NOTE

This publication is merely a guide. While it may provide suggested responses to a number of specific situations, it cannot address every possible type of emergency. It is important to remember that suggested responses may not be effective or appropriate in all situations. Involved individuals must take action based upon their best judgment and existing circumstances at the time.
IN CASE OF EMERGENCY

An emergency is defined as any situation where an immediate threat to life or property exists and immediate action or assistance is needed.

If an emergency occurs, take the following actions:

☐ Remain calm.
☐ If you are not in a safe area, move to an area that is safe.
☐ Report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Remain on the line or available to answer questions and provide other critical information.
☐ Refer to Event-Specific Guidelines for additional actions.
☐ If you are involved in emergency response, refer to General Guidelines for further guidance.
AIRCRAFT CRASH

If an aircraft crashes into or adjacent to any District property, take the following actions (as appropriate):

☐ Remain calm.
☐ Immediately move away from all windows, then Duck, Cover, and Hold until the debris has settled.
☐ If you are not in a safe area, move to an area that is safe.
☐ Report the incident to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.
☐ If a building is affected by the crash, activate the nearest fire alarm pull station. Evacuate to the nearest safe Assembly Area in an orderly manner.

Do not use elevators.

☐ Assist any persons with disabilities and those who are injured. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
☐ Do not touch or pick up any wreckage or debris. Do not light matches or smoke.
☐ Notify public safety personnel if anyone is trapped or in need of evacuation assistance. Report any missing persons to site authorities.

Do:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

Do not:

- Use elevators.
- Rush for an exit.
If You Become Trapped:

- Remain calm. If you are able to do so, report your situation and location by dialing 9-1-1 (or 9-9-1-1 from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor to avoid smoke, contaminants, and heat.
- If you are injured, tend to your injuries.

Once at an Assembly Area or Other Safe Area:

- Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency
Operations Center (EOC) and begin organizing response and recovery efforts.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

**Preparedness/Mitigation Measures**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an evacuation, it is critical to properly plan for and practice evacuation procedures. To assist in this effort:

- Become familiar with Evacuation Maps, Systems, and Plans.
- Keep adequate emergency supplies on hand.
ALERT SITUATION

If information or intelligence suggests that a heightened level of readiness or response is necessary to prepare for a future event (criminal activity, protest, or weather emergency, for example), take the following Alert Situation actions as appropriate.

☐ Remain calm.
☐ If you are not in a safe area, move to an area that is safe.
☐ Report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Remain on the line or available to answer questions and provide other critical information.
☐ If an imminent or immediate hazard to life or health threatens the community, the Officer-of-the-Day (OOD) or District Police Watch Commander shall ensure that the appropriate components of the Emergency Alert System are activated. This may include any or all of the following methods of notification, where available:
  - Audible and visual signals or alarms (Alert Sirens).
  - Emergency Alert System (EAS).
  - Public Address systems.
  - Telephone (land line and cellular).
  - Text message.
  - Facsimile.
  - E-mail.
  - Internet “Instant Messaging”.
  - Web Page.
  - Radio (facility, RACES, or public broadcasting systems).
  - Runner or messenger.

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander will ensure that the appropriate notifications are made to the District Police Command Staff and affected segments of the community. The OOD shall also ensure that all actions are properly documented.
☐ The Officer-of-the-Day (OOD) or District Police Watch Commander shall gather any additional information necessary and develop an Incident/Event
Action. When developing this plan, the OOD should review the appropriate Event-Specific Guidelines and employ any protective measures appropriate for the given situation.

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander shall monitor the situation and report or address any situational developments in a timely and appropriate manner.

☐ If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.

☐ Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

Other Procedures

☐ When appropriate, District Police and/or a designated site administrator should meet with the event organizers or event representatives to resolve issues, assess the potential effects of the event on the community, and mitigate these effects.

☐ If the incident is serious and is likely to have off-site impact, the Officer-of-the-Day (OOD) or District Police Watch Commander should consider briefing the affected city or the Contra Costa County Sheriff’s Department on the situation and/or request mutual aid if necessary.

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander should consider activating site Incident Management Team.

☐ Whenever possible, video or photograph activities at the event.

☐ If known, record the identities of all persons present at the event. Record details of all incidents and report them to District Police.

☐ District Police will provide dignitary protection services to any visiting dignitary and/or coordinate with agencies such as the California Highway Patrol or United States Secret Service while they are providing protection upon District property.
BOMB THREAT

Most bomb threats are received by telephone, although they may also be made by other means (typically by mail or e-mail). Remember that in some cases, explosive devices may be utilized without any threats being made at all.

Bomb Threats

☐ If you receive a bomb threat, quietly alert others nearby and notify your supervisor.
☐ Attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics. Refer to the following Bomb Threat Questionnaire for further information.
☐ Report the incident to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send a runner to notify the police. Provide the dispatcher with all available information regarding the bomb threat.
☐ Complete a Bomb Threat Questionnaire and provide a copy to the responding officer.
☐ Once the threat has been properly reported, managers should inform area staff that the building has been placed on a heightened security status as a response to a potential crisis situation.
☐ Managers should calmly and quietly review emergency evacuation procedures with area staff to prepare them for a possible evacuation.
☐ Until the situation has been assessed, all staff members should remain in place unless the Chief Administrator or public safety personnel instruct them to do otherwise.
☐ When searching for suspicious objects, public safety responders may require assistance from those who are familiar with the areas to be searched. If you are asked to do so, you may assist. If you are searching and find a suspicious object do not touch or move it. Move away and immediately report the object to public safety personnel.
☐ If an evacuation is ordered, follow routine evacuation procedures.

Suspicious Packages or Objects

☐ If you discover a suspicious package or object do not touch or move it!
☐ Remain calm and move away from the object.
☐ Alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
If danger is imminent, instruct everyone in the area to move as far away from the hazard area as possible and take cover. Instruct them to stay down until subsequent instructions are given.

Do not use cellular phones, cordless phones, or any radio transmitter within 1,000 feet of a suspicious object or the subject area for a bomb threat. Electrical energy from cordless phones or radios could detonate nearby explosive devices.

Report the incident to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.

Under some circumstances, it may be more safe to remain in place than it is to evacuate. If so, close and lock (or barricade) all doors and windows. Take cover under or behind heavy furnishings or structures. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.

If an Evacuation Becomes Necessary:

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

**DO:**
- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**
- Use elevators.
- Rush for an exit.
Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.

Avoid using cell phones or radio transmitters. If any explosive devices are present, nearby cell phone or radio transmissions may set them off.

Once at an Assembly Area or Other Safe Area:

Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.

Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.

If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

Do not re-enter buildings until officials have determined that it is safe to re-enter.

Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other
unusual conditions. All hazard areas should be cordoned off and properly reported.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

☐ Site Administrators should be prepared to open designated shelter sites for use.

**Decision to Evacuate**

The Chief Administrator of an affected facility is the individual authorized to make decisions relating to the management of emergencies at that facility. The Chief Administrator typically decides whether to search and/or evacuate the facility after receiving input and/or recommendations from the Incident Commander or other professional responders.

**Preparedness/Mitigation Measures**

To minimize the opportunities for criminal activity or the potential placement of explosive devices upon or within District facilities and/or buildings, it is critical to maintain basic site security practices. To help protect these areas:

- Any person who answers District telephones should be familiar with bomb threat procedures.
- Bomb Threat Questionnaires and emergency telephone numbers should be posted near or upon all District telephones.
- All storage, office, and laboratory areas should be locked when they are not attended.
- All rooms should be locked after normal hours and locked immediately after cleaning.
- All employees should be trained to recognize and properly report suspicious packages.
BOMB THREAT QUESTIONNAIRE

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of bomb threat:

CALLER’S VOICE (Continued):

- Disguised
- Slurred
- Ragged
- Cracking
- Accent
- Whispered
- Clearing Throat
- Deep Breathing
- Familiar (if voice is familiar, who did it sound like?):

BACKGROUND SOUNDS:

- Street
- Voices
- Crockery
- Machinery
- Clear
- Animals
- Static
- PA System
- House noises
- Music
- Office
- Animals
- Traffic
- Long Distance
- Booth
- Motor
- Other (specify):

BOMB THREAT LANGUAGE:

- Educated
- Incoherent
- Foul
- Scripted (read)
- Taped
- Irrational

REMARKS:

Sex of Caller: Race:

Age: Length of call:

Telephone number at which call was received:

Time call received:

Date call received:

CALLER’S VOICE:

- Calm
- Raspy
- Slow
- Soft
- Nasal
- Crying
- Stutter
- Angry
- Deep
- Excited
- Loud
- Distinct
- Laughter
- Lisp

Your name:

Your position:

Your telephone number:

Date checklist completed:

This questionnaire has been provided by the Contra Costa Community College District Police Department. For more copies, please contact your nearest District Police office.
CIVIL DISORDER

A civil disorder may occur as a result of a protest or demonstration, march, “sit-in”, or even a large community event. While individuals have the freedom of speech and the right to peaceable assembly, civil disorder typically occurs whenever two or more persons assemble together to do an unlawful act, utilize (or threaten the use of) force or violence, or disturb the public peace.

If a Civil Disorder Occurs:

☐ Remain calm.
☐ Whenever possible, avoid becoming involved in the situation yourself.
☐ If you are not in a safe area, move to an area that is safe.
☐ If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
☐ Report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s) and/or description(s) of any suspect(s), the description, location, and type(s) of any involved weapons, and any other critical information. Remain on the line or available to answer questions and provide other critical information.
☐ Check the area around you for immediate threats or hazards. If the area appears safe, secure all doors and shelter-in-place. If the area is unsafe, move quickly to an area that is safe. Do not open doors unless instructed to do so by recognized staff members or public safety personnel. Emergency responders may enter the room using a master key or by providing positive identification.
☐ If you are outdoors, immediately leave the area or move to a safe area indoors.

If Confronted by Instigators:

☐ Remain calm.
☐ Do not attempt to stop or obstruct them.
☐ Do not argue or engage in political or ideological discussions with them.
☐ If you are not in a safe area, move to an area that is safe and report the situation to police.

If an Evacuation Becomes Necessary:

☐ Remain calm.
If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.

If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).

Leave the area to be evacuated in an orderly manner.

Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.

If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.

Stay alert for hazards and avoid affected areas.

Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected areas.

**DO:**
- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**
- Use elevators.
- Rush for an exit.

Check evacuation routes for suspicious objects, packages, or persons. Immediately move away from and report any suspicious conditions to public safety personnel.

Keep all persons at a safe distance (at least 500 feet) from any affected areas.

**Once at an Assembly Area or Other Safe Area:**

Check the Assembly Area for suspicious objects, packages, or persons. Immediately move away from and report any suspicious conditions to public safety personnel.

**Check yourself for injuries.** People are often so concerned about others that they often forget to check themselves.

If it is safe to do so, provide first aid and appropriate care for any injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

**Additional procedures:**

☐ Do not re-enter affected areas until officials have determined that it is safe to do so.

☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

☐ Site Administrators should be prepared to open designated shelter sites for use.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.
Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of a civil disorder, it is critical to employ basic hazard mitigation practices. To help in this effort:

- Limit access of workplaces to authorized personnel at all times.
- Immediately report suspicious activity to the police.
CRIME IN PROGRESS

While any crime in progress may present a threat to the community, an appropriate response is even more critical when any of the following are involved:

- Report of weapon(s).
- Disturbances involving violent or mentally disturbed individuals.

If a crime is occurring or a crime of violence appears imminent:

☐ Remain calm.
☐ Whenever possible, avoid becoming involved in the situation yourself.
☐ If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
☐ If you are not in a safe area, move to an area that is safe.
☐ Report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s) and/or description(s) of any suspect(s), the description, location, and type(s) of any involved weapons, and any other critical information. Remain on the line or available to answer questions and provide other critical information.
☐ If weapons are involved, it may be safest to shelter-in-place. If so, close and lock (or barricade) all doors and windows. Move everyone as far from the threat as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.
☐ If it is safe to do so, provide first aid and appropriate care for any injured or ill persons. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

If You are Taken Hostage:

☐ Remain calm.
☐ Be polite and cooperative

CRIME IN PROGRESS
☐ Speak normally. Do not complain. Comply with all instructions.
☐ Observe hostage-takers and try to memorize physical traits, voice patterns, clothing or other details that can help provide a description later.
☐ Try to establish a relationship with hostage-takers and get to know them. They may be less likely to harm you if they respect you.
☐ Try to stay low to the ground or behind cover from windows or doors.

**DO NOT:**
- Be argumentative or belligerent.
- Attempt escape or resist unless there is an extremely good chance of success.
- Draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Engage in political or ideological discussions with hostage-takers.

**If Police Effect a Rescue:**

☐ DO NOT RUN. Drop face down to the floor, spread your arms, and keep your hands open and empty. Make no sudden moves and remain still.
☐ Wait for instructions and obey all instructions given by rescuers.
☐ Do not resist if you are handcuffed or searched.
☐ Rescuers will take you to a safe area to identify you and determine the nature of your involvement.

**If an Evacuation Becomes Necessary:**

☐ Remain calm.
☐ If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
☐ If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
☐ Leave the area to be evacuated in an orderly manner.
☐ Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
☐ If time and conditions allow, close all windows and doors as you exit.
☐ If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
☐ Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

**DO:**
- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
• Keep walkways and roadways clear for responding public safety personnel.
• Assist public safety personnel as directed.

**DO NOT:**
• Use elevators.
• Rush for an exit.

☐ Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
☐ Avoid using cell phones or radio transmitters. If any explosive devices are present, nearby cell phone or radio transmissions may set them off.

**Once at an Assembly Area or Other Safe Area:**

☐ Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
☐ **Check yourself for injuries.** People are often so concerned about others that they often forget to check themselves.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
☐ **Use the telephone only to report life-threatening emergencies.** Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.
Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether to initiate a shelter-in-place/lockdown response or evacuate the facility after receiving input and/or recommendations from the Incident Commander or other professional responders.

Preparedness/Mitigation Measures

To minimize the opportunities for criminal activity upon or within District facilities and/or buildings, it is critical to maintain basic site security practices. To help protect these areas:

- All storage, office, and laboratory areas should be locked when they are not attended.
- All rooms should be locked after normal hours and locked immediately after cleaning.
- All employees should be trained to recognize and properly report suspicious persons or circumstances.
- Staff members and students should be encouraged to report any situations, domestic or otherwise, that could result in an act of violence or a disruption of normal operations.
Earthquakes occur suddenly and without warning. Most injuries are caused by falling objects or when people try to move while the ground is still shaking. Knowing what to do during an earthquake is critical to personal safety and survival.

**During an earthquake:**

- Remain calm.
- **If you are indoors,** Drop, Cover, and Hold On. Drop down to the floor and take cover under a table or desk. Protect your head and neck with your arms. Hold on to the table or desk and be prepared to move with it. Hold on until the shaking stops and you are certain it is safe to move. If you use a wheelchair or have other mobility impairments and cannot Drop, Cover, and Hold On, protect your head and neck as best possible with your arms or other objects, and bend over to protect yourself if you are able. If you are unable to get back into your wheelchair or on your feet independently you may not want to drop to the floor, to avoid becoming trapped. **In a high-rise building,** fire alarms and sprinklers may go off—even if there is no fire. **When in a stadium or theater,** stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Whenever possible, avoid danger spots near:
- Windows.
- Hanging objects.
- Tall furniture.
- Mirrors.
- Heavy, unsecured overhead objects.

**DO NOT:**
- Use elevators
- Rush for an exit
- Immediately exit the building (you may be struck by falling objects or debris)

- **If you are outdoors,** move to a clear area away from buildings, trees, signs, or electrical wires and poles. Drop to the ground and stay there until the shaking stops. Injuries can occur from falling trees, street lights, power lines, or building debris. When on a sidewalk near buildings, duck into a doorway to avoid being injured by falling bricks, glass, plaster and other debris.
- **If you are driving,** pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking stops.
Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

☐ **If you are in a coastal area**, move to higher ground. Tsunamis are often created by earthquakes. (See “Tsunami” section for more information).

☐ **If you are in a hilly area or near unstable slopes or cliffs**, be alert for falling rocks and other debris. Land masses are often loosened by earthquakes and landslides commonly occur as a result. (See the “Landslide/Ground Subsidence” section for more information.)

**If You Become Trapped:**

☐ Remain calm. If you are able to do so, report your situation and location by dialing 9-1-1 (or 9-9-1-1 from office phones).

☐ Place an article of clothing or other object in the window to alert rescuers to your location.

☐ Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.

☐ Stay low, near the floor to avoid smoke, contaminants, and heat.

☐ If you are injured, tend to your injuries.

**After an Earthquake**

After the shaking has stopped:

☐ Expect aftershocks. Each time you feel one, Drop, Cover, and Hold. Aftershocks will frequently occur minutes, days, weeks, and even months after an earthquake.

☐ Avoid fallen power lines or broken gas lines and stay out of damaged areas.

☐ If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.

☐ **Check yourself for injuries.** People are often so concerned about others that they often forget to check themselves.

☐ Help protect yourself by wearing or putting on long pants, a long-sleeved shirt, sturdy shoes, work gloves, goggles, and a helmet.

☐ Check for and extinguish small fires.

☐ Check area (including elevators) for persons who may be injured or trapped, as well as those who may need additional assistance (especially those with disabilities).

☐ If exiting the building, use the stairs (see Evacuation Procedures). When evacuating, move quickly away from the building to avoid being injured by falling debris.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment.
Report any fires, injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

Do not re-enter buildings until site authorities or public safety personnel have determined that it is safe to re-enter.

Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

Site administrators should conduct an initial damage assessment of the site and provide a report to responding public safety personnel.

At the earliest opportunity, trained response personnel should search for fires, injured and/or trapped persons, and/or other site hazards. All hazards or damaged utilities should be shut off, cordoned off, and properly reported.

Do not shut off gas supplies unless a leak is present. Once a gas supply has been shut off, it must be turned back on by a professional. Walls, floor, doors, staircases, and windows should be inspected to make sure that the building is not in danger of collapsing.

Check electrical systems for damage. If sparks, broken or frayed wires, or the odor of burning insulation is present and it may be done safely, turn off the electricity at the main fuse box or circuit breaker. Do not step in water to get to the fuse box or circuit breaker. If the electricity cannot be turned off safely, cordon off the area and notify responding public safety personnel.

Check sewage and water lines for damage. If sewer lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.

Use only battery-powered lanterns or flashlights to conduct inspections. Kerosene lanterns, torches, candles, and matches may tip over or ignite flammables.

Open closets and doors cautiously. Contents may have shifted during the earthquake and could fall, creating further damage or injury.

Clean up spilled medicines, bleaches, gasoline, or other chemicals immediately.

When possible, site authorities should alert other campuses of their situation utilizing all available means (telephone notification lists, text message, blast
Site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts. Be prepared to open designated shelter sites for use.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

**Preparedness/Mitigation Measures**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an earthquake, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Secure tall or heavy items to walls.
- Remove or secure items that might fall during an earthquake.
- Latch cabinet doors to prevent contents from falling out.
- Store chemicals and flammable materials securely in closed cabinets with latches. If chemicals are incompatible or present a greater hazard when combined or mixed, store them separately.
- Brace overhead light fixtures.
- Bolt gas appliances down and connect them with flexible line fittings.
- Keep adequate emergency supplies on hand.
- If you are a person with a disability, develop a “support team” of people who can assist you at areas you frequent (i.e., home, office, or classroom).
- Prepare and keep handy a personal emergency preparedness kit (bag or backpack recommended) with the following items (at minimum):
  - Flashlight with batteries
  - Whistle
  - Bottled water
  - Snack items (non-perishable)
  - Jacket
  - Work gloves
  - Battery-powered AM radio
First Aid Kit
Emergency blanket (compact)
Notepad/pencil or pen
EMERGENCY ALERT

An emergency alert should be issued any time an imminent or immediate hazard to life or health threatens the community.

☐ An emergency alert may be communicated through the use of any or all of the following methods:
   • Audible and visual signals or alarms (Alert Sirens).
   • Emergency Alert System (EAS).
   • Public Address systems.
   • Telephone (land line and cellular).
   • Text message.
   • Facsimile.
   • E-mail.
   • Internet “Instant Messaging”.
   • Web Page.
   • Radio (facility, RACES, or public broadcasting systems).
   • Runner or messenger.

☐ If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.

☐ Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

Other Procedures

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander will ensure that the appropriate notifications are made to the District Police Command Staff and affected segments of the community. The OOD shall also ensure that all actions are properly documented.

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander shall gather any additional information necessary and develop an Incident/Event Action. When developing this plan, the OOD should review the appropriate Event-Specific Guidelines and employ any protective measures appropriate for the given situation.

☐ The Officer-of-the-Day (OOD) or District Police Watch Commander shall monitor the situation and report or address any situational developments in a timely and appropriate manner.
When appropriate, District Police and/or a designated site administrator should meet to assess the potential effects of the event on the community, and mitigate these effects.

If the incident is serious and is likely to have off-site impact, the Officer-of-the-Day (OOD) or District Police Watch Commander shall brief the affected city or the Contra Costa County Sheriff's Department on the situation and/or request mutual aid if necessary.

The Officer-of-the-Day (OOD) or District Police Watch Commander should request activation of the site Incident Management Team.

**Sample Emergency Alert Script**

“A (insert nature of emergency) is occurring in the (insert location or affected area) area. Take immediate action to (identify appropriate response--evacuate, lockdown, or shelter-in-place). Await further instructions by site officials or public safety personnel. For updates or additional information, tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page through the Internet at www.4cd.edu.”
EVACUATION

Evacuation of a location (room, building, or area) may become necessary if an area becomes unsafe for any reason. Evacuations may be appropriate in a variety of situations including bomb threats, power outages, fires, or earthquakes.

Alert Methods

Notice to evacuate may be given in several ways, depending upon available methods, systems, and/or existing conditions. Typical alerting methods include:

- Audible Alarms (sirens, horns, or bells).
- E-mail Alerts.
- Telephone Notification
- Cell Phone/Text Message Alerts.
- Personal Notification (by site administrators, faculty, staff, or public safety personnel).

If an Evacuation Becomes Necessary:

- Remain calm.
- If danger is imminent, activate nearest fire alarm, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close and lock all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.
DO NOT:

- Use elevators.
- Rush for an exit.

Once at an Assembly Area or Other Safe Area:

☐ Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

Additional procedures:

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.

☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ Site administrators should be prepared to open designated shelter sites for use.
Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an evacuation, it is critical to properly plan for and practice evacuation procedures. To assist in this effort:

- Ensure that Evacuation Maps and Plans are posted and readily available.
- Become familiar with Evacuation Maps, Systems, and Plans.
- Keep adequate emergency supplies on hand.
EXPLOSION

An explosion may occur as a result of a fire, an explosive device, a chemical reaction, or a gas leak.

**If an Explosion Occurs:**

- Remain calm.
- Report the incident to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.
- **If you are indoors**, Drop, Cover, and Hold On. Drop down to the floor and take cover under a table or desk. Protect your head and neck with your arms. *In a high-rise building*, fire alarms and sprinklers may go off—even if there is no fire. *When in a stadium or theater*, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Whenever possible, avoid danger spots near:

- Windows.
- Hanging objects.
- Tall furniture.
- Mirrors.
- Heavy, unsecured overhead objects.

- Check the area around you for immediate threats or hazards. If the area appears safe, secure all doors and shelter-in-place. If the area is unsafe, move quickly to an area that is safe. Do not open doors unless instructed to do so by recognized staff members or public safety personnel. Emergency responders may enter the room using a master key or by providing positive identification.

- **If you are outdoors**, move to a clear area away from buildings, trees, signs, or electrical wires and poles. Drop to the ground and stay there until debris settles. Injuries can occur from falling trees, street lights and power lines, or building debris. *When on a sidewalk near buildings*, duck into a doorway to avoid being injured by falling bricks, glass, plaster and other debris.

**If an Evacuation Becomes Necessary:**

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
☐ Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
☐ If time and conditions allow, close all windows and doors as you exit.
☐ If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
☐ Stay alert for hazards and avoid damaged areas.
☐ Do not touch or pick up any wreckage or debris. Do not light matches or smoke.
☐ Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

**DO:**
- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**
- Use elevators.
- Rush for an exit.

☐ Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
☐ Avoid using cell phones, cordless phones or radio transmitters. If the explosion was intentional and secondary explosive devices are present, nearby cordless phone or radio transmissions may set them off. Keep all persons at a safe distance (at least 500 feet) from the explosion site and any affected areas.

**Once at an Assembly Area or Other Safe Area:**

☐ Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
☐ Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment.
(gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victim(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

**Additional procedures:**

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.

☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

☐ Site Administrators should be prepared to open designated shelter sites for use.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.
Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

**Preparedness/Mitigation Measures**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an explosion, it is critical to employ basic hazard mitigation practices. To help in this effort:

- Limit access to work areas to authorized personnel at all times.
- Immediately report suspicious activity to the police.
- Secure all heavy or tall furnishings to walls.
- Latch cabinet doors to prevent contents from falling out.
- Store chemicals and flammable products properly and securely in closed cabinets with latches. If chemicals are incompatible or present a greater hazard when combined or mixed, stored them separately.
FACILITY CLOSURE

If business at a site or facility must be interrupted, delayed, or cancelled as a result of an emergency or other unusual condition the Chief Administrator shall provide timely communication of the situation to affected faculty, staff, and students. Such notifications may be made by the following means or methods, as appropriate:

- Telephone (cellular and/or other).
- E-Mail or Text Message.
- Facsimile.
- News Media.
- Personal Notification.
- Posted Signs and/or Bulletins.

Closure Prior to the Start of Business:

Transportation safety issues and incidents affecting campus safety are the typical reasons for a delay in the start of business or the cancellation of routine activities at a site or facility. The Emergency Services Coordinator shall be responsible for the collection of critical weather, traffic, and other safety information and will make recommendations to the Chancellor and College Presidents in regard to the closure of District sites and/or facilities due to unusual conditions.

The Emergency Services Coordinator may contact the following offices to obtain information upon which to base a recommendation for district operations:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Info</td>
<td>(925) 229-1000</td>
<td><a href="http://www.4cd.edu">www.4cd.edu</a></td>
</tr>
<tr>
<td>Electricity</td>
<td>(800) 743-5002</td>
<td><a href="http://www.pge.com">www.pge.com</a></td>
</tr>
<tr>
<td>Health</td>
<td>(888) 959-9911</td>
<td><a href="http://www.cchealth.org">www.cchealth.org</a></td>
</tr>
<tr>
<td>Traffic</td>
<td>(800) 427-7623</td>
<td><a href="http://www.dot.ca.gov">www.dot.ca.gov</a></td>
</tr>
<tr>
<td>Weather</td>
<td>(831) 656-1717</td>
<td><a href="http://www.weather.gov">www.weather.gov</a></td>
</tr>
</tbody>
</table>

☐ Facility administrators should consider and plan for possible facility closures.
☐ Identify and inform essential personnel.
☐ Inform affected populations of contingency plans and pre-position appropriate personnel to assist. Contingency plans should address:

- Notification
- Public education
- Personal Protective Equipment (PPE)
• Evacuation
• Traffic control
• Security and access control
• Special attention areas (Child Care Centers)
• Alternative methods for the conduct of business (telecommuting or distance learning, for example)
• Coordination with public safety, facilities maintenance, and other authorities.
• Post-incident communication and potential recall of essential personnel.
• Re-opening of facility.

☐ Consider supply issues when planning for contingencies. If an event continues for an extended time, it may be necessary to acquire stocks of water, sanitation supplies, latex gloves, safety glasses and/or dust masks.

**Closure After the Start of Business:**

When an incident or situation develops after the start of business:

☐ Facility administrators should consider and plan for possible facility closures.
☐ Identify and inform essential personnel.
☐ Inform affected populations of contingency plans and pre-position appropriate personnel to assist. Contingency plans should address:
  • Notification
  • Public information
  • Personal Protective Equipment (PPE)
  • Evacuation
  • Traffic control
  • Security and access control
  • Medical needs
  • Special attention areas (Child Care Centers)
  • Alternative methods for the conduct of business (telecommuting or distance learning, for example)
  • Coordination with public safety, facilities maintenance, and health authorities.
  • Post-incident communication and potential recall of essential personnel.
  • Re-opening of facility.

☐ If the decision is made to close the facility and cancel activities, assist in an orderly closure of the workplace, securing office areas and buildings as you leave.
FIRE

Since fire is capable of spreading very quickly, it is critical to react immediately and in an appropriate manner.

To Report a Fire:

- Remain calm.
- Activate the nearest fire alarm pull station.
- Alert others in the immediate area to the situation and move them to safety.
- Move to a safe area and report the fire by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the locations of the fire and any injured/trapped persons. Remain available to answer questions and provide other critical information.

Fighting Fire

- If the fire is small, you have appropriate training, suitable equipment is immediately available—and it is safe to do so, you may consider trying to extinguish the fire.
- Before attempting to extinguish any fire, always conduct a thorough size-up of the situation. Consider:
  - The size and type of fire.
  - Suitability of available equipment.
  - The presence of any electrical, chemical, structural, or flammable hazards.
  - The presence of heavy smoke.
  - The availability of at least two (2) clear exit paths.

- If the fire is larger than a wastebasket or there is any doubt about your ability to safely fight it, do not attempt to fight the fire. Instead, alert others and evacuate the area immediately.
- If time and conditions allow, close all windows and doors as you exit.

If You or Your Clothing Catch Fire:

- Remain calm.
- DO NOT RUN! Running will only fan the flames.
- STOP, DROP, and ROLL. Stop where you are. Drop down on the floor or ground. Cover your eyes, nose and mouth with your hands to protect your eyes and airway. Roll over and back repeatedly, keeping your legs together, roll over and back repeatedly.
**Evacuate Quickly:**

- Remain calm.
- If smoke is present, drop down to your knees and crawl to the door.
- Feel the door with the back of your hand before opening it. If the door is warm, fire may be present on the other side. **Do not open the door.** Instead, immediately seek another way out.
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid damaged areas.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

**DO:**

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**

- Use elevators.
- Rush for an exit.

**If You Become Trapped:**

- Remain calm. If you are able to do so, report your situation and location by dialing **9-1-1** (or **9-9-1-1** from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor to avoid smoke, contaminants, and heat.
- Place damp paper towels or clothing in any gaps around the door. This will help slow the spread of heat and smoke to the room.
- If you are injured, tend to your injuries.
Once at an Assembly Area or Other Safe Area:

☐ Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.

☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

☐ Site administrators should be prepared to open designated shelter sites for use.
**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

**Preparedness/Mitigation Measures**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of fire, it is critical to follow established safety practices and procedures. To help in this effort:

- Become familiar with the locations and operation of all fire safety alarms and equipment in their respective work areas.
- Become familiar with emergency procedures and evacuation plans for their workplace.
- Ensure that all emergency exits and fire safety equipment are properly marked, inspected, and maintained in accordance with State and local regulations.
- Ensure that all emergency exits and fire safety equipment are kept clear of obstructions and ready for immediate use.
- Know how to safely utilize a fire extinguisher.
- Regularly participate in emergency training and exercise activities.
FLOODING

Many areas in Contra Costa County are subject to or affected by floods. Except in the case of flash flooding or levee failure, the onset of most floods is a relatively slow process with a buildup of several days. Highway closures may impact traffic and isolate areas of the community. Under flooding conditions, district employees, students, or visitors may be unable to return home or may be required to evacuate by public safety personnel.

If the Potential for Flooding Exists:

☐ Monitor weather conditions through radio or television broadcasts, weather alert radio, or the Internet. Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

☐ If time allows and it is safe to do so, move documents, equipment, and/or other valuable property to a higher location, above any expected high water levels.

☐ If time and conditions allow, utilize tarps, sandbags, or other appropriate protective measures to protect property from water damage.

☐ Board up windows and doors as appropriate to prevent damage and facilitate later clean-up.

If Flooding Occurs:

☐ Remain calm.

☐ Alert others in the immediate area to the situation and direct them to safety.

☐ Move to a safe area and report the condition to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the location of the flooding condition and any injured/trapped persons. Remain on the line or available to answer questions and provide other critical information.

If You are Driving:

☐ Remain calm.

☐ Do not drive where water is over the road—parts of the road may already be washed out and your vehicle may become trapped.
If your vehicle stalls in a flooded area, abandon it as soon as possible and move to higher ground. Do not attempt to save your vehicle. Waters may rise quickly and sweep both you and your vehicle away.

**If You Become Trapped:**

- Remain calm. If you are able to do so, report your situation and location by dialing 9-1-1 (or 9-9-1-1 from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- If you are able to do so, move to an upper floor above the high water level.
- Wait for help—do not attempt to swim to safety.
- If you are injured, tend to your injuries.

**If Evacuation Becomes Necessary:**

- Remain calm.
- If time allows and it may be done safely, turn off the electricity at the main fuse box or circuit breaker. *Do not step in water to get to the fuse box or circuit breaker.*
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid flooded areas, moving water, and water that is more than knee-deep.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

**DO:**

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.
DO NOT:

- Use elevators.
- Rush for an exit.

Once at an Assembly Area or Other Safe Area:

☐ Check yourself for injuries. People are often so concerned about others that they often forget to check themselves.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victim(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.
☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner). Site administrators should be prepared to open designated shelter sites for use.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

**Mitigation Efforts**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of flooding, it is critical to follow established safety practices and mitigation procedures. To help mitigate the effects of flooding and be prepared for flooding emergencies:

- Monitor weather conditions regularly and with increased frequency during poor weather.
- Keep emergency supplies on hand, including water, non-perishable foods, blankets, a first aid kit, flashlight, and any personal medications needed.
- Keep vehicle gas tanks at least half full.
- Keep valuable documents and property in areas where they may be located and gathered quickly if evacuation becomes necessary.
- Back up important computer data and store back-up copies in secure, off-site locations.
HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may occur at nearly any location without warning. Hazardous materials are manufactured, transported, and utilized within or near any business or community. Hazardous materials may also spread, being carried by wind, water, and/or gravity.

If a Hazardous Materials Incident Occurs On-Site:

☐ Remain calm.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ If you are not in a safe area, move to an area that is safe. Whenever possible, move to an area that is upwind, uphill, and/or upstream from the hazardous material.
☐ Report the condition to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the hazardous materials and advise them if there are any injured/trapped persons. Remain available to answer questions and provide other critical information.
☐ If the material is known, check the Material Safety Data Sheet (MSDS) for handling instructions and/or safety precautions.
☐ Keep others away from the area until the material may be properly contained and removed.
☐ If it is safe to do so, utilize appropriate measures to prevent the material from spreading (absorbent materials, drain plugs, etc.).
☐ If any person has been contaminated with the material, take appropriate steps for decontamination and/or employ appropriate first aid measures (flushing in a safety shower or eye wash station, for example). Take care to ensure that you and others do not become contaminated as well.
☐ Provide responders with any requested information.

If an Evacuation Becomes Necessary:

☐ Remain calm.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ Leave the area to be evacuated in an orderly manner.
☐ Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.

When evacuating due to a hazardous material release move upwind, upstream, and uphill as appropriate for the involved material and existing conditions.

Do not touch or pick up any potentially contaminated items. Do not light matches or smoke.

Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected areas.

**DO:**

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**

- Use elevators.
- Rush for an exit.

**Once at an Assembly Area or Other Safe Area:**

- **Check yourself for injuries.** People are often so concerned about others that they often forget to check themselves.
- If individuals have been exposed to the hazardous material, designate a decontamination area, away from others, and move them there. Keep others out of this area to prevent cross-contamination.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person(s). Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- **Use the telephone only to report life-threatening emergencies.** Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
☐ Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

**Additional procedures:**

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.
☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
☐ Ensure that Contra Costa Health Services (CCHS) has been notified of the incident. CCHS can be reached by calling (925) 957-5400 or through the Sheriff's Communications Center at (925) 646-2441.
☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
☐ The Incident Commander *must* designate a Hazardous Materials Safety Officer for every Hazardous Materials Incident.
☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
☐ When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
☐ Site Administrators should:
  - Be prepared to open shelter sites for use.
  - Utilize the Site Business/Chemical Hygiene Plan when responding to any hazardous materials release.
  - Notify the site or facility Business Manager of the incident.
  - Submit any required reports made to the Contra Costa Health Services and State of California Office of Emergency Services.

*If a Hazardous Materials Incident Occurs Off-Site or it Becomes Necessary to Shelter-In-Place:*

☐ Remain calm.
☐ If you are outdoors, immediately move indoors. Bring any potentially affected pets or service animals with you.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ Close and lock all doors and windows.
If possible, shut off building ventilation systems. 
Seal large gaps in doors and windows with clothing, plastic, towels, or duct tape. 
Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities. 
Remain sheltered until public safety personnel have determined that it is safe to leave.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

**Preparedness/Mitigation Measures**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of a hazardous materials incident, it is critical to utilize appropriate materials handling procedures. To assist in this effort:

- Store, handle, and dispose of all hazardous materials properly and in compliance with the site or facility Chemical Hygiene Plan.
- Utilize appropriate Personal Protective Equipment (PPE) at all times while handling hazardous materials.
- Ensure that Material Safety Data Sheets (MSDS) are kept updated and readily available.
- Update and clearly post Evacuation Maps and Plans.
- Become familiar with Evacuation Maps, Systems, and Plans.
- Become familiar with Shelter-In-Place procedures.
- Keep adequate emergency supplies on hand.
LANDSLIDE/GROUND SUBSIDENCE

Many areas within Contra Costa County are susceptible to landslide and/or ground subsidence. This may result in the closure of roadways or need to evacuate sites or facilities.

**If a Landslide or Ground Subsidence Incident Occurs:**

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- If you are not in a safe area, move to an area that is safe.
- Report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the incident and advise them if there are any injured/trapped persons. Remain available to answer questions and provide other critical information.
- Keep others away from any hazard areas until the situation may be stabilized.

**If an Evacuation Becomes Necessary:**

- Remain calm.
- Alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- When evacuating, avoid areas beneath the slide or other areas that may potentially collapse.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any hazard areas.

**DO:**

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
DO NOT:

- Use elevators.
- Rush for an exit.

**Once at an Assembly Area or Other Safe Area:**

☐ **Check yourself for injuries.** People are often so concerned about others that they often forget to check themselves.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ **Use the telephone only to report life-threatening emergencies.** Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

**Additional procedures:**

☐ Do not re-enter buildings until officials have determined that it is safe to re-enter.

☐ Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ Site administrators should be prepared to open designated shelter sites for use.
Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of a landslide or incident of ground subsidence:

- Update and clearly post Evacuation Maps and Plans.
- Become familiar with Evacuation Maps, Systems, and Plans.
- Keep adequate emergency supplies on hand.
LOCKDOWN

A lockdown (shelter-in-place) response may become necessary as a result of a crime in progress, emergency alert, or other imminent threat to life or health.

An emergency alert may be communicated through the use of any or all of the following methods:

- Audible and visual signals or alarms (Alert Sirens).
- Emergency Alert System (EAS).
- Public Address systems.
- Telephone (land line and cellular).
- Text message.
- Facsimile.
- E-mail.
- Internet “Instant Messaging”.
- Web Page.
- Radio (facility, RACES, or public broadcasting systems).
- Personal notification by runner, messenger, or public safety personnel.

☐ When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, emergency alert systems, or, if it is safe to do so, by runner).

☐ If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.

If it Becomes Necessary to Lockdown:

☐ Remain calm.
☐ Whenever possible, avoid becoming directly involved in the situation yourself.
☐ Quickly assess the situation and identify existing/potential hazards.
☐ If you are outdoors, immediately leave the area and move to a safe area indoors.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ If you are not in a safe area, move to an area that is safe.
☐ If there is an emergency in your immediate area, report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the incident and advise them if there are any injured/trapped persons. Remain available to answer questions and provide other critical information.

☐ Close and lock (or barricade) all doors and windows. Close all blinds and/or window coverings. Turn off all lights. Move everyone as far from potential
threat areas as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

☐ Remain sheltered until public safety personnel have determined that it is safe to leave.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

**Preparedness/Mitigation Efforts**

To minimize the risk and impact of a Shelter-In-Place incident within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- If work areas are not securable, identify alternative relocation areas.
- Keep adequate emergency supplies on hand.
MEDICAL EMERGENCY

If a Medical Emergency (Injury or Illness) Occurs:

☐ Remain calm.
☐ Immediately report the situation to police. If the situation is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance. Provide the dispatcher/responders with the nature of the injury or illness and the location of the injured/ill person. Remain on the line or available to answer questions and provide other critical information.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ Whenever possible, send someone to meet responding public safety personnel and guide them to the injured/ill person.

Additional procedures:

☐ If an injured or ill person is experiencing chest pain, has a very weak or absent pulse, the person is unresponsive and there are no signs of life (breathing or movement), or a cardiac emergency is suspected, send someone to retrieve the nearest Automated External Defibrillator (AED). In all cases where an AED has been utilized, the use must be reported to the District Emergency Services Coordinator.
☐ In non-emergency situations when a District employee has been injured or becomes suddenly ill, refer the injured employee to the appropriate Worker’s Compensation carrier for documentation and review.
☐ In emergency situations when a District employee has become injured or becomes suddenly ill, the employee must be professionally evaluated by paramedic personnel and/or transported to the appropriate hospital for treatment.
☐ In all cases where a District employee has become injured or becomes suddenly ill, ensure that the employee’s supervisor is immediately notified. The supervisor shall ensure that the employee receives proper care and that the proper documentation is completed.
If a Death (or Suspected Death) Occurs:

- Remain calm.
- Immediately report the situation to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the nature of the situation and the location of the person. Remain on the line to answer questions and provide other critical information.
- Keep others out of the immediate area and note the names of any persons present at the scene.
- Do not move, touch, or tamper with anything at the scene.
- Ensure that the site administrator and/or Public Information Officer (PIO) has been advised of the situation. The site administrator shall begin appropriate documentation of the incident for insurance purposes.
- Notification of serious injury or death shall be left to appropriately trained, designated personnel.
- In all instances of sudden death, the Contra Costa County Sheriff-Coroner’s Department must be notified.

Other Procedures

The State of California EMPLOYER’S REPORT OF OCCUPATIONAL INJURY OR ILLNESS form must be completed by the attendant staff member or responsible staff member for employees. A standard non-employee accident report form will be filed for non-employees.

Administration must provide injured employees with an EMPLOYEE’S CLAIM FOR WORKER’S COMPENSATION BENEFITS within 24 hours after the accident. Note: The Worker’s Compensation form activates the Worker’s Compensation process.

Automobile accident reports must be completed for accidents occurring on campus through District Police.

Automobile accidents occurring off campus with District vehicles will be subject to local law enforcement investigation and should be reported to the jurisdiction where the accident occurred.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities:
- Become familiar with the District Illness and Injury Prevention Plan (IIPP).
• Follow established safety rules, regulations, and procedures.
• Take appropriate levels of training in safety, first aid, use of an Automated External Defibrillator (AED) and Cardio-Pulmonary Resuscitation (CPR).
• Know the location of first aid kits and Automated External Defibrillators (AEDs).
• Keep adequate emergency supplies on hand.
MENTAL HEALTH CRISIS

Any critical incident, particularly those involving physical threats, injury, or death, may create stress or psychological trauma. These negative conditions may manifest themselves as anxiety or depression and may affect not only individuals, but larger sections of the community.

If a Mental Health Crisis Occurs:

Site administrators should:

☐ Provide affected individuals and/or the community with accurate and timely information.
☐ Seek advice and coordinate efforts with professional mental health practitioners.
☐ If additional resources are required to effectively manage the situation, request assistance from the Contra Costa County Mental Health Director at (925) 957-5150.
☐ Be prepared to provide for the crisis counseling needs of affected employees, students, and family members. Incidents requiring these types of resources often generate large volumes of telephone calls and media attention.
☐ Refer requests for information to the District Public Information Officer (PIO) or District Chief of Police. These individuals are authorized to provide information to employees, students, and the news media.
☐ If appropriate, establish a sign-in and message center to facilitate communication between involved individuals and/or groups.

Additional procedures:

During any potential or actual mental health crisis, the site Incident Management Team should take the following actions as appropriate:

☐ Assess the situation.
☐ Identify at-risk individuals and/or populations.
☐ Provide regular briefings and defusing sessions to the campus community.
☐ Provide counseling as appropriate.
☐ Designate and establish conference areas for individual and group consultations.
☐ Coordinate efforts with outside assistance.
☐ If multiple agencies are involved in the response to the crisis, establish a Joint Information Center (JIC) to coordinate any released messages or information.
Preparedness/Mitigation Measures

To facilitate the recovery of the District community as a result of a mental health crisis:

- Become familiar with the District Illness and Injury Prevention Plan (IIPP).
- Pre-plan for potential mental health crises.
- Establish and maintain lists of available mental health resources.
- Participate in available pre-incident mental health training.
MULTI-CASUALTY INCIDENT

A Multi-Casualty Incident (MCI) is any incident that results in the injury or illness of multiple individuals. Any critical incident has the potential for becoming a Multi-Casualty Incident (MCI). Even if an incident or event itself does not cause injury or illness, panic resulting from that incident or event may always do so.

If an incident occurs and multiple persons are injured or ill:

☐ Remain calm.
☐ Whenever possible, avoid becoming directly involved in the situation yourself.
☐ Quickly assess the situation and identify existing/potential hazards.
☐ If you are not in a safe area, move to an area that is safe.
☐ In all cases where multiple, sudden, and unexplained illnesses occur, consider the possibility that hazardous materials may be involved and take appropriate action. If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move or direct them to safety.
☐ If the situation is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance.
☐ Provide the dispatcher/responders with the following information (if known or available):
   • Nature and location of incident.
   • Best access route(s).
   • Approximate number of injured or ill persons.
   • Nature of injuries or illness.
   • Presence or potential involvement of any hazardous materials or other hazards.

Remain on the line or available to answer questions and provide other critical information.
☐ If weapons are involved, it may be safest to shelter-in-place. If so, close and lock (or barricade) all doors and windows. Close all blinds and/or window coverings. Turn off all lights. Move everyone as far from the threat as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety responders.
☐ If the incident involves hazardous materials or an unknown illness and the potential risk for contamination exists, injured and ill persons or those who may have been exposed to any contaminants should be isolated from others.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment.
(gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate measures.

☐ When hazards exist, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

☐ First responders should immediately establish Incident Command and begin coordinating response efforts. Since multiple agencies will be involved, incident command responsibilities should be shared (Unified Command) between key response agencies.

☐ Incident Command should identify, designate, and establish any necessary areas for the gathering of personnel and/or response resources, including:
  - Incident Command Post
  - Incident perimeters
  - Staging Areas
  - Triage Areas
  - Decontamination Areas
  - Helispots
  - Media Staging Areas

☐ Do not re-enter hazard areas until officials have determined that it is safe to re-enter.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

**Multi-Casualty Incident Tiers**

Contra Costa County has developed a Multi-Casualty Incident Plan to help emergency managers and responders more effectively deal with these types of incidents. The MCI Plan provides criteria for tier definitions as follows:

**Tier Zero:** Any incident that may result in a higher tier activation, even if the number of known victims is zero. Activation at this tier is required for any Community Warning System (CWS) Level II incident or hospital Emergency Department closure or evacuation.

**Tier One:** Any incident involving 6-10 victims when the scene is contained and the number of victims is not expected to rise significantly.

**Tier Two:** Any incident involving more than 10 victims or an incident that involves less than 10 victims when there is a substantial chance that the number of victims may rise.
**Tier Three**: Any incident involving *more than 50 victims* or where the incident may be reasonably expected to result in mass casualties.

When in doubt regarding the appropriate MCI tier and the incident may still be evolving, the Incident Commander should consider designating it a higher tier event.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions with regard to management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

**Recovery Process**

In any incident where major damage, injuries, or death occur, the effects on a community and those involved (whether directly or indirectly) are likely to be felt for a long period of time. In order to help speed the recovery process, administrators should work diligently to address or provide for the following:

- Student, staff, faculty, and responder physical health, mental health, and safety needs.
- Accountability for and tracking of any involved persons (victims and rescuers).
- Informational needs of family members, community, and news media.
- Potential shut-down of any affected areas and/or the facility for an extended period.
- Proper documentation of damage and injuries (including photographs) for insurance claims.
- Clean up and repair of affected areas.

**Preparedness/Mitigation Efforts**

To minimize the risk of Multi-Casualty Incidents within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Inspect facilities regularly for safety hazards and isolate, correct, or properly report those identified.
• Handle hazardous materials properly, utilizing appropriate safety measures and Personal Protective Equipment (PPE).
• Consider and address potential hazards (including weather) in planning for both daily operations and special events.
PIPELINE EMERGENCIES

Pipelines (both above- and underground) are common in every community. They are used to transport many products such as water, natural gas, petroleum and chemical products. Pipeline emergencies occur when pipeline integrity is unexpectedly breached by accident, disaster, or infrastructure failure and hazardous pipeline products are released. Releases may be slow or violent, but in either case, these releases may pose a significant danger to the public.

In many cases, the presence of nearby pipelines is indicated by above-ground marker signs. These provide information about the pipeline product, pipeline operator, and a 24-hour emergency number.

Signs of a Pipeline Emergency:

Although they may not always be present in every situation, the following conditions are often indicators that a Pipeline Emergency has occurred:

- Explosions, fire, or other unusual conditions in or near areas where pipelines are located.
- Unusual displacement of dirt, pavement, or ground—especially where dirt is being blown up from a hole in the ground.
- An area of frozen ground in summer.
- Persistent bubbling in bodies of water or flooded areas.
- Unusual vapor clouds, fogs, or pools of liquid.
- Unexplained “heat waves” rising from the ground.
- Discolored vegetation.
- Unusual noises, such as loud hissing, rumbling, or roaring sounds.
- Unusual odors (such as the smell of rotten eggs or a burnt match, which is an indicator of odorized natural gas).

If a Pipeline Emergency occurs:

☐ Remain calm.
☐ Quickly assess the situation and identify existing/potential hazards.
☐ If you are inside a building and smell the strong odor of rotten eggs or a burnt match, you are in immediate danger! Evacuate immediately and avoid any action that might cause a spark:
  - Do NOT activate the building fire alarm.
  - Do NOT start a vehicle—abandon all vehicles and equipment and evacuate on foot.
  - Do NOT turn lights on or off.
  - Do NOT open or close windows or doors.
• Do NOT attempt to shut any valves.
• Do NOT hang up the phone, just put it down carefully.
• Do NOT carry a cordless phone with you, just put it down carefully.
• Do NOT use a cell phone or radio until you are in a safe location away from the leak.
• Extinguish any smoking materials and do NOT smoke.

☐ If you are within 1000 feet (approximately three football fields or two city blocks) of an area where one or more of the following indicators are present, you are in immediate danger!
  • A large white vapor cloud that may look like smoke.
  • A loud roaring sound like a jet engine coming from the ground.
  • A large pool of liquid that smells like petroleum or gasoline.
  • Dirt blowing from a hole in the ground with a hissing or whistling noise.
  • An open, outside area where the odor of rotten eggs or a burnt match is strong.

Evacuate immediately and avoid any action that might cause a spark:
• Do NOT activate building fire alarms.
• Do NOT start any vehicle—abandon all vehicles and equipment and evacuate on foot.
• Do NOT turn lights on or off.
• Do NOT open or close windows or doors.
• Do NOT attempt to shut any valves.
• Do NOT use a cell phone or radio until you are in a safe location away from the leak.
• Extinguish any smoking materials and do NOT smoke.

☐ When evacuating from a pipeline emergency, travel on foot and move at least 1000 feet away from an indoor leak and 2,500 feet (one half mile) of a large outdoor leak (in an upwind and/or uphill direction, whenever possible).

☐ Once you are in an area that is safe, report the incident to police by dialing 9-1-1 (or 9-9-1-1 from office phones). Report your observations to the dispatcher and inform them that you believe a pipeline emergency has occurred. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information. If there are no telephones immediately available and it is safe to do so, send someone to notify the police.

☐ Warn others, but do so without entering or re-entering the affected area.
☐ Persons immediately surrounding the evacuation area should shelter-in-place and be prepared to evacuate should the situation change.
Preparedness/Mitigation Efforts

To minimize the risk of pipeline emergencies within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Inspect facilities regularly for safety hazards and isolate, correct, or properly report those identified.
- Know the general location of pipelines and become familiar with the indicators of a pipeline emergency.
- Become familiar with evacuation and shelter-in-place procedures, should either action become necessary as the result of a pipeline emergency.
POWER OUTAGE

When California experiences severe power shortages, power companies may respond by shutting off power to various jurisdictions on a rotational basis. These “rolling blackouts” may last for periods up to 90 minutes. When this occurs, the jurisdiction will normally receive notice of the pending power disruption 20 to 30 minutes in advance of the power shutdown. Whenever possible, the District Facilities Department and/or District Police will attempt to provide advance notification of impending power outages.

If a Power Outage Occurs:

- Remain calm.
- Quickly assess the situation and identify existing/potential hazards.
- If you are not in a safe area, move to an area that is safe.
- DO NOT call 9-1-1 to report the outage. Excessive calls to the 9-1-1 system tie up the lines and prevent those with life-threatening emergencies from reaching assistance.
- If the outage appears to be affecting just your building or a small area, report the outage to the appropriate Facilities and Operations office or District Police at the appropriate non-emergency number.
- If you are working with or using hazardous materials, safely and promptly terminate operations.
- Do not attempt to use elevators. Check elevators to ensure that no one is trapped inside.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- When leaving the upper floors of a building remember that elevators will not be operating. If you become trapped in an elevator, use the emergency button to summon assistance.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
When driving during a power outage, remember that traffic signals and street lights will not be operating. Treat every intersection that is normally controlled by a traffic signal as a four-way stop. Always stop at a darkened intersection and proceed with caution.

Never use propane, charcoal, or other fuel-burning stoves, lanterns, or appliances indoors. These appliances quickly utilize up available oxygen and produce deadly Carbon Monoxide. Building occupants can be overcome and asphyxiated in a very short period of time.

If using a generator, always use it outdoors and away from any occupied areas. Be careful not to place the generator near any building windows, doors, or vents. Do not place generators near any flammable or combustible materials. Always follow all manufacturer safety procedures.

When a serving electric utility asks the District to decrease its use of electrical power demand by contractual arrangement, the District will monitor the dates and times of each power outage to ensure that outage periods do not exceed a total of 90 hours per calendar year.

**Daytime Outages**

- District sites and facilities will remain open and business and instructional operations will continue to the greatest extent possible.
- If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.
- Do not attempt to use elevators. Check elevators to ensure that no one is trapped inside.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Help those in need of assistance.
- Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If the decision is made to close the facility and cancel activities, assist in an orderly evacuation and secure office areas and buildings as you leave.
Outages During Hours of Darkness

☐ If no immediate hazards exist, remain in place and wait for power to be restored. If power is not restored within fifteen minutes, the facility will close for the remainder of the evening.

☐ Do not attempt to use elevators. Check elevators to ensure that no one is trapped inside.

☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Help those in need of assistance.

☐ Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.

☐ If the decision is made to close the facility and cancel activities, assist in an orderly evacuation and secure office areas and buildings as you leave.

Stages of Emergency

When high demand for electrical services exists and system conditions are strained, the California Independent System Operator (Cal ISO) and the state Office of Emergency Services may issue alerts and/or declare an electrical emergency. Electrical emergencies are categorized in three stages:

- Stage 1: When the power reserve margin falls below 7%.
- Stage 2: When the power reserve margin falls below 5%.
- Stage 3: When the power reserve margin falls below 1.5%.

During a Stage 1 alert, consumers are asked to voluntarily conserve electricity and remain alert for additional energy-related announcements. During a Stage 2 alert, some contracted consumers are required to reduce their electrical use to contracted levels. During a Stage 3 alert, involuntary rotating block outages may be imposed on all customers.

If an Electrical Emergency Occurs and Power Outages are Expected:

☐ Alert all employees to the situation and provide notice to the affected community.

☐ Conserve energy by turning off all non-critical appliances, electrical equipment, and lighting.
☐ Adjust thermostats up or down (depending upon season) to a less comfortable temperature.


☐ Anticipate site needs if power is interrupted, paying particular attention to the requirements of any critical facilities or persons with special needs (i.e., small children, elderly, and those who are medically fragile or who have disabilities).

☐ Facility administrators should consider and plan for possible facility closures.

☐ Inform affected populations of contingency plans and pre-position personnel to assist. Contingency plans should address:
  - Notification.
  - Evacuation.
  - Traffic control.
  - Security and access control.
  - Medical needs.
  - High-loss/risk areas (Cafeteria, child care, chemical storage, and lab areas).
  - Coordination with public safety, facilities maintenance, and utility providers.

☐ Consider environmental issues when planning for contingencies (such as extreme heat or cold).

☐ It may be appropriate to acquire stocks of water, batteries, fuel for generators, ice, or other supplies in the event that power goes out for an extended time.

When Power is Restored

☐ Enter laboratory, chemical storage, and kitchen areas cautiously. If unusually strong odors of chemicals or natural gas are present, leave the area immediately and report the situation to police via 9-1-1 (or 9-1-1 from office telephones).

☐ If the area is safe to enter, turn lights on first, then copiers, printers and other equipment.

☐ Turn on computers last.

☐ Return any flashlights or other used emergency equipment to their proper places and replace any depleted supplies.

☐ Assess and appropriately report any damage to the workplace. If power has been out more than 2-3 hours, food in refrigerators should be discarded. Food in freezers may remain safe for several days if the doors remained closed throughout the outage. When in doubt--throw it out.
PUBLIC HEALTH EMERGENCY

A Public Health Emergency may occur due to a variety of causes, including disease outbreaks, pandemic/epidemic events, and/or hazardous materials releases. Whenever reasonably possible, District administrators and public safety personnel will provide advance notification of conditions which may present increased risks for a public health emergency.

If a Public Health Emergency Occurs or is Imminent:

☐ Remain calm.
☐ Whenever possible, avoid becoming directly involved in the situation yourself.
☐ Quickly assess the situation and identify existing/potential hazards.
☐ In all cases where multiple, sudden, and unexplained illnesses occur, consider the possibility that hazardous materials may be involved and take appropriate action. If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move or direct them to safety.
☐ If the situation is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance. Provide the dispatcher/responders with the nature of the injury or illness and the location of the injured/ill person. Remain on the line or available to answer questions and provide other critical information.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.
☐ Unless otherwise directed by competent authority, the District will remain open and business and instructional operations will continue to the greatest extent possible.

If a Public Health Emergency Warning is Issued:

☐ Review district emergency plans, guides, and checklists.
☐ Ensure all community members and coworkers are informed about the event or warnings and provide updated information as appropriate (via website, email, etc.).
☐ Anticipate needs if illnesses affect your workplace or family, paying particular attention to the requirements of any critical facilities or persons with special needs (i.e., small children, elderly, and those who are medically fragile or who have disabilities).

☐ Facility administrators should consider and plan for possible facility closures.

☐ Facility administrators should identify and maintain communication with key personnel required for planning, response, and continuation of essential services.

☐ Facility administrators should inform affected populations of contingency plans and pre-position appropriate personnel to assist. Contingency plans should address:
  - Notification
  - Public information
  - Personal Protective Equipment (PPE)
  - Facility closure and cancellation of classes, sporting, and other public events
  - Employee leave and pay continuation
  - Evacuation
  - Traffic control
  - Security and access control
  - Medical needs and/or quarantine procedures
  - Special concern areas (Child Care Centers, laboratories with ongoing animal care needs, etc.)
  - Alternative strategies for the conduct of business (telecommuting or distance learning, for example)
  - Coordination with public safety, facilities maintenance, and health authorities
  - Possible use of facility as a public shelter (if requested by local authorities or the American Red Cross)
  - Post-incident communication and potential recall of essential personnel
  - Re-opening of facility
  - Documentation of response-related costs

☐ Instructional staff should develop alternative instruction plans to address a period of 1-3 weeks, including Finals Week. Plans should provide for continuation of instruction if the instructor becomes ill.

☐ If a student or employee becomes ill, the instructor or supervisor should immediately notify the appropriate department or other office.

☐ Consider supply issues when planning for contingencies. If a pandemic event continues for an extended time, it may be necessary to acquire stocks of water, sanitation supplies, latex gloves, safety glasses and/or dust masks.

☐ If the decision is made to close the facility and cancel activities, assist in an orderly closure of the workplace, securing office areas and buildings as you leave.
**Preparedness/Mitigation Efforts**

To minimize the risk and impact of Public Health Emergencies within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort, employees should:

- **Take common-sense steps to limit the spread of germs.** Make it a habit to maintain proper hygiene:
  - Wash your hands frequently with soap and water.
  - Cover your mouth and nose with a tissue when you cough or sneeze.
  - Put used tissues in a waste basket.
  - Cough or sneeze into your upper sleeve if tissues are not available.
  - Wash your hands with soap and water or use an alcohol-based sanitizer after coughing or sneezing.
  - Stay at home if you are sick.

- **Stay informed:**
  - Information for Contra Costa County may be obtained through the Health Emergency Information Line: 1-888-959-9911, or on the Internet at [http://www.cchealth.org](http://www.cchealth.org).

- **If a Public Health Emergency occurs, expect disruptions of normal services:**
  - Services normally provided by hospitals and other health care facilities, banks, stores, restaurants, government offices, and post offices could be disrupted.
  - Transportation services and supplies of fuel could be disrupted. Consider alternative means of travel to work or school. Limit trips to those that are necessary and work from home when possible.
  - Prepare backup plans in case public gatherings, such as volunteer meetings and worship services, are canceled.
  - Consider how to care for people with special needs in case the services they rely on are not available.
  - Stock a supply of water, food, and other supplies. During a public health emergency you may not be able to get to a store. Even if you can get to a store, it may be out of supplies. Public water supplies may also be interrupted. Supplies that may be helpful include:
    - Soap
    - Alcohol-based Sanitizers (at least 60% alcohol)
    - Tissues
    - Paper Towels
    - Disposable exam gloves
    - Trash bags
o Bleach

✓ Stocking supplies can be useful in other types of emergencies, such as power outages and disasters.
✓ Plan for the possible reduction or loss of income if you are unable to work or your workplace is closed. Be familiar and comply with District leave policies.
✓ Consider the effects of a Public Health Emergency on your site or facility and plan for continued operation under minimal staffing conditions.
✓ Schools may be closed for an extended period of time. Consider child care needs and become familiar with the emergency plans for your child’s school. Plan home learning activities and exercises.

When Facilities Are Reopened

☐ When appropriate, in accordance with instructions provided by public health officials, provide for proper clean-up and/or sanitization of facilities and equipment. Whenever possible, this should be completed before buildings are reoccupied.
☐ Return any emergency equipment used to its proper place and restock any depleted supplies.
☐ Assess and appropriately report any event-related losses to the workplace.
SHELTER-IN-PLACE

In some emergency situations it is safer to seek shelter than it is to evacuate. Sheltering-In-Place is often the appropriate choice dynamic, quickly changing conditions threaten as a result of criminal activity, a wildfire, or a hazardous materials incident.

An emergency alert may be communicated through the use of any or all of the following methods:

- Audible and visual signals or alarms (Alert Sirens).
- Emergency Alert System (EAS).
- Public Address systems.
- Telephone (land line and cellular).
- Text message.
- Facsimile.
- E-mail.
- Internet “Instant Messaging”.
- Web Page.
- Radio (facility, RACES, or public broadcasting systems).
- Personal notification by runner, messenger, or public safety personnel.

☐ When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, emergency alert systems, or, if it is safe to do so, by runner).

☐ If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.

If it Becomes Necessary to Shelter-in-Place:

☐ Remain calm.
☐ Whenever possible, avoid becoming directly involved in the situation yourself.
☐ Quickly assess the situation and identify existing/potential hazards.
☐ If you are outdoors, immediately leave the area and move to a safe area indoors.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ If you are not in a safe area, move to an area that is safe.
☐ If there is an emergency in your immediate area, report the situation to police.
   If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the incident and advise them if there are any injured/trapped...
persons. Remain available to answer questions and provide other critical information.

☐ Close and lock (or barricade) all doors and windows. Close all blinds and/or window coverings. Turn off all lights. Move everyone as far from potential threat areas as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.

☐ If possible, shut off building ventilation systems.

☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.

☐ When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, emergency alert systems, or, if it is safe to do so, by runner).

☐ Seal gaps in doors and windows with clothing, plastic, towels, or duct tape.

☐ Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

☐ Remain sheltered until public safety personnel have determined that it is safe to leave.

☐ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

**Preparedness/Mitigation Efforts**

To minimize the risk and impact of a Shelter-In-Place incident within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- If work areas are not securable, pre-identify alternative relocation areas.
- Keep adequate emergency supplies on hand.
“SPARE THE AIR”
AIR QUALITY HEALTH ADVISORY

When air quality conditions deteriorate as a result of weather, air pollution, and/or other environmental conditions, the Bay Area Air Quality Management District may issue Spare The Air alerts. Spare the Air days are called when Bay Area air quality is expected to fall below the minimum federal standards for healthy air.

When a Spare the Air alert is issued employers are asked to notify their employees. Providing the notification the day before allows employees time to arrange carpools, determine transit schedules or bike routes, or obtain permission to telecommute, thereby reducing the number of commute trips.

If a Spare The Air Health Advisory is Issued:

- **Limit outdoor activities to avoid unnecessary exposure.**
- **Reduce exposure to smoky air by remaining indoors with windows and doors closed.**
- **Set air conditioning units and car vent systems to re-circulate.**
- **If you have asthma or other lung diseases follow your doctor’s directions about taking medications and following a asthma management plan. If symptoms worsen, notify your doctor.**
- **If you have heart or lung disease, if you are an older adult, or if you have children, talk with your doctor about whether and when you should leave the area.**
- **Site administrators should provide a site advisory to all personnel, including the Facilities and Operations, Police, and Physical Education Departments.**
- **In a "First Stage Alert", vigorous and strenuous activities will be reduced and/or shortened..**
- **In a "Second Stage Alert" all forms of vigorous activity will be discontinued and/or canceled.**
- **In a "Third Stage Alert" students and staff should remain indoors and restrict movement as much as possible.**
- **Observe others for signs of respiratory distress. Request assistance from District Police when appropriate.**
- **Make every effort to limit or eliminate the use of District vehicles, mowers and blowers during a Spare The Air alert.**
STATE OF WAR EMERGENCY

A state of war emergency exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent.

If a State of War Emergency Occurs:

☐ Remain calm.
☐ Make appropriate notifications, including:
  - Site administrators/management groups.
  - District administrators/management groups.
☐ Activate the site Emergency Operations Center (EOC).
☐ Establish communications and coordinate responses with the District Emergency Operations Center (EOC).

If the Federal Government Issues a Warning:

Hostilities are probable or imminent.

☐ Make appropriate notifications, including:
  - Site administrators/management groups.
  - District administrators/management groups.
☐ Activate the site Emergency Operations Center (EOC).
☐ Close the site and evacuate all non-essential personnel.
☐ Establish communications and coordinate responses with the District Emergency Operations Center (EOC).

If an Attack is Imminent or Occurs Without Warning:

☐ Alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
☐ Under attack or imminent attack conditions it may be safest to shelter-in-place. If so, close and lock (or barricade) all doors and windows. Close all blinds and/or window coverings. Turn off all lights. Move everyone as far from the threat as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.
☐ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at http://www.4cd.edu/hr/risk. Follow all instructions provided by safety personnel and/or emergency response authorities.

At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions.

If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions with regard to management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

**Preparedness/Mitigation Efforts**

To minimize the risk of State of War Emergencies within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Limit access to work areas to authorized personnel at all times.
- Immediately report suspicious activity to the police.
- Secure all heavy or tall furnishings to walls.
- Latch cabinet doors to prevent contents from falling out.
- Store chemicals and flammable products properly and securely in closed cabinets with latches. If chemicals are incompatible or present a greater hazard when combined or mixed, stored them separately.
SUSPICIOUS ACTIVITY

Suspicious Activity is often the precursor to violent or criminal behavior and should be reported immediately. *When in doubt, trust your instincts.*

**If You Witness Suspicious Activity or Behavior:**

☐ Remain calm.
☐ Whenever possible, avoid becoming directly involved in the situation yourself.
☐ Move to a safe area and immediately report your observations to the police. If the situation appears related to criminal activity or is potentially life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the nature and location of the activity or condition. Remain on the line to answer questions and provide other critical information.

Suspicious Activity may take many forms and may be indicated by any of the following:

**Persons:**

- In unauthorized areas.
- Peering into offices, cars, or secured areas.
- Acting furtively, avoiding eye contact, or leaving an area quickly when seen or approached.
- Appearing to be nervous, sweating, or mumbling.
- Not responding to direct salutations or authoritative commands.
- Loitering in or repeatedly traveling through an area.
- Displaying unusual interest in or surveillance of facilities/operations.
- Photographing or recording facilities/operations.
- Taking notes, making diagrams, or drawing maps of facilities.
- Using binoculars or night vision devices.
- Wearing loose or bulky clothing that is inappropriate for the weather.
- Repeatedly patting or adjusting clothing.
- Having bulges or padding around the midsection.
- Carrying or wearing heavy objects.
- Having visible wires or an explosive belt protruding from under his or her clothing.
- Wearing ill-fitting uniforms or uniforms that do not appear correct or appropriate.
• Tampering with electrical, gas or sewer systems without an identifiable company vehicle or uniform.

Other Occurrences:

• Open or broken doors and windows at a closed building or an unoccupied office.

Vehicles:

• Abandoned or parked for an unusual period of time.
• Emitting a strong, unusual, or chemical odor.
• Commonly used for deliveries (i.e., trucks, vans, or trailers) and parked in unusual locations.
• Out of place in the environment.
• Overloaded.
• Leaking fluids from places other than the engine or gas tank.
• Modified to handle heavier than normal loads, additional storage space, or increased fuel capacity.
• With excessively darkened or tinted windows, or temporary window coverings to prevent viewing of the vehicle’s interior.
• Showing signs of theft (i.e., damaged locks, doors, or broken windows).
• Bearing license plates or placards that appear temporary, unusual, or falsified.
• Containing unusual batteries, wiring, timers, other power supply or switching components, unmarked packages or unusual items such as PVC pipe, magnets, or compressed gas cylinders in the passenger compartment.
• Containing blueprints, maps, sketching materials, or surveillance equipment (i.e., binoculars, video cameras, or high-magnification lenses).

Objects:

• Unattended bags, backpacks, boxes, or parcels in unusual locations.
• With antennas, batteries, timers, or capped pipes.
• Emitting a strong chemical odor

Packages or Letters With:

• Excessive postage.
• Handwritten or poorly typed addresses.
• Incorrect addressee titles.
• An addressee title, but no name.
• Misspellings of common words.
• Oily stains, discolorations or odor.
If You Receive or Find a Suspicious Package or Letter:

- Remain calm.
- Do not open, smell, or handle the item.
- **Do not use cell phones, cordless phones, or any radio transmitter within 1,000 feet of a suspicious object.** If the object contains an explosive device, the electrical energy from a cordless phone or radio could detonate the device.
- If you have already picked up the item, set it down carefully and move away.
- If any material (i.e., powder or liquid) has spilled from the item do not try to clean it up. Instead, leave the room, close the door, and prevent others from entering.
- Avoid touching anything or anyone and wash your hands with soap and cool water.
- If any material has spilled on you or your clothing, remove contaminated clothing as soon as possible. Place contaminated clothing in a plastic bag or other sealable container. Turn the container over to emergency responders for proper handling. Shower with soap and cool water as soon as possible. **Do not use bleach or other disinfectant on your skin. Do not scrub your skin.**
- Immediately report the incident to District Police.
- Notify a supervisor or staff member.
- List the names of any individuals present in the area at the time the letter or package was identified.

If You Receive Warning That a Biological or Chemical Agent Has Been Released in Your Immediate Area:

- Remain calm.
- Turn off any local fans or ventilation units in the area and leave the area immediately.
- Close the door or prevent others from entering the area.
- Notify District Police and shut down the air handling system in the building, if possible.
- List the names of any individuals present in the area at the time the warning was received.
**Preparedness/Mitigation Efforts**

To minimize the risk and impact of criminal or suspicious activity within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- Keep all storage, office, and laboratory areas locked when they are not attended.
- Keep all rooms locked after normal hours and lock them immediately after cleaning.
- Learn how to recognize and properly report suspicious persons, activity, or packages.
- Keep adequate emergency supplies on hand.
TERRORIST INCIDENT

A Terrorist Incident is defined as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

A Terrorist Incident may take many forms and even though an unusual event or emergency may be related to terrorism, this connection may not be immediately known. For this reason, initial emergency actions should be based upon any Event-Specific Guidelines appropriate for the nature of the incident (i.e., Bomb Threat, Crime In Progress, Public Health Emergency, or Suspicious Activity).

Terrorist Weapon Categories:

In addition to the possibility that a terrorist incident may be carried out with the use of standard weapons, there are several other likely methods of attack. You may use the acronym BNICE to more easily remember these:

- B - Biological Weapons (i.e., Anthrax, Ricin, or Smallpox).
- N - Nuclear Weapons and Radiological Dispersal Devices.
- I - Incendiary Devices.
- C - Chemical Devices (i.e., Sarin, Mustard, or Chlorine).
- E - Explosive Devices.

Terrorism Indicators

There are a number of conditions that may indicate that a terrorist attack has occurred. While none by itself may provide conclusive evidence of an attack, their mere presence should be cause for increased awareness or possible alarm:

- Numerous sick or dead animals, fish, or birds.
- Absence of crops, wildlife, or insect’s common for the area, time of day, or time of year.
- Unauthorized, unscheduled spraying, or abandoned spray devices.
- Unusual vapor clouds or mists.
- Unusual, unattended packages, boxes, or vehicles.
- Packages that are leaking.
- Unusual materials or equipment.
- Small explosions or explosions that disperse liquids, mists, or gases.
- Unusual odors or tastes.
- Many casualties without signs of obvious injury.
- Persons exhibiting similar symptoms.
- Unusually large numbers of people seeking medical attention.
If a Terrorist Incident is Suspected:

☐ Remain calm.
☐ Take emergency actions as appropriate for the nature of the incident (Refer to Event-Specific Guidelines).
☐ The Federal Bureau of Investigation (FBI) has primary investigatory jurisdiction over all terrorist incidents. District Police will assume initial command of the incident and maintain this responsibility until properly relieved by the FBI.

Preparedness/Mitigation Efforts

To minimize the risk and impact of a Terrorist Incident within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- Keep all storage, office, and laboratory areas locked when they are not attended.
- Keep all rooms locked after normal hours and lock them immediately after cleaning.
- Learn how to recognize and properly report suspicious persons, activity, or packages.
- Keep adequate emergency supplies on hand.
A tsunami is a large wave, often caused by an earthquake, volcanic eruption, or landslide. Some areas in Contra Costa County may be subject to or affected by this type of threat. Areas at greatest risk are those less than 25 feet above sea level and within one mile of the shoreline.

**If a Tsunami Occurs:**

A noticeable rapid rise or fall in coastal waters is also a sign that a tsunami is approaching.

- □ Remain calm.
- □ Alert others in the immediate area to the situation and direct them to safety.
- □ Leave everything else behind. A tsunami may be coming within minutes. Move quickly to higher ground. If possible, reach an area 100 feet above sea level or travel up to two miles inland, away from the coastline. If you are not able to reach an area this high or far, move as high as you can. Every foot inland or upward may make a difference.
- □ After a disaster, roads may become impassable or blocked. Be prepared to evacuate by foot if necessary.
- □ Once you are in a safe area, report the situation to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the location of the situation and any injured/trapped persons. Remain available to answer questions and provide other critical information.

**If a Tsunami Warning is Issued:**

- □ Monitor the situation through radio or television broadcasts, weather alert radio, or the Internet. Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at [www.4cd.edu](http://www.4cd.edu) for emergency information and updates. Additional information may be posted on the District’s Risk Management webpage at [http://www.4cd.edu/hr/risk](http://www.4cd.edu/hr/risk). Follow all instructions provided by safety personnel and/or emergency response authorities.
If Evacuation Becomes Necessary:

☐ Remain calm.
☐ Leave the area to be evacuated in an orderly manner.
☐ Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
☐ If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
☐ Avoid flooded areas, moving water, and water that is more than knee-deep.
☐ Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected areas.

If You Become Trapped:

☐ Remain calm. If you are able to do so, report your situation and location by dialing 9-1-1 (or 9-9-1-1 from office phones).
☐ Place an article of clothing or other item in the window to alert rescuers to your location.
☐ Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
☐ If you are able to do so, move to an upper floor above the high water level.
☐ Wait for help—do not attempt to swim to safety.
☐ If you are injured, tend to your injuries.

If You are Driving:

☐ Remain calm.
☐ Do not drive where water is over the road—parts of the road may already be washed out and your vehicle may become trapped.
☐ If your vehicle stalls in a flooded area, abandon it as soon as possible and move to higher ground. Do not attempt to save your vehicle. Waters may rise quickly and sweep both you and your vehicle away.

Once at an Assembly Area or Other Safe Area:

☐ Check yourself for injuries. People are often so concerned about others that they often forget to check themselves. If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
☐ Report any injuries, trapped persons, or hazardous conditions to police by dialing 9-1-1 (or 9-9-1-1 from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.

☐ Use the telephone only to report life-threatening emergencies. Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

☐ Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

**Additional Procedures:**

☐ Do not re-enter buildings or areas until officials have determined that it is safe to re-enter.

☐ If employees, students, or others are unable to leave the site or facility due to flooding conditions, provide for their care and shelter.

☐ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

☐ Be prepared to open designated shelter sites for use.

**Decision to Evacuate/Dismiss Personnel**

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

**Mitigation Efforts**

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of flooding, it is critical to follow established safety practices and mitigation procedures. To help mitigate the effects of flooding and be prepared for a tsunami:

- Monitor coastal or waterfront conditions carefully after an earthquake or other event that may have the potential to create a tsunami.
- Keep emergency supplies on hand, including water, non-perishable...
foods, blankets, a first aid kit, flashlight, and any personal medications needed.

- Keep vehicle gas tanks at least half full.
- Back up important computer data and store back-up copies in secure, off-site locations.
UTILITY FAILURE

Utility failures occasionally occur. These may be for short or extended periods of time.

**If a Utility Failure Occurs:**

☐ Remain calm.
☐ Alert others in the immediate area to the situation and direct them to safety.
☐ Move to a safe area and report the condition to police. If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones). *In all other cases, dial the police non-emergency number.* If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the location of the situation and any injured/trapped persons. Remain available to answer questions and provide other critical information.

**If the Power (Electrical or Lighting) Fails:**

☐ Refer to the Event-Specific Guidelines for Power Outage

**If Telecommunications Fail:**

☐ Locate a nearby operational phone and notify the Information Technology Department.

**If an Elevator Fails:**

☐ Follow any procedures posted in the elevator.
☐ Notify Facilities Maintenance or the District Police using the elevator telephone or another telephone if accessible.

**If Plumbing Fails:**

☐ Notify Facilities Maintenance or District Police.

**If a Gas Line is Leaking or Ruptured:**

☐ Cease all operations and follow the guidelines in the Event-Specific Guidelines for Pipeline Emergencies.
**If Ventilation Systems Fail or Emit Smoke or Unusual Odors:**

☐ Report the situation information to Facilities Maintenance and, if appropriate, evacuate the area.

**If Water Contamination is Confirmed or Suspected:**

☐ Report the situation information to the Facilities Maintenance. Facilities staff will consult with the water department to assess water quality and correct the problem. If appropriate, site administrators shall alert the campus community to the situation and advise them not to drink the water. This advisory should provide information about the situation and identify alternative sources for water.
WEATHER EMERGENCY
(SEVERE WEATHER)

The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist.

The Emergency Services Coordinator will monitor alerts and weather advisories if a severe windstorm "Watch" has been issued. (A "Watch" is issued by the National Weather Service when a thunderstorm in excess of 55 m.p.h. or a tornado may develop in a given area and during a specific time frame.)

If a "WARNING" is issued by the National Weather Service the closing of the District may be appropriate if there is sufficient time before the anticipated arrival of the storm. If it appears too dangerous to leave, the order may be given to shelter in place. The District will consider activating the Emergency Operations Center (EOC) if a warning is issued.

**If Severe Weather (Storm) Threatens:**

- Remain calm.
- Alert all personnel to the situation and direct them to safety.
  - Remain inside.
  - Notify all personnel of the windstorm.
  - Evacuate areas that bear full force of wind.
  - Avoid enclosures with long roof spans.

**If There is no Advance Warning:**

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects, and windows.

**If Extreme Heat is Expected:**

- Take common-sense steps keep cool:
  - Drink plenty of fluids.
  - Do not drink liquids that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid. Also avoid very cold drinks, because they may cause stomach cramps.
  - Wear appropriate clothing and sunscreen. Choose lightweight, light-colored, loose-fitting clothing. If you must go outdoors, protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) along with sunglasses, and by putting on sunscreen of SPF 15 or
higher (the most effective products say "broad spectrum" or "UVA/UVB protection" on their labels) 30 minutes prior to going out. Continue to reapply it according to the package directions.

- Replace salt and minerals. If you are on a low-salt diet, talk with your doctor before drinking a sports beverage or taking salt tablets.
- Schedule outdoor activities carefully. If you must be outdoors, try to limit your outdoor activity to morning and evening hours. Try to rest often in shady areas so your body will have a chance to recover.
- Pace yourself. If you are not accustomed to working or exercising in a hot environment, start slowly and pick up the pace gradually. If you become lightheaded, confused, weak, or faint, stop all activity. Immediately move to a cool or shaded area and rest.
- Stay indoors and, if at all possible, stay in an air-conditioned place.
- Use a “Buddy System”. When working in the heat, monitor the condition of your co-workers and have someone do the same for you.
- Monitor those at high risk. Although anyone may suffer from heat-related illness, some people are at greater risk than others.
- Infants and children up to four years of age are sensitive to the effects of high temperatures and rely on others to regulate their environments and provide adequate liquids.
- Senior citizens or elderly people may not compensate for heat stress efficiently and are less likely to sense and respond to changes in temperature.
- People who are overweight may be prone to heat sickness because of their tendency to retain more body heat.
- People who overexert during work or exercise may become dehydrated and susceptible to heat sickness.
- People who are physically ill, especially with heart disease or high blood pressure, or who take certain medications, such as for depression, insomnia, or poor circulation, may be affected by extreme heat.
- Visit “at-risk” adults at least twice a day and closely watch them for signs of heat exhaustion or heat stroke. Infants and young children, of course, need much more frequent watching.
- Do not leave children or pets in cars. Even in cool temperatures, cars can heat up to dangerous temperatures very quickly. Even with the windows cracked open, interior temperatures can rise almost 20 degrees Fahrenheit within the first 10 minutes. Anyone left inside is at risk for serious heat-related illnesses or even death. Children who are left unattended in parked cars are at greatest risk for heat stroke, and possibly death. When traveling with children, remember to do the following:
  - Never leave infants, children or pets in a parked car, even if the windows are cracked open.
• To remind yourself that a child is in the car, keep a stuffed animal in the car seat. When the child is buckled in, place the stuffed animal in the front with the driver.
• When leaving your car, check to be sure everyone is out of the car. Do not overlook any children who may have fallen asleep inside.
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PERSONS WITH FUNCTIONAL NEEDS AND ACCESS LIMITATIONS (DISABILITIES)

In any emergency, it is critical that persons with Functional Needs and Access Limitations (disabilities) receive the assistance they may need to remain safe. Persons who may require additional assistance in an emergency include (but are not limited to) those who are:

- Injured or medically fragile
- Visually-Impaired
- Hearing-Impaired
- Non-Ambulatory
- Wheelchair User
- Oxygen Dependent
- Physically/Mobility Impaired
- Mentally Impaired
- Developmentally Disabled
- Senior Citizens
- Minors and children (those under the age of 18)
- Low Income
- Homeless or displaced
- Non-English Speaking

When Assisting Persons with Functional Needs:

☐ Remain calm.
☐ Regardless of the person’s disability it is important to communicate directly with them.
☐ Inform the person of the nature of the emergency and ask him or her if you may provide them with any assistance. Ask how you may help before providing assistance.
☐ Ask the person if there are any items that must come with them (wheelchair or other assistive devices) and, if it is safe to do so, make appropriate arrangements to bring these along.

When Assisting Persons with Communications Limitations:

☐ Begin by identifying basic communication methods (pay attention to pointing, gestures, nods, sounds, eye gaze and eye blinks)
☐ Take time to listen carefully.
☐ Give the person extra time to respond.
☐ Always repeat the person’s actions and/or what they tell you to confirm that you have understood.
☐ Say, "Show me how you say YES."
☐ Say, "Show me how you say NO."
☐ Ask questions one at a time and ask questions that can easily be answered with a YES or NO response.

☐ Say, "Show me how you point to something or someone you want."
☐ After communication methods have been identified, ask a few basic questions:
  "Is there someone here who can help me communicate with you?"
  "Do you have a communication board, communication book, or a speech generating device?"
  "Did you bring it with you?" If they indicate YES, ask them where it is and help them retrieve it. If they indicate NO, show them an emergency communication aid and ask them if they can communicate with it.

☐ Try using a communication aid. If someone is unable to point because of their disability, you can point to their communication aid for them (e.g., point to a picture, word, or letter on their board) and ask "Is this the picture (or word or letter) that you want?" Then wait for a YES or NO response. Always confirm your understanding of the choice made before continuing.

**When Assisting Persons with Visual Impairments:**

☐ Have the person take your elbow and escort him or her to safety. Advise the person of any upcoming obstacles (stairs, trip hazards, or overhanging objects).
☐ When you have reached a safe location, orient the person to the location and ask if they require any further assistance.

**When Assisting Persons with Hearing Impairments:**

☐ Look directly at the person when communicating.
☐ Speak slowly and clearly, as they may be able to read your lips.
☐ Communicate using simple hand gestures or by writing a note.
☐ Communicate using American Sign Language (see chart, page 184).

**When Assisting Persons with Mobility Impairments:**

☐ A person with mobility impairments may need minimal assistance so it is important to communicate directly with them.
☐ If a person has mobility-impairments and must be carried to safety, whenever possible, such movement should be conducted by those who have received proper training and are utilizing proper equipment. Evacuation chairs should be utilized whenever possible, as wheelchairs may not have been constructed for safe lifting. If the wheelchair must be left behind, leave it in a place where it will not obstruct others. When moving a power wheelchair, make sure the footrests are locked and the motor is off.
☐ Whenever possible, at least two persons should be utilized to transport another.
When carrying a person for a significant distance, a “relay team” arrangement may be helpful.

*When Assisting Children or Minors:*

- Make every effort to keep children together with others in their own class or age group.
- Do not leave a child except under the supervision of a responsible adult.
AMERICAN SIGN LANGUAGE
ALPHABET AND NUMBERS

a b c d e f g
palm forward
thumb bent out

h i j k l m
palm in

n o p q r s
palm faces opposite
side of body
index finger points out
like p but points
down and unseen
fingers curled in

z

palm forward
thumb can be over fingers
whole palm can be
slanted to side away from body

0 1 2 3 4 5 6 7 8 9