



PREPAREDNESS MATTERS

Be a partner in preparedness...be ready!



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Contra Costa Community College District • 500 Court Street • Martinez, CA 94553 • (925)229-1000 • <http://www.4cd.edu>

District Preparedness Update

With the start of a new academic year, it is the perfect time to update all of you on our District-wide preparedness efforts and provide you with some important tips to help keep yourselves and others safe. We've accomplished a great deal so far this year—and recently graduated our District's 6th Community Emergency Response Team (CERT) Class. Eleven employees from DVC, District Office, LMC, and SRC completed training at LMC just before the start of the Fall Semester. Since the program began in 2006, our District has provided CERT training to approximately 120 employees. We now have CERT-trained personnel stationed at *all District sites and facilities*. Congratulations to the members of CCCCD CERT Class #6!

In addition to CERT, we have established District-wide standards for and upgraded our Safety Monitor Programs. Safety Monitors are designated campus or facility employees who provide support during evacuations, shelter-in-place situations, or other critical incidents. Forty-one employees have received their basic training at CCC, DVC, and District Office so far this year and we will be offering additional training opportunities later this fall. Our goal is to have at least three designated Safety Monitors for each building

In This Issue:

District Preparedness Update.....	Page 1
LOCKDOWN!.....	Page 2
National Fire Safety Month.....	Page 4

(and floor of each building) district-wide. If you would like to participate in this program, please check with your Supervisor or manager and contact the District Emergency Services Coordinator at (925) 439-2181, extension 3110 (or via e-mail at tterstegge@losmedanos.edu).

We urge all of you to take a few moments this month to become better prepared for California's next emergency...it's easy! Buy a few supplies. Visit the District website and explore the emergency information section (see inset below, left). Learn how to stay safe and possibly even *save a life!*

We're ready! Are you?



The newest members of the District Community Emergency Response Team (CERT) recently completed training at Los Medanos College.



Be sure to visit the Emergency Preparedness section of the District website to learn more about the ways you can stay safe during an emergency!

www.4cd.edu/911

LOCKDOWN!

In recent years, few issues have caused more concern on campuses than that of violent crime. So called “Active Shooter” scenarios have occurred with frightening frequency at a number of schools, colleges, universities, and workplaces nationwide. Unfortunately, such incidents have even occurred locally. The good news is that there are many things we can do to prevent, deter, and effectively respond to these situations, should they threaten our community.

Lockdown Procedures:

If it becomes necessary to lock down:

- *Remain calm.*
- *Quickly alert others in your area (room, floor, or building)*
- *If you are in an area that is unsafe, move to an area that is safe.*
- *If the situation has not already been reported to police, report the emergency using 9-1-1 (or 9-9-1-1 from most office phones)*
- *Immediately take actions to shelter-in-place (**Shelter, Shut, and Listen**)*
 - ✓ *Go to a safe indoor location*
 - ✓ *Shut and lock all doors and windows. Shut all blinds and window coverings. Shut off all ventilation systems.*
 - ✓ *Listen for updated information and instructions (KCBS 740 AM or 106.9 FM, KTVU-2 TV, or www.4cd.edu)*
- *Take cover behind heavy objects or furnishings.*

Awareness

One of the most important precautions is to simply remain alert and be aware of your surroundings. Pay attention if you hear unusual sounds such as loud, angry voices, screaming, or loud “pops”—gunfire is

not always immediately recognized as such. While some of these sounds may not always be indicators of a threat, those people who become aware of potential hazards and act quickly at an incident’s earliest stages are the most likely to survive.

Being aware also includes knowing what resources you may have around you at any given time. It is always important to note the location of emergency exits, fire extinguishers, telephones, and other emergency supplies or equipment. It is also important to consider the safety and security of any area you might regularly occupy. If, for example, you work or teach in a specific room or classroom, consider the strengths or weaknesses of that area during a violent encounter. Are you able to effectively lock the room and hide yourself and others from view? If not, it may be

Continued on Page 3

Tip of the Month: Got Gas?

Always keep at least a ½ tank of fuel in your car. This can help in a variety of ways:

1. If you are stuck in traffic or there is a lengthy detour around your usual route, it will help ensure that you have enough gas to make it home.
2. If it becomes necessary to evacuate your family on a moment’s notice, you should at least have enough fuel to do so.
3. If an earthquake or other emergency occurs, gas may not be readily available for some time. Having at least a minimal supply may help meet your transportation needs until additional supplies arrive.



LOCKDOWN! (from Page 2)

necessary to identify a nearby area, such as another office, classroom, or even a restroom, that may be more secure. Some rooms, by their very nature, don't lend themselves to security—they may be enclosed by glass, have inoperative locking mechanisms, or offer little protection against forcible entry. Knowing where and when one should relocate could mean the difference between life and death.

Notification

In our District, we have developed the 4CD Alert System to help keep you informed if a life-threatening situation occurs on our campuses. District Police may utilize audible alert sirens, e-mail and cell phone text messages (to be made available in the very near future), or other available means to alert you to the fact that an emergency is occurring. If the alert siren sounds or you receive any other alert, in the absence of any



The 4CD Alert System includes audible sirens to quickly warn community members that a life-threatening hazard exists.

Image credit: Teddy M. Terstegge, CCCC Police

other instructions we recommend that you immediately take actions to shelter-in-place/lockdown—that is, to **SHELTER, SHUT, AND LISTEN.**

SHELTER—Immediately seek shelter:

- Go to a safe indoor location.

SHUT—Immediately shut yourself in:

- Shut (and when possible lock) all doors and windows.
- Shut all blinds and window coverings.
- Shut off all heating, air-conditioning, or air-circulating devices or systems.
- Shut off all cell phones and/or electronic devices or set them to vibrate

LISTEN—Listen for additional emergency information or instructions:

- Tune to KCBS 740 AM or 106.9 FM radio or KTVU-2 television
- Visit the District website at www.4cd.edu

Protection

In many cases, it will be necessary to take additional steps to protect yourself and others from violence. Depending upon your location, circumstances, and available resources you may need to think “outside the box” to identify ways to add to your level of protection. For example, if you are unable to lock a door, think of other ways to secure it against entry. Belts, backpack straps, or articles of clothing may be tied to keep a door from opening easily. Heavy furnishings, such as desks, chairs, and bookshelves may be used as barricades to slow or even prevent entry into an area.

If gunfire or explosives are involved, it is important to protect yourself from directed and stray bullets, or shrapnel. Try to move as far away from potential sources of injury as possible and get down behind heavy or bulky items, such as desks, filing cabinets, or building support beams. These may help deflect or even absorb projectiles and keep them from hitting you.






Rescue Operations

In any violent crime scenario, the situation will certainly be chaotic. Under these circumstances, it is extremely difficult for police to differentiate between victims and suspects. To further complicate the issue, suspects often try to hide themselves in among innocent persons. For this reason, responding officers must assume *every person is a potential threat*— until

Continued on Page 5

National Fire Safety Month

October is National Fire Safety Month and people all across the United States are taking steps to be “Fire Safe”. Have you and your family taken time to reduce your risks? Here are some tips to help keep you and your family members safe from fire:

-  **Smoke Detectors:** Install and regularly test smoke detectors. Change your smoke detector batteries each time you change your clocks in the Spring and Fall.
-  **Fire Extinguishers:** Have a fire extinguisher readily available—and know how to use it.
-  **Evacuation Plan:** Have a family evacuation plan and a designated meeting place outside your home. Make certain everyone knows the plan and practice it regularly.
-  **Home Hazard Hunt:** Conduct a “Home Hazard Hunt” several times a year. Identify and correct any fire safety hazards (such as blocked emergency exits, combustibles near sources of heat, or improperly stored flammables or chemicals).
-  **Clean Dryer Lint Traps:** Regularly clean your clothes dryer lint traps and ducts. Vacuum these thoroughly, using a dryer cleaning kit.
-  **Handle Flames Carefully:** Never leave candles or other sources of heat unattended. Whenever possible, replace these with safer alternatives, such as LED candles or battery-operated decorations.

*“A spark neglected makes a mighty fire.”
~Robert Herrick*

Upcoming Preparedness Events:

October 15, 2009: At 10:15 a.m., millions of Californians will “Drop, Cover, and Hold On” in *The Great California ShakeOut Drill*. For more information, please visit:

www.ShakeOut.org

October 16, 2009: DVC CERT Meeting; DVC Room L151, 1:00 pm – 3:00 pm. All CERT members and interested employees (district-wide) are welcome to attend. Please RSVP to Cathy Walton-Woodson: cwoodson@dvc.edu

October 19, 2009: Fire Safety and Extinguisher Training; District Office, Board Room, 12:00 pm – 1:00 pm. All employees (district-wide) are welcome to attend. Please RSVP to Andrea Gonzalez-Lewis: agonzalez-lewis@4cd.edu

October 22, 2009: Emergency Procedures “Brown Bag” Workshop; Los Medanos College, Room L109, 12:30 pm – 1:30 pm. All employees are welcome to attend.

January 12-14, 2010: Community Emergency Response Team (CERT) training at Diablo Valley College. Training will be open to all employees at all district sites and campuses. Registration details will be distributed soon.



LOCKDOWN! (from Page 3)

proven otherwise. If you are involved in an “Active Shooter” situation and police arrive, *do not make any sudden movements. Do not rush toward the officers.*

Instead, immediately drop anything that may be in your hands and raise your hands high above your head. Do not move unless instructed to do so. As officers approach, they will likely be pointing weapons at you and shouting orders. They may also direct you to the ground, search, and secure you with handcuffs until the situation can be controlled. Under these circumstances it is critical that you cooperate and immediately obey any orders they may issue.

Consider Your Options

Finally, in any situation, try to avoid locking yourself into a set and narrow way of thinking. Protective actions and responses that work under some circumstances may not be effective in others. Continually assess the situation and, as things change, consider your options. For example, in the beginning of an incident, when information is scarce, it may be safest to shelter-in-place. As circumstances change however, and more information becomes available and the location of a threat is known, it may suddenly make more sense to evacuate the area.

It is important to know that, in a life-or-death situation, there are many things you may do that you would not otherwise consider. For example, it is perfectly all right to break a door or window to escape, if necessary. You may also have to risk injury by jumping out of a second story window in order to escape a threat.

You may also fight back. In fact, when faced with an imminent and deadly threat, last-resort plans for a counter-attack are often successful. Distractions (where objects are thrown at an attacker), “swarm” tactics (where a group of people all jump on an attacker at once), or other techniques may often be used to your advantage. Fire extinguishers, textbooks, heavy backpacks, and even room

furnishings have all been used as effective defensive weapons. Of course there are *significant* risks to such actions and to engage in them could result in your injury or death. However, in a fight for your life, a chance at life must certainly be worth the risk of injury.

As sad as it is to have to address the issue of violent crime in our educational institutions, it would be sadder still if any of you were to someday need this information and never have received it. To learn more about how to protect yourself in this and other types of emergencies, please visit the District Emergency Information page at:

<http://www.4cd.edu/911>

FIRE SAFETY WORD SEARCH

V	Y	T	E	F	A	S	W	R	H	L	N	M	L	X
E	R	F	L	A	M	E	O	F	G	O	A	C	B	X
Y	E	H	W	J	R	F	C	B	I	T	E	U	S	C
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Y	A	C	I	Q	H	K	B	N	L	U	S	L	O	D
S	S	C	P	O	R	U	B	S	X	J	T	M	E	C

BURN, CANDLES, DETECTOR, EVACUATION, EXTINGUISHER, FIRE, FIREPLACE, FLAME, HAZARD, HUNT, MATCHES, SAFETY, SMOKE, STOVE

Comments or Questions? Suggestions for future issues?
Please contact the Emergency Services Coordinator:

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