



**BARSTOW COMMUNITY COLLEGE DISTRICT
2700 BARSTOW ROAD
BARSTOW, CALIFORNIA 92311**

EMERGENCY RESPONSE PLAN

JULY 2016

POLICE, FIRE, AMBULANCE

(From Campus Phones)

Dial 9-911

EMERGENCY PHONE NUMBERS

CAMPUS SECURITY

- 760-252-3506 (Campus Radios)

EMERGENCY CLEANUP or REPAIRS

- 760-252-2411 Ext. 7259 or 7395

EMERGENCY PHONE NUMBERS

EMERGENCY RESPONSE GUIDE

PURPOSE:

This document is designed to give you the information you need to respond appropriately in an emergency situation. Success in any emergency is ensuring the health and safety of students, staff and employees. It is normally the result of a correct and rapid response. Your actions are critical to achieving success if a problem occurs.

CONCEPT:

In any emergency situation the initial response is the most important factor in saving lives and safeguarding property. General principles that apply in any emergency are listed below:

DON'T BE A HERO ... success is NOT getting the bad guy ... its coming out of the incident unhurt.

STAY ALERT ... know what is going on so you can react appropriately.

REACT BASED ON THE SITUATION ... every incident is different and no checklist will apply in every situation.

Always do the right thing to prevent yourself and others from getting hurt.

REPORT ... you may have the one piece of information that will prevent an incident or help resolve one. Even if the information seems trivial, report it to the Safety Coordinator at extension 7395.

FOLLOW INSTRUCTIONS FROM EMERGENCY PERSONNEL. ... during an incident there isn't time for debate. In these situations an action that is approximately right and executed well is preferable to a perfect action executed too late. Instructions from police, fire, or other emergency personnel on the scene always take preference over any other instructions you receive.

MAINTAIN PERSONNEL ACCOUNTABILITY... knowing that everyone is safe is critical in an emergency. Make sure you always know the whereabouts of everyone you are responsible for.

PURPOSE AND CONCEPT

GENERAL RESPONSIBILITIES

The President or his/her designee is responsible for control and welfare of students and if, required, directs the staff in implementing the Emergency Action Plan.

Faculty/Staff/Employees.

The faculty, staff, and employees assist in the following tasks:

1. Assume responsibility for the overall safety of personnel in your classroom or building. Provide assistance to people in your classroom/building.
2. Determine the status of individuals in the classroom/building (number present, number injured, number disabled).
3. If directed, coordinate with emergency personnel the orderly evacuation of the classroom/building. People are to be evacuated to "Staging Areas" designated in this plan and posted by the door of each room in the building.
4. During evacuation give first priority to persons with disabilities. Identify any disabled person requiring assistance to emergency personnel.
5. Move the injured only if necessary. Wait for emergency personnel if possible. If not, exercise extreme care when moving injured persons.
6. After arriving in designated staging area, account for building occupants.

Maintenance & Operation Personnel.

Specific responsibilities could include the following:

1. Survey the area and report damage to the appropriate personnel.
2. Assist in rescue operations as assigned.
3. Assist in fire fighting if directed.
4. Assist in controlling main shut off valves for gas, water and electricity.
5. Distribute emergency equipment as needed.

Administrative/Program Assistants and Secretaries.

Designated administrative, program assistants and secretaries will assist and provide for the safety of essential school programs and documents.

GENERAL RESPONSIBILITIES

CAMPUS CLOSURES

1. The general concept is that the campus will remain open if there is no immediate danger to the students and staff.
2. The President or his/her designee will make the decision to close the campus based on the following factors:
 - Nature of the incident.
 - a. Localized disaster/incident: If the disaster only affects a portion of the district and poses no immediate danger to the campus, the campus will remain open.
 - b. General disaster/Incident: If the disaster/incident affects the entire district the campus may be closed.
 - Immediate/Potential danger to the Students and Staff.
 - a. Local, County, and/or State emergency personnel will provide the President/designee a risk assessment that will be used as a basis for the closure decision.
 - b. Immediate danger. Campus will be closed or actions will be taken to reduce risk to an acceptable level.
 - c. Potential Danger. Campus could be closed, programs modified or other actions taken to reduce risk to an acceptable level.
 - Decision Dissemination.

The President or designee closure decision will be disseminated to the Vice Presidents and Public Information Officer in as expeditious a manner as possible.

CAMPUS CLOSURES

REPORTING ACCIDENTS, INJURIES, ILLNESSES OR INCIDENTS

Any time an accident, injury, illness or incident occurs, it must be reported to your supervisor, administrator, Safety Program Coordinator, or On-Duty Administrator immediately. Following this notification, a written report must be completed and turned into the Safety Program Coordinator. The following reports must be filed:

- ***Incident Reporting Form*** - is to be used for student or visitor involved accidents, injuries, illnesses, or incidents. This form can also be used by employees to report an incident such as a fire, fight, fender bender, or other non-injury situation.
- ***Work Accident/Injury/Illness Reporting Form*** - is to be used for employee involved accidents, injuries, or illnesses.
- ***Accident/Incident Witness Reporting Form*** - is to be used to obtain information from any witness during the situation.
- ***Safety Hazard Reporting Form*** - is to be used to report a hazardous or unsafe practice, substance, or condition.

NOTE: All forms are located on P drive

or on the Barstow College website at the following location:

<http://www.barstow.edu/MO-Forms.html>

REPORTING ACCIDENTS, INJURIES, ILLNESSES OR INCIDENTS

MEDICAL EMERGENCY

First determine the severity of the medical emergency. If the person is not breathing, unconscious, in shock, or bleeding excessively, call 911 immediately. Give your name; describe the nature of the medical problem, and the campus location of the victim. Quickly perform these four steps:

- Ask the victim “Are you okay?” and “What’s wrong?”
- Check breathing and pulse and give artificial respiration or CPR* if necessary.
- Control serious bleeding by applying direct pressure on the wound.
- Keep the victim still and comfortable. Have the victim lie down if necessary.

Continue to assist the victim until help arrives:

- Try to determine the extent of the injury or probable cause of illness.
- Protect the victim from disturbances, reassure the victim and DO NOT move him/her unless absolutely necessary.
- Look for emergency ID, gather information from witnesses and give all information to the emergency response personnel arriving on the scene.
- If the person is conscious, in no immediate danger of death or further injury, but is in need of medical help, secure their permission before calling an ambulance.
- If the person has a minor injury, provide first aid supplies and render first aid.

Report the injury using either the *Incident Reporting Form* or if it is an employee use the *Work Accident/Injury/Illness Reporting Form*.

*CPR – if you are trained to perform CPR and have current certification card.

First Aid Kits are located at the following locations:

- Administration Building– Human Resources, Business Office, Instruction Office and President’s Secretary Office.
- B Building – Rooms B5 and B15
- Wellness Center – Main area
- Gym – Men’s Coaches area, Women’s Coaches area, and concession stand
- Learning Resource Center – Computer Commons and Main Library
- S Building – Rooms S4 and S11
- T Building – Room T1, T2, and T10
- Performing Arts Center
- CTE

MEDICAL EMERGENCY

BUILDING EVACUATION

- Be aware of all marked exits from your building and the location of your assigned staging area. The location of the staging area is posted next to the door of your room.
- **The fire alarm signals an evacuation.** Other signals to evacuate could include an emergency message over the telephone, an emergency notification via e-mail, instructions from personnel, or instructions from a courier/runner.
- When the fire alarm sounds, or when directed to evacuate by another method, walk quickly to the nearest exit and ask others to do the same.
- Assist the disabled to exit the building. If you do not have the capability to adequately assist the disabled, seek help.
- Once outside, proceed to the assigned staging area. Keep walkways clear for emergency vehicles.
- To the best of your ability, and without re-entering the building, assist in the attempt to ensure that everyone has evacuated safely.
- **DO NOT RE-ENTER BUILDING OR OUTSIDE AREA UNTIL CLEARED BY AUTHORIZED PERSONNEL.**

BUILDING EVACUATION

EARTHQUAKE

Remain calm and quickly the following steps below:

- If indoors remain indoors and duck, cover, and hold. Stay away from glass windows, shelves and heavy equipment. Attempting to rush outside may expose you to serious injury or death.
- If outdoors, move quickly away from buildings, utility poles and other structures.
- After the initial shock, evaluate the situation. If emergency help is necessary, call Police at 9-1-1. Protect yourself at all times and be prepared for aftershocks.
- Coordinate with your maintenance/staff/President and assist with accounting for everyone that had been in the room and securing all potentially hazardous equipment such as gas and electric appliances. Do not take unnecessary risks.
- Report potentially dangerous damage to facilities.
- If necessary, or if directed, evacuate the building. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.
- Once outside, move to a clear area at least 50 feet away from the affected building(s). Keep away from utility poles and other structures. Keep walkways clear for emergency vehicles.
- To the best of your ability, and without re-entering the building, assist Police officers or college staff in their attempts to determine that everyone has evacuated safely.
- **DO NOT RE-ENTER BUILDING OR OUTSIDE AREA UNTIL CLEARED BY AUTHORIZED PERSONNEL.**

EARTHQUAKE

FIRE EMERGENCY

Know the location of the fire extinguishers in your area and how to use them.

If a fire alarm is sounding:

- Evacuate the building by quickly walking to the nearest exist, alerting people as you go. Assist the disabled in exiting the building.
- Once outside, move to a clear area at least 50 feet away from the affected building(s). Keep walkways clear for emergency vehicles.
- Check for injuries.
- To the best of your ability, and without re-entering the building, assist in attempts to determine that everyone has evacuated safely.
- Do not re-enter the building until you have been given the all clear by the appropriate authorities.

If there is an active fire in the room you are in:

- Know the location of the fire extinguishers in your area and how to use them.
- For minor fires that appear controllable, promptly direct the fire extinguisher contents toward the base of the flames. Get help if necessary.
- During large fires that are not immediately controllable, or after using the extinguisher, close all doors to confine the fire and reduce the oxygen – BUT DO NOT LOCK THEM.
- **Immediately call 911, and then call Maintenance x7259. Give your name and describe the location and size of the fire.**
- Activate the building fire alarm system.
- Evacuate the building quickly by walking to the nearest exit, alerting people as you go.
- Assist the disabled to exit the building. If you do not have the capability to adequately assist the disabled contact Maintenance.
- Once outside, proceed to the assigned staging area. Keep walkways clear for emergency vehicles.
- To the best of your ability, and without re-entering the building, assist Maintenance, Campus Security, and college staff in their attempt to ensure that everyone has evacuated safely.
- **DO NOT RE-ENTER BUILDING OR OUTSIDE AREA UNTIL CLEARED BY AUTHORIZED PERSONNEL.**

FIRE EMERGENCY

GAS LEAK

A gas leak refers to a leak of natural gas, from a pipe or other containment, into an area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are added, to assist in identifying leaks. As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor

- Call ext. 7259 or if after hours ext. 7499 and give your name and the location of odor
- Warn others in the immediate area
- Vacate and secure area
- Meet with emergency response personnel

If there is a major leak such as a pipeline break:

- Call 911 and give the dispatcher your name, location of odor and related information
- Initiate an evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent source of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- **DO NOT RE-ENTER BUILDING OR OUTSIDE AREA UNTIL CLEARED BY AUTHORIZED PERSONNEL.**

GAS LEAK

POWER OUTAGE

Power outages caused during peak load situations can occur at any time with very limited notice and will usually last for approximately one hour. Stage 3 Alerts will be announced via email. Unannounced power outages caused by equipment failures can last for several hours. In this event, Maintenance personnel will provide direction. Scheduled power outages will be scheduled in advance with written notices provided.

If a power outage occurs during the day:

- Shut off your computer immediately as this will reduce the surge on it when the power is restored.
- Shut off any other power equipment which could cause damage when unsupervised or unregulated when the power is restored.
- If necessary, assist any students or visitors to the nearest exit door for safe exiting.
- Contact your supervisor/administrator about an alternate work plan until power is restored.

If a power outage occurs during the night:

- Shut off your computer and any other power equipment.
- If necessary, assist any students or visitors to the nearest exit door for safe exiting.
- For your safety, secure your area and leave. Maintenance personnel will be available to assist you in getting to your car.

INCLEMENT WEATHER

In the case of a severe thunderstorm, flash flood, snow storm, ice storm or dust storm:

- Seek shelter immediately.
- Avoid travel unless absolutely necessary.
- Avoid use of electrical appliances, telephones, and cell phones during lightening or severe thunderstorms.
- Listen to local radio stations for weather updates and possible cancellations.

POWER OUTAGE / INCLEMENT WEATHER

VIOLENT, CRIMINAL, or THREATENING BEHAVIOR

Everyone is asked to assist to make the campus a safe place by being alert to suspicious situations and by reporting them. **DO NOT TAKE UNNECESSARY CHANCES.**

If you are the victim of/or witness any on-campus violation of law such as assault, robbery, theft, sexual harassment, or confrontational event, etc:

- Keep calm and do not antagonize the individual or individuals.
- Ask the individual to leave and desist.
- Leave the area and report the incident to your supervisor/administrator, Safety Program Coordinator, On-Duty Administrator, or Security Officer.
- If the situation warrants, call 911 for police assistance.
- Report the incident on an Incident Reporting Form.
- Disruptive conduct by students (not violent, threatening, or criminal) should be reported to the V.P. Student Services extension 7309.

VIOLENT, CRIME OR THREATENING BEHAVIOR

ACTIVE SHOOTER

An Active shooter is defined as one or more subjects who participate in a random or systematic action demonstrating their intent to harm others (shooting or other means of inflicting serious injuries and/or death).

If you are involved in a situation where someone has entered the area and has started shooting, or is threatening to do so, or otherwise cause bodily injury, the following is a list of actions that are recommended:

- If you believe you can safely do so, exit the building immediately and seek shelter.
- Notify anyone you may encounter to also exit the building.
- As soon as possible, call 911.
- Remain in a safe place until the threat is over.

If you are in a place where you may become more directly threatened or involved, the following steps are recommended:

- Go to the nearest room or office.
- Close and lock or barricade the door by any means possible.
- Stay away from doors and windows where you may be seen.
- Leave the lights off.
- Get into the most secure place/position you can find.
- Remain quiet and hidden.
- DO NOT ANSWER THE DOOR unless you know it is emergency personnel.
- Call 911 as soon as possible.

Give the emergency dispatcher the following information:

- Your location (building/room)
- Your name
- Any information you can about the shooter(s)

ACTIVE SHOOTER

BOMB THREAT

Any person receiving a phone call that a bomb or other explosive device has been placed on the campus should ask the caller(s) the questions listed below. Keep the caller(s) on the line as long as possible and record all information provided.

Caller's voice:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking voice |

exact wording of the threat:

Threat language:

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | |
| <input type="checkbox"/> Irrational | |

REMARKS: _____

Questions to ask:

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

Background sounds:

- | |
|---|
| <input type="checkbox"/> Street noises |
| <input type="checkbox"/> House noises |
| <input type="checkbox"/> PA system |
| <input type="checkbox"/> Music |
| <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Other |

Sex of caller _____

Race/nationality of caller _____

Time of call _____

If the voice is familiar, who did it sound like? _____

IMMEDIATELY DIAL 911

BOMB THREAT

HAZARDOUS MATERIAL OR TOXIC CHEMICAL SPILL

In the case of a hazardous material or toxic chemical spill in a building:

- Evacuate the room and building immediately in an orderly manner and proceed to an open area away from the building.
- As you are leaving, pull the nearest fire alarm pull station for that building.
- Take roll call to assure that everyone that had been in that room has exited and is accounted for.
- Check for injuries.
- Do not re-enter the building until you have been given the all clear by the appropriate authorities.

In the case of a hazardous material or toxic chemical spill outdoors:

- Evacuate the area and proceed to an area upwind.
- Immediately contact the Safety Program Coordinator or Maintenance Department to report the situation.

HAZARDOUS MATERIAL OR TOXIC CHEMICAL SPILL