LIVE WIRES. DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK. SHUT OFF POWER WHERE APPLICABLE.

Bomb Threats

The Switchboard operator or any person receiving a bomb threat call will ascertain from the caller as much information as is possible, particularly about the voice of the caller or any background noise that can help identify the caller. See Bomb Threat Form for details.

The designated Administrator on duty will decide what action will be taken regarding evacuation, notification of emergency personnel, etc.

Suicidal Crisis

Procedures for Intervention of Suicidal Tendencies:

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

Emergency level—this level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt.

In this situation you should:

IMMEDIATELY CALL 911.

Take steps to ensure your own safety and the safety of others.

Primary level—this level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later.

In this situation you should:

Not leave the individual alone.

Appear confident that you can help the individual.

Immediately escort the individual to the Student Services Counselor if student requests help.

If the individual is a college employee and requests help, IMMEDIATELY refer the person to their supervisor and provide them with information on our Employee Assistance Program.

Homicidal Crisis Intervention

Procedures for Intervention of **Homicidal Tendencies:**

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

Emergency level—this level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt.

In this situation you should:

IMMEDIATELY CALL 911

Take steps to ensure your own safety and the safety of others.

Primary Level—this level describes an individual who poses imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later.

In this situation you should:

Not leave the individual alone.

Appear confident that you can help the individual.

Immediately escort the individual to a campus administrator in charge if student requests help.

If the individual is a college employee and requests help, IMMEDIATELY refer the person to their supervisor and provide them with information about our employee Assistance Program.

Notify the Campus Security for their information and assistance.



Hazardous Chemical—Gas leaks

Any spillage of a hazardous chemical or gas leak should be reported immediately to the Director of Maintenance and Operations or his or her designee by calling (760) 384-6369, or (760) 382-0571.

If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 0. The campus operator will then contact the Director of M&O or his or her designee by radio to inform them of the maintenance problem.

For evenings at the IWV Campus, contact the switchboard for the Administrator on duty.

If an emergency exists, notify the switchboard who will call 911, activate the manual pull station building alarm system. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

When reporting, be specific about the nature of the involved material and exact location. Emergency 911 Personnel will contact the necessary specialized authorities. The on-site instructor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the emergency personnel. Required first aid and clean up by specialized authorities should be started at once.

ASSIST THE DISABLED IN EXITING THE BUILDING (See APPENDIX B)!
DO NOT USE ELEVATORS; INSTEAD USE THE STAIRS IN CASE OF FIRE! DO NOT PANIC OR CAUSE OTHERS TO PANIC!

Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a police officer. After any evacuation, report to the following assembly points as spelled out on our evacuation plan. (Appendix D)

Natural gas leaks, with an odor in the building, may occur and may bring danger of an explosion. Natural gas rises and will often be outside because most gas lines are outside of a building.

CAMPUS EVACUATION PLAN

- Evacuations of all or part of the campus grounds will be announced by the President and/or the Director of M&O.
- All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.



Medical Emergencies & Violent Crimes

CALL 911

INITIATE APPROPRIATE ACTION:

- A. Life-Threatening Emergencies – Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest Pain, Serious Bleeding, Rape/Assault, etc.

GET HELP!

During the hours of operation dial "0" to the campus switchboard. The switchboard will then contact the 911 operator. If after hours follow the steps outlined below.

- **IF ALONE**, run to the nearest telephone and dial 911
 - **IF NOT ALONE**, send someone to the nearest telephone and dial 911
NOTE: ALL PAY PHONES ARE PROGRAMMED TO DIAL 911 WITHOUT A COIN.
 - If the nature of the emergency can be determined, report it.
 - If possible, report if the person is **Conscious, Breathing or Bleeding.**
- B. Render aid as appropriate.
- C. If possible, send someone to meet Emergency Personnel to direct them to the scene.
- D. General Medical Problems (Injuries/Illness): Conditions with no threat to life or limb.
- Render aid as appropriate.
 - Direct the person to the nearest First Aid Kit/AED.
 - Ask if they need assistance to home, hospital or doctor. Note: you should never transport a person to the hospital yourself, always call an ambulance.



FIRST AID KITS AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:

IWV Campus:

▪ **Main Building**

Admissions and Records	Room 117
Graphics/Print Shop	Room 126
Coyote Kitchen	Room 162
Counseling Offices (AED)	Room 224
Administrative Conference	Room 214D
Biology	Room 330
Physics	Room 328
Chemistry Lab	Room 334
Switchboard	Lobby

▪ **Occupation Education Building**

Machine Tool	Room 147
Ceramics	Room 168
Art 2 – D	Room 170
Applied Design	Room 184
Automotive Technology	Room 198
Welding	Room 192

▪ **Physical Education Building (AED)**

Weight Training	Room 409
Aerobics	Room 407
Athletic Training	Room 423

▪ **Child Care Center (AED)**

Lobby of the CDC

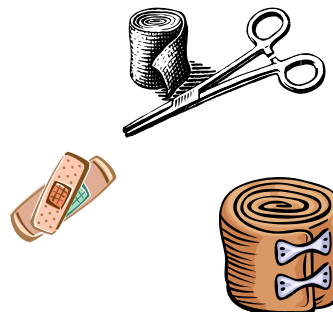
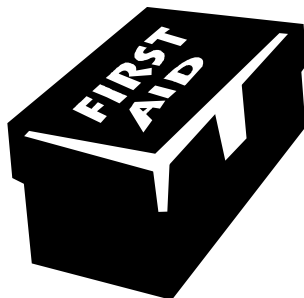
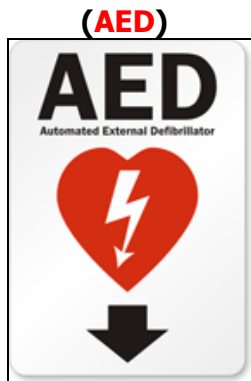
▪ **Learning Resource Center (AED)**

Circulation Desk

▪ **Maintenance and Operations Building (AED)**

Shop area

First aid kits and supplies are located in Maintenance and Operations office at the IWV Campus. To replenish supplies all request should be directed to the Director of Maintenance and Operations at: cc_mo@cerrocoso.edu



Campus Security Services

A security officer is on duty at the IWV Campus for your safety and protection and to maintain a safe and inviting physical environment. Duties of the security officer change according to campus needs and include:

- **Patrolling campus – exterior and interior; monitoring students, employees and visitors.**
- **Traffic control – accident investigation, issuing parking violations.**
- **Locking and unlocking campus doors – interior and exterior.**
- **Accompanying student to classroom and/or vehicles when they feel unsafe and request these services.**

Hand-Held Radio

The security officer has a hand-held radio to contact other College personnel for immediate response. The switchboard can contact security, via radio, upon request.

Temporary Closings

The President will confer with the Vice Presidents for the College, the Director of Information, Development & Alumni Relations (PIO) and other appropriate personnel on all closings due to emergencies or inclement weather.

Inquiries about possible closures or cancellations:

Students: Listen to the radio and television stations listed below. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.

Employees: *During school session*-You will be notified by your supervisor regarding temporary cancellations or campus closing.

During non-school hours-Listen to the radio and television stations listed below.

Once authorized, the Director of Information, Development & Alumni Relations (PIO) is responsible for contacting all area radio and TV stations. The following radio stations will be called first. Employees and students are encouraged to listen to the following radio stations:

Radio Stations: KLOA 1240 am or 104.9 fm, KRAJ 100.9 fm, KISS 102.7 fm



EARTHQUAKE

During a major earthquake, you may experience a shaking that starts out to be gentle, within a second or two grows violent, and knocks you off your feet.... Or you may be jarred first by a violent jolt—as though a truck hit the building. A few seconds later you will feel the shaking and you will find it difficult, if not impossible, to move from one room to another.

WHEN THE EARTH SHAKES

- If you are at **WORK OR SCHOOL**, **DROP** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under **COVER** until the shaking stops.
- If you are in a **HIGH-RISE BUILDING** and not near a desk or table, move against an interior wall, and protect your head with your arms. Face away from windows. Do not use elevators. Do not be surprised if alarm or sprinkler systems come on.
- If **OUTDOORS**, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- If you are on a **SIDEWALK** near a tall building, get into a building's doorway to protect yourself from falling bricks, glass, and other debris.
- If you are **DRIVING**, slowly pull over to the side of the road and stop.
- If you are in a **CROWDED STORE OR PUBLIC PLACE**, do not rush for exits. Move away from display shelves with objects that could fall on you.
- If you are in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your head and arms.
- If you are in a **KITCHEN**, move away from the refrigerator, stove, and overhead cupboards. (*Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.*)
- If you are in a **THEATER OR STADIUM**, stay in your seat or get under it if possible, and protect you head with your arms. Do not try to leave until the shaking is over

AFTER THE EARTHQUAKE

- Evacuate slowly and carefully. Look before exiting to make sure there is no overhead danger.
- As you evacuate take note of utilities. Look for wires arcing, water running, and the smell of natural gas.
- Report to your predetermined assembly point (see below) and take note of who is missing and any injuries that may exist.
- At your assembly point, assist others and be sure to let someone know if you leave.

Anti -Terrorist Alert Plan

The City of Ridgecrest Police Department is networked with the California Anti-Terrorist Group, who sends out periodic alert updates, as well as the Department of Homeland Security. If an alert is received that indicates risk to Cerro Coso Community College at large, the RPD will contact the college President's office to alert us as to the risk of the threat. Action on our part will be assessed and implemented as needed.

Risk Assessment:

- A. Low to moderate risk is determined when a large number of public will be present on campus, or when hosting community events.
- B. High risk is when large crowds are attending events such as Graduation.

Alert Conditions:

Level 1/GREEN — Low:

Action steps:

- College employees are informed and trained on safety and security procedures on an annual basis.
- Communication equipment is checked weekly to ensure proper operation.
- Security lights and alarms are inspected to ensure proper operation.
- Conduct annual security assessments of all buildings to identify and correct deficiencies.
- Mail and packages are carefully opened.
- Emergency drills are held each semester.

Level 2/BLUE — Guarded:

Action steps

- Implement Level 1 Action Steps.
- Inform all employees of the change in alert level and that they should be more aware of suspicious persons, vehicles, mail, abandoned backpacks, etc. Employees are to report any suspicious behavior by contacting the Physical Plant Director or designee by calling (760) 384-6369 or (760) 382-0571.
- If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at O. The campus operator will then contact the Director of M&O or designee by radio to inform them of the situation.
- Rooms that are not used will be kept locked.
- M&O will perform routine checks of buildings, parking lots, and grounds every morning and afternoon.
- Use extra precaution with mail and packages. (See Attachment A)
- Educate faculty and staff on opening mail and packages.
- Report suspicious persons to supervisors.

Level 3/YELLOW —Elevated:

Action steps

- Implement Levels 1 and 2 Action Steps.
- Rooms that are not in use will be kept locked.
- Director of M&O or designee performs routine checks of buildings, parking lots, and grounds every morning and afternoon.
- Entrance to buildings will be restricted no later than 8:00 p.m.
- All buildings will be locked no later than 10:00 p.m.
- Each building will have security and hall lights left on all night.

Level 4/ORANGE — High:

Action steps

- Implement Levels 1 - 3 Action Steps.
- Director of M&O or designee performs checks of buildings, parking lots, and grounds every hour.
- Mail and packages will be opened for inspection at a central location by an individual wearing appropriate protective clothing, gloves, and mask.

Level 5 – RED -- Severe:

Action steps

- Implement Levels 1 - 4 Action Steps.
- All persons attending a high-risk event will be canceled.
- Restrict parking to areas at least 300 ft. from buildings.
- Campus is evacuated and all buildings locked down.
- Access to buildings is limited to authorized personnel.
- Buildings remain locked until alert status is lowered

A large, 3D, perspective-rendered graphic of the word "ALERT!" in a bold, sans-serif font. The letters are primarily yellow with a gradient to orange and red at the bottom. The text is slanted upwards from left to right and has a dark shadow underneath, giving it a three-dimensional appearance.

Appendix A

BUILDING SECURITY COORDINATORS, ALTERNATES, AND FIRST AID CONTACTS

BUILDING	TITLE	DAYTIME	EVENING	PHONE NO.	EMAIL
MAIN BUILDING	Coordinator				
	Alternate				
	First Aid Contact				
OCCU. ED/ART LABS	Coordinator				
	Alternate				
	First Aid Contact				
LRC	Coordinator				
	Alternate				
	First Aid Contact				
GYMNASIUM	Coordinator				
	Alternate				
	First Aid Contact				
EAST WING	Coordinator				
	Alternate				
	First Aid Contact				
MAINTENANCE	Coordinator				
	Alternate				
	First Aid Contact				
CHILD CARE CENTER	Coordinator				
	Alternate				
	First Aid Contact				
KERN RIVER VALLEY	Coordinator				
	Alternate				
	First Aid Contact				
SOUTH KERN CAMPUS	Coordinator				
	Alternate				
	First Aid Contact				
ESCC—BISHOP	Coordinator				
	Alternate				
	First Aid Contact				
ESCC—MAMMOTH	Coordinator				
	Alternate				
	First Aid Contact				

Building Security Coordinators, Alternates, and First Aid Contacts will be appointed by Direct Supervisor.

APPENDIX B

EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

VISUAL DISABILITIES

Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit. When you reach safety, orient the person to where he/she is and ask if any further assistance is needed.

HEARING DISABILITIES

Since most campus buildings are not yet equipped with visual alarms, a person with a hearing impairment may not hear the emergency alarm sound and will need an alternative warning technique. The best method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out rear door to right and down. Now!"

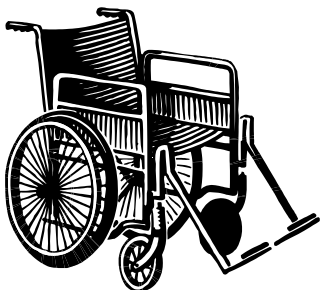
AMBULATORY DISABILITIES

Since elevators should **NEVER** be used for evacuation in case of fire, tornado, or earthquake, persons with mobility impairments will need assistance in evacuating unless they are on a ground floor with an accessible exit.

If the person is AMBULATORY—persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs in an emergency situation with minor assistance. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk down stairs with some assistance; it is advisable that they wait until the heavy traffic has cleared before they attempt to evacuate. Someone should walk beside them to provide assistance, if needed. If it is apparent there is no immediate danger, the person may choose to stay in the building until emergency personnel arrive and determine the necessity to evacuate.

If the person is NON-AMBULATORY—the Office of Special Services compiles a Safety Evacuation Locator List each semester of students registered with that Office who are unable to independently evacuate a building. This list is kept on file in the Office of Special Services for quick reference in the event of an emergency. The information is taken from the students' class schedules. The list is arranged by building name, room number, day of week, and time of class. It includes the names of students and professors. While this information cannot account for the whereabouts of those who need assistance except during scheduled classes, it provides quick information with which to begin rescue efforts.

Evacuation of non-ambulatory persons is much more complicated than that of others. Unless danger is imminent, a wheelchair user should remain in the classroom with the door closed until emergency rescue personnel arrive and determine the necessity of their evacuation. Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users before rescue personnel arrive because doing so may involve dangers of its own. It is never safe to move someone by lifting a wheelchair down the stairs. Wheelchairs have many movable parts and vulnerable points that are not constructed to withstand the stress of lifting. Place the mobility-impaired person in a chair to safely move down stairs. Such equipment is preferable to attempting to manually carry persons or move them in their wheelchairs.



APPENDIX C

GUIDELINES FOR IDENTIFYING AND HANDLING MAIL PIECES AND PACKAGES SUSPECTED OF CONTAINING A THREAT

- A. Characteristics of a suspicious parcel:
- Unexpected or from someone unfamiliar to you
 - Addressed to someone no longer with your agency or otherwise outdated address
 - No return address or one that cannot be verified as legitimate
 - Unusual weight, given its size or lopsidedness
 - Restrictive markings such as “Personal” or “Confidential”
 - Exhibits protruding wires, strange odors, or stains
 - Postmarked from a city which does not match the return address
 - Displays distorted handwriting or addresses with homemade labels or pasted lettering
 - Unprofessionally wrapped or secured with combinations of tape
 - Excessive postage
- B. What to do if you receive a suspected explosive device:
- **Do not** attempt to open the parcel
 - Isolate the parcel
 - Evacuate the immediate area
 - Notify your supervisor, who will in turn notify the Ridgecrest Police Department at (760) 499-5100 or 911 (or your local Police Department)
- C. What to do if you receive a suspected Anthrax threat by mail:
- **Do not** handle the piece of mail or package suspected of being contaminated
 - Double bag the letter or package in a zipper-type or zip-lock type plastic bag, using latex gloves
 - Immediately wash your hands with soap and water
 - Notify your supervisor, who will in turn notify the Ridgecrest Police Department at (760) 499-5100 or 911 (or your local Police Department)
 - Make sure that all suspicious packages are isolated and the immediate area is cordoned off
 - Ensure that all persons who came into contact with the envelope/package wash their hands with soap and water
 - List all persons who have touched the envelope/package and include their contact information
 - If the envelope/package has been opened and powder spills out, **DO NOT ATTEMPT TO CLEAN IT UP. KEEP OTHERS AWAY FROM THE AREA.**
 - Ridgecrest Police Department (or your local Police Department) will coordinate the response and notify all necessary emergency and law enforcement agencies.



CERRO COSO COMMUNITY COLLEGE

URGENT BULLETIN

To: ALL FACULTY (Please read to your class immediately)

A bomb threat has been received by the College. Based on our established procedures and the best information available, the College President is asking that **this building be evacuated immediately.** Please exit the building in a safe and orderly manner. Assemble at the south end of the parking lot. Do not leave the parking lot until directed to do so.

Today's date _____

URGENT BULLETIN

BOMB THREAT CHECKLIST

WHEN WILL IT GO OFF?	CERTAIN HOUR	TIME REMAINING
----------------------	--------------	----------------

WHERE IS IT PLANTED?	BUILDING	AREA	FLOOR
----------------------	----------	------	-------

WHAT DOES IT LOOK LIKE?

DID CALLER SEEM FAMILIAR WITH AREA OR BUILDING BY HIS DESCRIPTION OF LOCATION?

NAME OF PERSON RECEIVING THE CALL	TIME OF CALL	DATE
CALLER'S IDENTITY	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	APPROXIMATE AGE IN YEARS

ORIGIN OF CALL (If internal, leave plug in board)

LOCAL
 LONG DISTANCE
 BOOTH
 INTERNAL ((from within building))

VOICE CHARACTERISTICS				SPEECH			
<input type="checkbox"/> LOUD	<input type="checkbox"/>	<input type="checkbox"/> SOFT	<input type="checkbox"/>	<input type="checkbox"/> FAST	<input type="checkbox"/>	<input type="checkbox"/> SLOW	<input type="checkbox"/>
<input type="checkbox"/> HIGH PITCH	<input type="checkbox"/>	<input type="checkbox"/> DEEP	<input type="checkbox"/>	<input type="checkbox"/> DISTINCT	<input type="checkbox"/>	<input type="checkbox"/> DISTORTED	<input type="checkbox"/>
<input type="checkbox"/> RASPY	<input type="checkbox"/>	<input type="checkbox"/> PLEASANT	<input type="checkbox"/>	<input type="checkbox"/> STUTTER	<input type="checkbox"/>	<input type="checkbox"/> SLURRED	<input type="checkbox"/>
<input type="checkbox"/> INTOXICATED	<input type="checkbox"/>	<input type="checkbox"/> OTHER:	<input type="checkbox"/>	<input type="checkbox"/> NASAL	<input type="checkbox"/>	<input type="checkbox"/> OTHER:	<input type="checkbox"/>

LANGUAGE				ACCENT			
<input type="checkbox"/> EXCELLENT	<input type="checkbox"/>	<input type="checkbox"/> GOOD	<input type="checkbox"/>	<input type="checkbox"/> LOCAL	<input type="checkbox"/>	<input type="checkbox"/> NOT LOCAL	<input type="checkbox"/>
<input type="checkbox"/> FAIR	<input type="checkbox"/>	<input type="checkbox"/> POOR	<input type="checkbox"/>	<input type="checkbox"/> FOREIGN	<input type="checkbox"/>	<input type="checkbox"/> REGIONAL	<input type="checkbox"/>
<input type="checkbox"/> FOUL	<input type="checkbox"/>	<input type="checkbox"/> CERTAIN WORDS OR PHRASES	<input type="checkbox"/>	<input type="checkbox"/> RACE	<input type="checkbox"/>	<input type="checkbox"/> OTHER:	<input type="checkbox"/>
<input type="checkbox"/> OTHER:				<input type="checkbox"/> EXPLAIN:			

MANNER				BACKGROUND NOISES			
<input type="checkbox"/> CALM	<input type="checkbox"/>	<input type="checkbox"/> ANGRY	<input type="checkbox"/>	<input type="checkbox"/> OFFICE MACHINES	<input type="checkbox"/>	<input type="checkbox"/> STREET TRAFFIC	<input type="checkbox"/>
<input type="checkbox"/> RATIONAL	<input type="checkbox"/>	<input type="checkbox"/> IRRATIONAL	<input type="checkbox"/>	<input type="checkbox"/> FACTORY	<input type="checkbox"/>	<input type="checkbox"/> AIRPLANES	<input type="checkbox"/>
<input type="checkbox"/> COHERENT	<input type="checkbox"/>	<input type="checkbox"/> INCOHERENT	<input type="checkbox"/>	<input type="checkbox"/> BEDLAM	<input type="checkbox"/>	<input type="checkbox"/> TRAINS	<input type="checkbox"/>
<input type="checkbox"/> DELIBERATE	<input type="checkbox"/>	<input type="checkbox"/> EMOTIONAL	<input type="checkbox"/>	<input type="checkbox"/> ANIMALS	<input type="checkbox"/>	<input type="checkbox"/> VOICES	<input type="checkbox"/>
<input type="checkbox"/> RIGHTEOUS	<input type="checkbox"/>	<input type="checkbox"/> LAUGHING	<input type="checkbox"/>	<input type="checkbox"/> QUIET	<input type="checkbox"/>	<input type="checkbox"/> MUSIC	<input type="checkbox"/>
<input type="checkbox"/> OTHER:				<input type="checkbox"/> ATMOSPHERE	<input type="checkbox"/>	<input type="checkbox"/> PARTY	<input type="checkbox"/>

ACTION TO TAKE IMMEDIATELY AFTER CALL

FIRST: NOTIFY ADMINISTRATOR AND CHIEF MAINTENANCE PERSON

SECOND: TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR/SECURITY OFFICER

WRITE OUT MESSAGE IN ITS ENTIRETY AS RECEIVED FROM THE INFORMANT

CHAIN OF COMMAND

