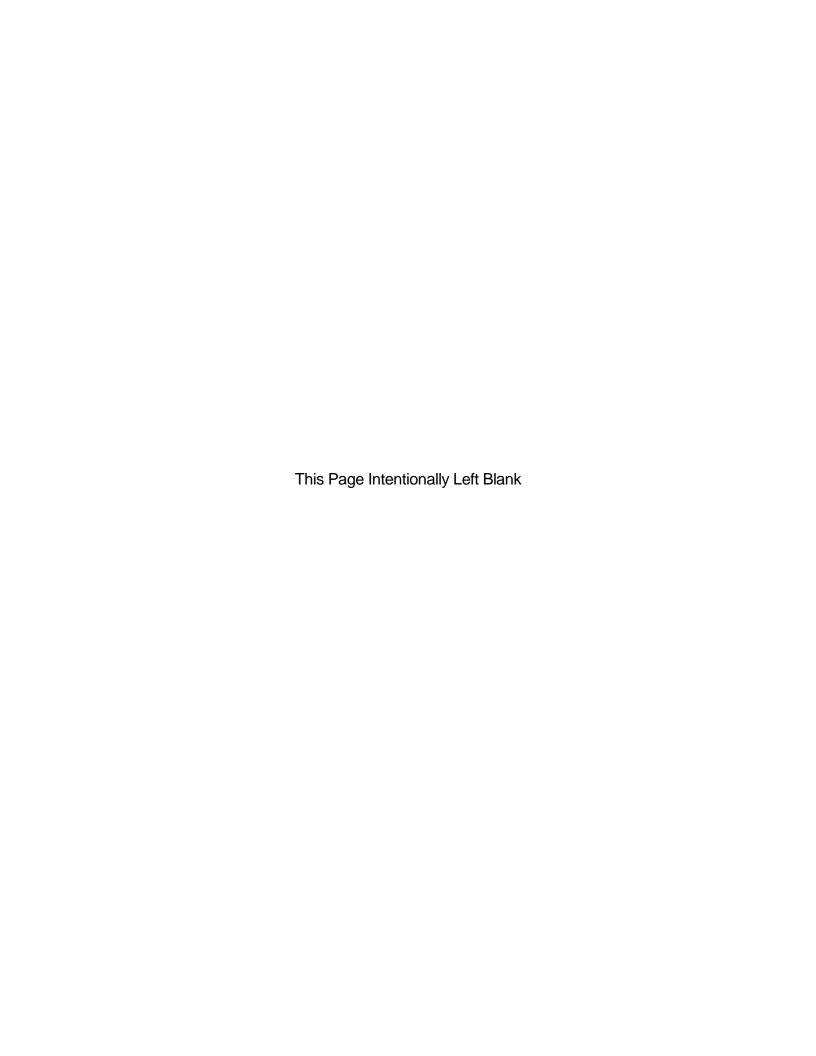# Emergency Operations Plan

Contra Costa Community College District

500 Court Street
Martínez, CA 94553
(925) 229-1000
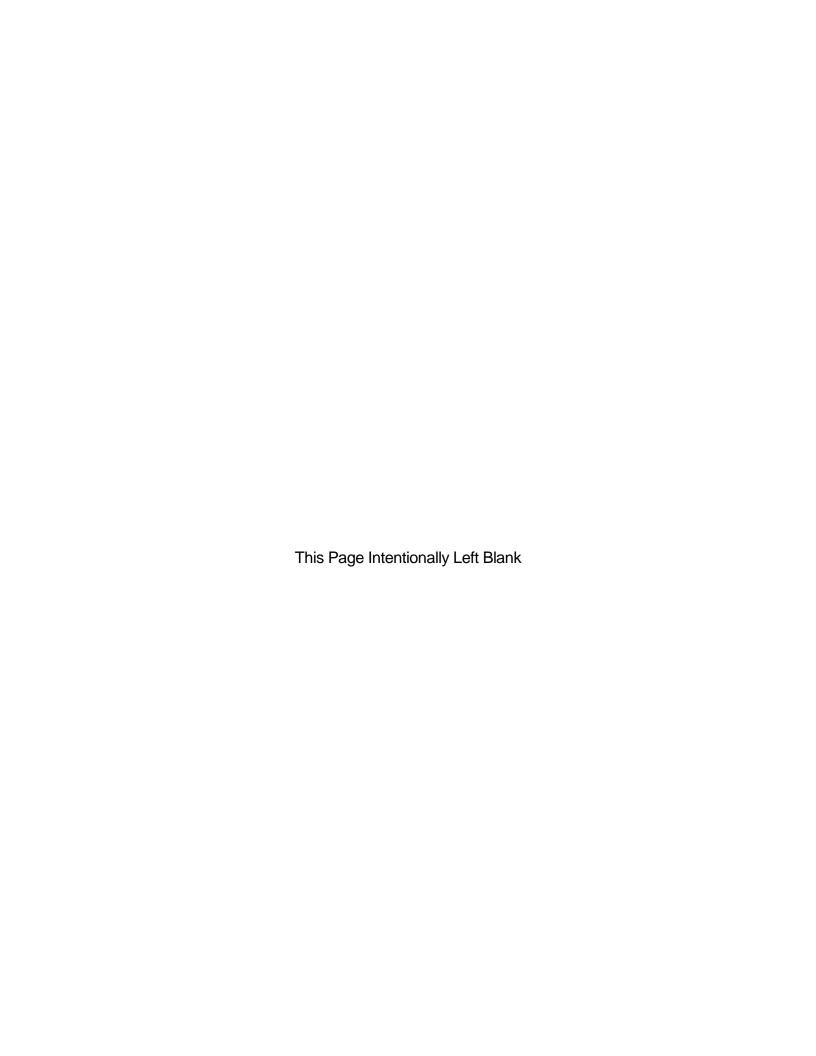
http://www.4cd.edu

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HOW TO USE THIS PLAN

District Emergency Operations

1. Turn to **APPENDIX 1**, District EOC Personnel

2. Contact EOC staff as needed.

3. Turn to **SECTION 2**, District EOC Organization.

4. Set up the EOC based on the information provided on **Page 65**.

5. Receive your assignment from the EOC Director or senior District official.

6. Turn to **SECTION 3**, District EOC Checklists.

7. Follow the checklist as specified for your assigned EOC position.

Emergency Field Operations

1. Refer to **ANNEX - A**, Emergency Response Guidelines

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Section 1 - Districtwide Emergency Plan

Section 2 - Emergency Operations Center

Section 3 - EOC Positional Checklists

APPENDICES

ANNEXES

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SECTION 1

DISTRICT WIDE EMERGENCY OPERATIONS PLAN

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Contra Costa Community College District

pathways to success

Letter of Promulgation

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The Contra Costa Community College District (District) has prepared this *Emergency Operations Plan (Plan)* to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the District in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This *Plan* establishes the emergency organization; assigns tasks; specifies policies and general procedures; and provides for coordination of planning efforts of the various emergency staff and service elements by utilizing the Standardized Emergency Management Systems (SEMS). The *Plan* also meets requirements established by the National Incident Management System (NIMS).

The objective of this *Plan* is to incorporate and coordinate all agencies and personnel of the District into an efficient organization capable of responding to any emergency.

This *Plan* is an extension of the *California Emergency Plan.* It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The Governing Board gives its full support to this *Plan* and urges all employees to do their share in the total emergency effort of the District.

Concurrence of this Letter of Promulgation constitutes the adoption of the SEMS and NIMS by the District. This *Plan* is supported by the Governing Board and becomes effective upon my signature.

Eugene Huff
Interim Chancellor

Date: February 11, 2020

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Basic Plan

The Basic Plan addresses the District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The Basic Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).

- Establishes response policies and procedures, providing the District clear guidance for planning purposes.

- Describes and details procedural steps necessary to protect lives and property.

- Outlines coordination requirements.

- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of the State's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of District personnel and departments in post-incident damage assessment and After Action reporting requirements.

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CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Purpose & Scope

Purpose

The Purpose of the Emergency Operations Plan is to protect the safety and welfare of students, staff, and visitors at all facilities of the Contra Costa Community College District.

Scope

The Scope encompasses a broad range of major emergencies. Such incidents include earthquakes, hazardous materials events, acts of violence, flooding, terrorist acts and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of the District's Emergency Operations Center (EOC), which will coordinate with other local jurisdiction's Emergency Operation Centers.

Objectives

The objectives of the plan are to:

- Protect the safety and welfare of the students, visitors, and employees of the Contra Costa Community College District.

- Provide for a safe and coordinated response to emergency situations.

- Protect the District's facilities and properties.

- Enable the District to resume normal conditions with minimal confusion in the shortest time possible.

- Provide for interface and coordination between incident sites and both the District's Emergency Operations Center (EOC) and each of the College's EOCs, as well as city and County Emergency Operation Centers.

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Standardized Emergency Management System (SEMS)

What Is SEMS?

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government (Cities and Special Districts)
- Operational Area (County)
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. Local governments and special districts must use SEMS to be eligible for funding of their personnel related costs under State Disaster Assistance programs.

Purpose of SEMS

SEMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

Organizational / Response Levels and Activation Requirements

The five SEMS organizational / response levels are described below. The levels are activated as needed for an emergency.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

Local Government Level

Local governments include cities, counties, and special districts. This includes the Contra Costa Community College District. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for State funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

Operational Area Level

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the regional level.

It is important to note, that while the Operational Area always encompasses the entire County area, it does not necessarily mean that the County government manages and coordinates the response and recovery activities within the county. The decision on organization and structure within the Operational Area is made by the governing bodies of the county and the political subdivisions with the county.

In Contra Costa County, the emergency management organization of each incorporated city and each special district is responsible for coordination and direction of response and recovery operations within their respective jurisdictions, while the County Office of Emergency Services serves a support role. The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

The County is the Operational Area, and will be the focal point for information transfer and support requests by cities within the County. The County Administrator is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operation will operate under a Unified Command Structure.

Regional Level

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more effective application and coordination of mutual aid and other emergency related activities. The Contra Costa Community College District is in the Coastal Region, which is currently located in Walnut Creek. In SEMS, the regional level manages and coordinates information and resources among operational areas within the Region, and also between the Operational Areas and the State level. The regional level also coordinates overall State agency support for emergency response activities within the Region.

State Level

The State level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the Regions and the State. The State level also serves as the coordination and communication link between the State and the federal disaster response system.

Features Common to all Organizational Response Levels

SEMS has several features based on the Incident Command System (ICS). The field response level uses functions, principles, and components of ICS as required in SEMS regulations. Many of these field response level features are also applicable at local government, Operational Area, Regional and State levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

Essential Management Functions

SEMS has five essential functions adapted from ICS. Field Response uses the five primary ICS functions: Command, Operations, Planning / Intelligence, Logistics and Finance / Administration. In an Emergency Operations Center at local government, Operational Area, and Regional / State levels, the term Management is used instead of Command. The titles of the other functions remain the same at all levels.

Management by Objectives

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable

objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

Action Planning

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

Incident Action Plans: At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans: At local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

After Action Reporting

After Action Reports are required by the National Incident Management System any time the Emergency Operations Center is activated. The Director and the Emergency Manager will ensure that all responsible persons, Section Chiefs, Unit Leaders attend a critique or "Hot Wash" within 48 hours of the closing of the operation. As a result of this meeting, individual reports will be submitted no later than 30 days after the closing of the EOC. The reports must include Corrective Actions, including who is responsible for the actions and when they are to be completed. A copy of the After Action Report must be sent to the California Emergency Management Agency (Regional Office) within 90 days of the EOC deactivation.

Organizational Flexibility - Modular Organization

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions. The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must

have a person In-charge of it. However, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command or Management

Organizational Unity means that every individual within an organization has a designated supervisor. Hierarchy of command / management means that all functional elements within each activated SEMS level are linked together to form a single overall organization within appropriate span-of-control limits.

Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability

An important feature of ICS applicable to all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management feature along with the use of check-in forms, position logs and various status keeping systems. The intent in bringing this ICS feature into SEMS is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

Common Terminology

In ICS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

Resources Management

In ICS, resource management describes the ways in which field level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective

resources management must be geared to the function and the level at which the function is performed.

Integrated Communications

This feature of ICS relates to: hardware systems; planning for system selection and linking; and the procedures and processes for transferring information. At the field response level, integrated communications is used on any emergency. At all EOC levels, and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are being accomplished in an effective manner. The specifics of how this is accomplished at EOC levels will be different than at the field response level.

Mutual Aid

What is Mutual Aid?

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs Mutual Aid is provided by other agencies, local governments, and the state. Mutual Aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual Aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid is provided between and among local jurisdictions and the State under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has been adopted by California's incorporated cities, all 58 counties, and the State.

Mutual Aid Systems

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing Mutual Aid systems. These systems work through local government, Operational Area, Regional and State levels consistent with SEMS.

Mutual aid may also be obtained from other states. Inter-state Mutual Aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

Mutual Aid Coordinators

The basic role of a Mutual Aid Coordinator is to receive Mutual Aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level. Mutual Aid requests that do not fall into one of the discipline-specific Mutual Aid systems are handled through the Emergency Services Mutual Aid System by emergency management staff at the local government, Operational Area, Regional, and State levels. Agencies may be requested to send representatives to the Regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated Mutual Aid Coordinators.

Participation of Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the Mutual Aid system along with governmental agencies. For example, the Disaster Medical Mutual Aid system relies heavily on private sector involvement for medical / health resources. Some volunteer agencies such as the American Red Cross, the Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the Mutual Aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have Mutual Aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special districts, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

Emergency Facilities used for Mutual Aid

In-coming Mutual Aid resources may be received and processed at several types of facilities including: marshalling areas, mobilization centers, and incident facilities. Each type of facility is described briefly:

Marshalling Area: Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster area. Marshalling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in, or on the periphery of, the disaster area.

Incident Facilities: Incoming resources may be sent to staging areas, other incident facilities, or directly to an incident depending on the circumstances.

Staging Areas: Temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

Overview of SEMS Response

The following describes generally how SEMS is intended to work for various emergency situations. The situations are described in terms of the involvement and interactions of the five SEMS levels, and are intended to apply to all types of disasters that may occur in California, such as, earthquakes, floods, fires, and hazardous materials incidents.

This discussion assumes that appropriate emergency declarations and proclamations are made. It also assumes that multi-agency or inter-agency coordination is accomplished at each level as required by SEMS regulations.

Note that SEMS may be activated and resources mobilized in anticipation of possible disasters. Such anticipatory actions may be taken when there are flood watches, severe weather, earthquake advisories, or other circumstances that indicate the increased likelihood of a disaster that may require emergency response and mutual aid. The extent of actions taken will be decided at the time based on the circumstances.

Local Incident within Capability of Local Government

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through local government dispatch centers.

Local Government: Supports field response as needed. Small incidents generally do not require activation of the local government Emergency Operations Center. Emergency management staff may monitor the incident for possible increase in severity. Larger incidents may necessitate activation of the EOC. Local governments will notify the operational area if the EOC is activated.

Operational Area: Activation of the Operational Area EOC is generally not needed for small incidents, but consideration should be given to possibility of the incident becoming larger. The Operational Area EOC would be activated if the local government activates its EOC and requests Operational Area EOC activation.

Single Jurisdiction Incident - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through dispatch centers, Department Operations Centers, or in some cases, the EOC.

Local Government: Supports incident commanders with available resources. The local government Emergency Operations Center is activated. Local government and special districts notify the Operational Area. Resources are requested through Operational Area emergency management staff and appropriate Mutual Aid Coordinators. (In some cases, Mutual Aid may be obtained directly from neighboring local governments under local Mutual Aid agreements.) Local government and special districts retain responsibility for managing the response.

Operational Area: Operational Area emergency management staff and Mutual Aid coordinators locate and mobilize resources requested by local government or special districts. Emergency management staff and Mutual Aid Coordinators generally operate from normal departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and Mutual Aid Coordinators will communicate with each other as needed to coordinate resource mobilization. If requested by the affected local government, emergency management staff will activate the operational area EOC.

Major Single Jurisdiction Disaster - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. One or more Incident Commands may be established depending upon the size and nature of the disaster. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or the EOC.

Local Government: Supports Incident Commanders with available resources. Local governments activate their Emergency Operations Centers and notify the Operational Area lead agency. Resources are requested through Operational Area emergency management staff and Mutual Aid Coordinators. Local governments retain responsibility for managing the response.

Operational Area: Lead agency activates Operational Area Emergency Operations Center. Operational Area emergency management staff and Mutual Aid Coordinators

locate and mobilize resources requested by Local government and special districts. Mutual Aid Coordinators go to the EOC or send representatives depending on circumstances. Resources not available within the Operational Area are requested through the California Office of Emergency Services Regional Administrator and Regional Mutual Aid Coordinators.

Regional: The California Office of Emergency Services Regional Administrator activates the Regional Emergency Operations Center (REOC) and notifies headquarters. The Regional Administrator and Regional Mutual Aid Coordinators locate and mobilize resources requested by the Operational Area.

State: State Operations Center is activated. The California Office of Emergency Services staff monitors the situation.

Major Area - Wide Disaster - Damage in Multiple Operational Areas

Field Response: Field units from the affected jurisdictions respond as feasible using the Incident Command System. Incident Command Posts may be established at various sites throughout the disaster area. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or EOCs.

Local Government: Ability to respond may be severely impaired. Local governments assess capability and report situation to operational area. Local governments mobilize all available resources. EOCs establish priorities, allocate available resources to support the field response, and request assistance through the Operational Area. Local governments and special districts retain responsibility for managing the response within their jurisdictions.

Operational Areas: Lead agency activates Emergency Operations Center and notifies the California Office of Emergency Services Regional Administrator. Emergency Operations Center assesses situation and reports information to the Regional Emergency Operations Center (REOC). The emergency management staff and Mutual Aid Coordinators mobilize available resources in the Operational Area, request additional resources through the REOC and Regional Mutual Aid Coordinators, and provide overall situation information to local governments and special Districts.

Regional: The California Office of Emergency Services Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies State Headquarters. REOC staff and Regional Mutual Aid Coordinators locate and mobilize resources available within the Region and from State agencies. Additional resources are requested through the State Operations Center.

State: The State Operations Center (SOC) is activated and State agency representatives are requested to staff the SOC. SOC coordinates State agency response and mobilization of mutual aid resources from unaffected regions. SOC may direct activation of other California Office of Emergency Services REOCs to assist in resource mobilization. State agency department operations centers are activated. If needed, federal assistance is requested using the National Response Framework. The SOC continuously monitors the situation.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

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Authorities and References

Contra Costa Community College District Board Policy

Policy 1009 – Institutional Leadership, Governance, and Decision-Making

The Governing Board, the Chancellor, and the college Presidents provide leadership and direction to execute the mission of the District using organizational values as a guide. The Governing Board exercises final authority and responsibility for all policy decisions made in the District. The Governing Board delegates operational decision-making authority to the Chancellor. The Chancellor delegates authority to the college Presidents for the operation of the colleges. The Chancellor's Cabinet serves in an advisory capacity to the Chancellor.

The Contra Costa Community College District governance and decision-making structure has five components, two of which are mandated in AB 1725: institutional governance and academic and professional matters. The third component, labor relations, is outlined in the Rodda Act and provides for collective bargaining in the public sector. The fourth component, administrative matters, is outlined in the Contra Costa Community College District Rules and Regulations of the Governing Board, Administrative Officers. The fifth component, public interests, refers to issue-specific matters (legal, regulatory, and other matters) under the direct purview of the Governing Board. The types of decisions made through the governance process fall under one of the five components. As the Governing Board's designee, the Chancellor shall ensure the evaluation of the effectiveness of the governance and decision-making structure on a regular basis and will use the results as a means for improvement.

Participatory Governance

The District and each college provide the opportunity for faculty, staff and students to participate effectively in district and college governance as prescribed in Section 70902(b)(7) of the California Education Code. Administrative Procedure 1009.01 delineates four constituent groups; faculty, classified staff, managers and students; and their respective roles in governance.

District participatory governance issues are discussed by the District Governance Council (DGC), a constituency- based group made up of students, classified staff, faculty and managers, representing the District Office, the colleges, and state-approved centers. College participatory governance issues are discussed by each college's respective constituent-based college governance council. DGC and each college governance council discuss and debate issues and influence policies and

procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or President and/or the Governing Board, as appropriate, in accordance with operational procedures. DGC also serves as the District Budget Committee, reviewing budget recommendations and giving input on budget-related matters.

Academic and Professional Matters

Academic and professional matters are in the purview of the faculty. The Faculty/Academic Senates of the District consult collegially with the Board through the Chancellor on policies and procedures on academic and professional matters as defined in Title 5, Section 53200. The process to reach agreement between the faculty and the Governing Board is delineated in Administrative Procedure 1009.02.

Administrative

Administrative matters are a variety of issues that can be brought forth that do not fall into the participatory governance area. Such matters can be initiated by management work groups, Chancellor's Cabinet, individuals, District committees, community members and submitted to the Chancellor for consideration and routing to the appropriate decision-making body if required.

Labor

Labor relations matters are negotiated with employee groups with managers representing the interest of the Governing Board. The Governing Board is consulted by the Chancellor and chief negotiator throughout the bargaining process with each group. Final agreements are approved by the Governing Board and labor unions.

Public Interests

Public interests refer to the ability of members of the public, including students, to present issues directly to the Governing Board. These issues may include statutory and other matters in the direct purview of the Governing Board. The Chancellor serves as the liaison for the Board in such matters.

State of California

California Government Code, Section 3100, Title 1, Division 4, Chapter 4

States that public employees are Disaster Service Workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the State or any county, city, or special district, excluding aliens legally employed. The law applies when:

- A local emergency has been proclaimed.

- A state of emergency has been proclaimed.

- A federal disaster declaration has been made.

The California Emergency Plan

Promulgated by the Governor, and published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "…the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

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Definitions

Incidents, Emergencies, and Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. While not yet meeting disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There are usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency will not be declared and the jurisdictional EOC will not be activated. Incidents are usually of fairly short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency is also used to define a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, and e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Response Levels

Response Levels are used to describe the type of event:

Area(s) affected and extent of coordination or assistance needed, and degree of participation expected from the District.

Response Level 3 - Local Emergency

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency is declared. Both coordination and direction are centralized: the Emergency Operations Center is not activated and public safety personnel provide necessary support, as established by agreements and ordinances. Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

Response Level 2 - Local Disaster

Local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed. Several departments as well as other jurisdictional agencies need close coordination. The Emergency Operations Center is activated to coordinate emergency response. EOC activities may include but are not limited to:

- Establishing a District situation assessment function,
- Establishing a District public information function,
- Determining resource requirements for the District and coordinating resource requests,
- Establishing and coordinating the logistical systems necessary to support multi-incident management,
- Establishing priorities for resource allocation.

Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

Response Level 1 - Major Disaster

District, City, and County resources are overwhelmed, and the District declares a State of Emergency because extensive outside resources are required. A Local Emergency

and a State of Emergency are proclaimed, and a Presidential Declaration is requested. The emergency operation is centralized. The EOC is activated and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident would, as much as possible, report to and receive direction from the EOC. During war, a Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

7.2   Response Level Diagram

1

Major Disaster

2

Local Disaster

3

Local Emergency

Level 1: Major Disaster
On-scene incident
Commander(s)
Communicates with
EOC and EOC Director

_____

Incident Command Sites
communicate with EOC Liaisons

Level 2: Local Disaster
On-scene incident
Commander(s)
Communicates with
Agency dispatch centers.

_____

Incident Commanders communicate
with EOC Director through Liaisons

Level 3: Local Emergency
On-scene incident
Commander Communicates using
routine protocols and agency
dispatch centers

_____

EOC is not activated.

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Emergency Phases (Five Mission Areas)

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention Phase

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning and design standards.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery should review this document, its procedures and checklists, that detail personnel assignments, policies, and resource lists. Personnel should be acquainted with these SOPs and checklists and periodically should be trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

Emergency Proclamations

Local Emergency

A Local Emergency may be proclaimed by the Board of Trustees or by the Chancellor as specified by Board Policy. A Local Emergency declared by the Chancellor must be ratified by the Board within seven days. The Board must review the need to continue the declaration at least every fourteen days until the Local Emergency is terminated.

The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are normally made when there is a threat or an actual disaster or extreme peril to the safety of persons and property within the District, caused by natural or human caused situations.

The declaration of a Local Emergency provides the Board of Trustees with the legal authority to:

- Request that the Governor declare a State of Emergency

- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.

- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.

- Request state agencies and other jurisdictions to provide mutual aid.

- Require the emergency services of any local official or employee.

- Requisition necessary personnel and materials from any local department or agency.

- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

- Impose penalties for violation of lawful orders.

- Conduct emergency operations without incurring legal liability for performance, or failure to perform. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

State of Emergency

A State of Emergency may be declared by the Governor when:

- Conditions of a disaster or extreme peril exist that threaten the safety of persons and property within the state caused by natural or manmade incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.

When the Governor declares a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with the emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War Emergency

When the Governor declares a State of War Emergency or a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor that are made or given within the limits of the Governor's authority as provided for in the Emergency Services Act.

Sample Proclamation

PROCLAMATION DECLARING THE EXISTENCE
OF A LOCAL EMERGENCY

WHEREAS, The California Emergency Services Act empowers the EOC Director to proclaim the existence or threatened existence of a local emergency when an area within the District is affected or likely to be affected by a public calamity and the Board of Trustees is not in session; and

WHEREAS, the EOC Director of the Contra Costa Community College District does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, as a result of:

_____

_____ ;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the District; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim a state of emergency for the District, and further that the Governor request a Presidential Declaration; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the emergency services organization of the District shall be those prescribed by law, by ordinances and resolutions of this District, and by the Contra Costa Community College District Emergency Operations Plan.

BY: _____

EOC DIRECTOR

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Hazard Vulnerability Assessments and Risk Analyses

Hazard Risks

The Contra Costa Community College District recognizes that the planning process must address each hazard that threatens the District. The District is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or human-caused, and national security.

The District, with its varying topography and sprawling urban area, is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the Contra Costa Community College District are as follows:

Natural Hazards

- Earthquakes
- Floods
- Wildland fires
- Landslides
- Extreme weather and storms

Technological and Human-Caused Hazards

- Hazardous materials (HazMat)
- Major vehicle accident
- Airplane crash
- Civil disturbance
- Terrorism
- Acts of Violence

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland Fire		X			X	X
Floods		X		X	X	X
HazMat		X		X	X	X
Landslides		X		X	X	
Civil Disturbance	X			X		
Extreme Weather		X		X	X	X
Aircraft Crash	X			X	X	X
Major Vehicle Accident			X	X	X	
Terrorism	X				X	X

Additional Information Regarding Hazards within the County

Seismic Activity and Earthquakes

The San Francisco Bay Area, and Contra Costa County in general, contain both active and potentially active faults. Earthquakes pose especially high risks to the District because of the proximity to active faults with relatively frequent past movements. Specifically, the Hayward Fault runs through the western portion of Contra Costa College. The Hayward and San Andreas Faults are the two principally active faults in the Bay Area. The San Andreas Fault, located approximately 25 west of the County, is a major structural feature in the region, and forms a boundary between the North American and Pacific Tectonic plates. Other principally active faults in the region include the Concord, Calaveras, Greenville, and Diablo Faults.

Earthquake Size Descriptions		
Descriptive Title	**Richter Magnitude**	**Intensity Effects**
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Fault rupture is displacement at the earth's surface resulting from fault movement associated with an earthquake. Faults are seldom-single cracks but are typically a series of quasi-parallel or breaks that comprise zones. These breaks form networks composed of major and minor faults. A fault having recorded movement, or one which shows evidence of geologically recent displacement (within about the last 11,000 years), is regarded as "active" and is more likely to generate a future earthquake than a fault which shows no signs of recent movement. Along with the criteria for fault activity, the last time of faulting, based on geologic evidence, is used to access fault activity. Ground movement during an earthquake can vary depending on the overall magnitude, distance to the fault, focus of earthquake energy, and type of geologic material. Based on proximity to active faults, certain areas may experience shaking on a more frequent basis. The following maps were developed from the Association of Bay Area Governments (ABAG) Hazard Website.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Map 1 - Fault Zones in Contra Costa County

Modified Mercalli Intensity
Shaking Severity Level

- 9 - Violent
- 8 - Very Strong
- 7 - Strong

This map is intended for planning only. Intensities may be incorrect by one unit higher or lower

Map 2 - Hayward Fault Shake Map

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Map 3 - San Andreas Fault Shake Map

**Modified Mercalli Intensity
Shaking Severity Level**

- 9 - Violent
- 8 - Very Strong
- 7 - Strong

This map is intended for planning only. Intensities may be incorrect by one unit higher or lower.

Map 4 - Concord Fault Shake Map

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Map 5 - Greenville Fault Shake Map

Modified Mercalli Intensity
Shaking Severity Level

- 9 - Violent
- 8 - Very Strong
- 7 - Strong

This map is intended for planning
only. Intensities may be incorrect
by one unit higher or lower

Map 6 - Calaveras Fault Shake Map

Map 7 - Mount Diablo Fault Shake Map

Modified Mercalli Intensity
Shaking Severity Level

- 9 - Violent
- 8 - Very Strong
- 7 - Strong

This map is intended for planning
only. Intensities may be incorrect
by one unit higher or lower.

Map 8 - Rodgers Creek Fault Shake Map

Liquefaction

Liquefaction is a phenomenon whereby unconsolidated and/or near-saturated soils lose cohesion and are converted to a fluid state as a result of severe vibratory motion. The relatively rapid loss of soil shear strength during strong earthquake shaking results in temporary, fluid-like behavior of the soil. Soil liquefaction causes ground failure that can damage roads, pipelines, underground cables, and buildings with shallow foundations. Liquefaction more commonly occurs in looser, saturated materials. Areas susceptible to liquefaction are typically underlain by water-saturated, unconsolidated, loose, granular materials, and in unconsolidated or artificial fill sediments located in reclaimed areas along the margin of Suisun Bay. Regions within The District that have high to very high levels of liquefaction susceptibility include Clayton Valley and areas along Suisun Bay, Pacheco Creek, and the Hastings and Belloma Sloughs.

Map 9 - Liquefaction Map of Contra Costa County

Landslides

Landslides and other ground failures occur during earthquakes, triggered by the strain induced in soil and rock by the ground shaking vibrations, and during non-earthquake conditions, most frequently during the rainy season. Both natural and man-made factors contribute to these slope failures. Contra Costa County's damage costs after a large earthquake could be high in proportion to the State as a whole because of its large area

of hilly terrain and high proportion of recent, poorly consolidated geologic formations which are prone to slope failure.

Landslides are perhaps the most common form of ground failure that is not caused by earthquakes. In areas where a severe slope stability problem exists, landslide damage can best be avoided by simply not building on the unstable ground. In some landslide-prone areas, landslides can be totally removed or stabilized. Through good planning and careful, controlled design, landslide losses can be all but eliminated.

Although landslides due to slope failure are most frequent in "wet years" with above-average rainfall, they can occur at any time. Landslides may also occur on slopes of 15 percent or less; however, the probability is greater on steeper slopes, with old landslide deposits being the most likely to experience failure.

Map 10 - Potential Rainfall Caused Landslide Map of Contra Costa County

Fire Hazards

Wildland fire hazard potential is largely dependent on the extent and type of vegetation, known as surface fuels, that exists within a region. Fire hazards are typically highest in heavily wooded, undeveloped areas as trees are a greater source of fuel than low-lying brush or grasslands. Suburban or urban areas or rocky barren areas have minimal surface fuels and therefore typically have the lowest fire hazard. In the County, the majority of the surface fuels are classified as grassy, urban, or barren areas. These areas would be considered a low to moderate fire hazard. The

grassy and relatively undeveloped hills in Los Medanos Hills and the Mt. Diablo Foothills are generally considered a moderate fire hazard. On the other hand, urban settings have a higher fire risk than rural areas because of structure density, according to the Association of Bay Area Governments' Natural Hazard Mitigation Plan. As a consequence, the net result may be an increase in overall fire risk.

Map 11 - Wildfire Hazards Map

Flooding

In the West and Central County, these areas include portions of the shoreline in the vicinity of Richmond, Hercules, Rodeo, Crockett, Port Costa, and Martinez; most creeks in urbanized areas, including Concord, Walnut Creek, and the San Ramon Valley; and reservoirs and creeks located on undeveloped East Bay Regional Park District (EBRPD) and East Bay Municipal Utility District (EBMUD) lands. In the East County, substantial acreage lies within the 100-year flood plain, including Bethel Island, the Veale Tract, Holland Tract, Franks Tract, Jersey Island, and the area in the Byron vicinity. Portions of the Pittsburg, Antioch, and Brentwood areas, as well as a number of creeks in East County, are also subject to flooding.

The most serious flood hazard that exists in Contra Costa County relates to the system of levees that protect the islands and adjacent mainland in the San Joaquin- Sacramento River Delta area in eastern Contra Costa. Levees are

basically long, continuous dams that keep water out of a lower area, such as the Delta islands, many of which are at an elevation just above or below sea level.

The islands in the California Delta were drained during the nineteenth century to create high quality agricultural land. Since then, the peat-laden soil of many of the islands has oxidized, resulting in a sinking of their island floors and consequently requiring the construction of higher and heavier levees. Levee failure occurs in some areas where levees rest on soft mud, silt, or peat.

In addition to the flooding hazards associated with levee failure caused by an earthquake, fault ruptures or ground shaking during an earthquake can cause the collapse of dams, as well as seiche and tsunami ("tidal waves").

Dam safety is regulated by the State Department of Water Resources, Division of Safety of Dams. All large reservoirs in the County have been investigated and many have been strengthened. Further, the Office of Emergency Services has produced inundation maps and emergency plans covering various scenarios of dam failure in theCounty. The safety of small dams, which are mostly used for stock watering and other agricultural activities, is largely a private concern, with present standards set by the County Grading Ordinance. Many small dams predate even this regulation. However, seismic activity is not considered a significant hazard to small dams.

Map 12 - Potential Flood Areas in Contra Costa County

Hazardous Materials

Contra Costa County contains extensive heavy industrial development which may be associated with hazardous materials uses along its west and north coasts. Heavy industrial land uses centered on the west and north shores of the County have the potential to present significant risk to public safety because of the hazardous nature of some petroleum and chemical materials. Potential hazards include explosion and flammability of petroleum products and other chemicals, and chemical toxicity. Hazardous materials uses are concentrated in heavy industries along the coasts, and are also present in lesser quantities in industrial parks in the County's interior. Notwithstanding industrial safety procedures, the presence of large quantities of hazardous materials in the County, particularly close to and/or upwind of populated areas, poses a potential safety hazard at all times.

Many industrial uses in the County are located on reclaimed marshland underlain by soft, wet, unstable mud. However, damage from earth movements are believed to have a low probability of occurrence because of adequate foundation design of buildings and other structures. Information is not available on whether or not there are older tanks used to store hazardous materials that are not sufficiently stabilized. Informal observation of tanks in the County indicates that there is no requirement to space tanks far enough apart to prevent a fire or explosion from spreading. In areas in which tanks are closely spaced, particularly where these are close to population centers, there is a potential for a disaster affecting a significant population. Although historic accident records suggest that such a risk is low, the seriousness of the event, should it occur, indicates that some additional measure of public safety may be advisable.

Hundreds of miles of pipelines for the transportation of natural gas, crude oil, and refined petroleum products traverse Contra Costa County, including residential and commercial areas. Such pipelines cross areas with active fault lines, landslide deposits, unstable slopes, and areas underlain by soft mud and peat. The risk presented to pipelines by geologic conditions has not been quantified. The public safety hazard from a pipeline break would depend on the proximity of the accident to populated areas as well as the nature of the event that produced it (e.g., the landslide or earthquake).

No particular routes for hazardous materials transportation are designated in the County. Most of these materials are regularly carried on the freeways and major roads designated as explosives routes. The proximity of some of these routes to large numbers of people suggests that an accident involving hazardous materials transportation could reach disaster proportions. The extreme toxicity of some chemicals used in the County and the specialized handling and cleanup procedures

required during an accident make proper information and training of local response agencies, such as the police and fire departments, essential.

The management of hazardous materials is the focus of the Contra Costa County Hazardous Materials Area Plan, which was adopted in January of 1988. This Plan outlines the procedures that County regulatory and response agencies will use for managing, monitoring, containing and removing hazardous materials from the site of an actual or threatened accidental release. The plan also identifies the agencies within the County responsible for the effective management of hazardous materials.

In the event of an immediate threat to life, health, or safety, the county's Community Warning System will be activated. Some combination of the following alerting devices may be activated to provide as much as notice as possible:

- Sirens in special safety zones
- Emergency Alert System (EAS) on television and radio (KCBS 740 AM)
- Telephone Emergency Notification System (TENS)
- Cell Phone Alerts
- NOAA Weather Radios
- Twitter and Facebook at CoCoCWS

Terrorism Event

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

Mass Attacks on Campus

There has been an increased number of mass attacks in the workplace and public spaces throughout the country. These seemingly random incidents may involve a person or persons armed with firearms or other weapons with a sole intent to kill and injure students and staff. These situations are incredibly dangerous and difficult to manage because they occur in a short period of time. Making things more difficult, the person committing the act of violence has no regard for their own lives, and may go into the situation prepared to die. Because of the unique nature of this situation, all District staff members must be aware of the proper procedures to take. Refer to the Field Guide **(Annex A)** of this Plan.

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Plan Maintenance and Training

Emergency Operations Plan Maintenance

The Contra Costa Community College District Emergency Operations Plan (and included College Appendices and Annexes) are designed for efficient update and additions. The responsibility of maintaining the document is assigned to the District's Police Chief.

The Police Chief, or his/her designee, will conduct a thorough review of the plan annually. Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. It supports, and is integrated with, Both District and college operations. Sections of the Plan can be easily updated with minor modifications when there are changes to the District's or each college's organizational systems and/or new functional positions are added. It does not need to be updated every time procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation; either simulated in drills or as an actual response. Individual checklists are to be revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete "response ready" plan.

The checklists are designed to be used as worksheets. New and revised checklists can be reprinted after each activation. It is not necessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word "Revised" to indicate the update.

Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The District will need to review the guidelines to identify competency requirements based on this Plan.

Orientation

All new District and college employees who are assigned to the EOC should review the Plan upon hire, and attend EOC training when practical.

SEMS Required EOC Exercises and After Action Reports

The District and each will conduct an EOC table top or an EOC functional exercise once a year, simulating an actual incident or disaster, as required by SEMS. This serves to practice policies, procedures and decision-making skills. The exercise may involve District staff alone, or it can be held in conjunction with each of the colleges and other jurisdictions. These exercises are the most effective method of training the District's staff. Shortly after the annual exercise, the District will prepare an After Action Report (including Corrective Actions) as required by NIMS.

In addition, should the EOC be activated for a declared emergency; the District will also prepare an After Action Report that includes Corrective Actions as required by NIMS and SEMS. All After Action Reports will indicate who is responsible for completing the Corrective Actions and when they are to be completed. These reports should be forwarded to the Contra Costa County Office of Emergency Services, as well as to the California Office of Emergency Services.

SECTION 2

DISTRICT EMERGENCY OPERATIONS CENTER ORGANIZATION

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Emergency Organization

Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The Contra Costa Community College District's emergency response organization is based on these functions.

Emergency Operations Center (EOC)

Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

The EOC Director and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all District emergency operations, coordination with each of the college Emergency Operations Centers, other public / private agencies, and the Operational Area EOC. The EOC is partially or fully activated by the EOC Director, according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The EOC Director and the Section Chiefs serve as the EOC management team, along with the Public Information Officer, and Liaison Officer, District Legal Officer, and Policy Group (if activated).

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section. However, in the event of a disaster where the Second Floor Conference Room is not accessible, this location may be moved at the discretion of the EOC Director.

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District EOC Organization Chart

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                          ┌──────────────┐   ┌──────────────┐
                          │ EOC Director │   │ Policy Group │
                          └──────────────┘   └──────────────┘
              ┌──────────────────────────┐ ┌──────────────────┐
              │ Public Information Officer│ │  Liaison Officer │
              └──────────────────────────┘ └──────────────────┘
              ┌──────────────────────────┐
              │  District Legal Officer   │
              └──────────────────────────┘
```

Operations Section	Planning and Intelligence Section	Logistics Section	Finance Section
Public Safety Branch	Situation Status Unit	Supplies and Services Unit	Cost Unit
Maintenance & Operations Branch	Damage Assessment Unit	Personnel Unit	Time Unit
	Documentation Unit		Compensation & Claims Unit
	Message Center		Recovery Unit

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EOC Positional Definitions

Director or Emergency Services

The EOC Director is responsible for determining the strategy on how the District will respond to the event. The EOC Director coordinates all response activities through the Section Chiefs, and keeps the EOC Directors from each of the Colleges, as well as the Governing Board, informed on the progress and strategies being used during the response. In addition, they make sure that the response is being fully documented for legal and financial reasons.

Public Information Officer (PIO)

Responsible for the formulation and release of information about the event for the Contra Costa Community College District. Acts as the District's point of contact for news media and other appropriate agencies and organizations, and assists each of the college's Public Information Officers with Media Releases.

Liaison Officer

The Liaison Officer acts as a point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to, each of the colleges and other public and private organizations. The Liaison Officer ensures that these people are informed and involved in the event response.

Legal Officer

The Legal Officer is the District's attorney or his/her designate. The Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the EOC Director in declaring a local emergency and implementation of emergency powers.

Policy Group

In consultation with the EOC Director, the Policy Group provides advice on strategic policy decisions for an event that affects the District's ability to perform its operational functions. This group assists the EOC Director with the decision on proclaiming a District emergency and issuing directives on the status or resumption of District programs. At the discretion of the EOC Director, they may also be responsible for notifying and informing key District constituents and stakeholders.

Operations Section Chief

The Operations Section Chief is responsible for the overall management of field operations within the District, such as law enforcement, fire and medical response, facility and grounds operations, and the sheltering of students, staff, and members of the public.

Public Safety Branch

The Public Safety Branch oversees law enforcement services, fire suppression, medical treatment, and the evacuation of students, staff and visitors at each of the Colleges during disasters or emergencies.

Maintenance & Operations Branch

The Maintenance and Operations Branch is responsible for maintaining the District's infrastructure and related services, as well as restoring those damaged or destroyed. The Branch will coordinate safety evaluations of buildings, roadways, bridges and other public areas at each of the Colleges and their satellite facilities.

Planning and Intelligence Section Chief

The Planning and Intelligence Section Chief is responsible for the collection, evaluation, documentation, and dissemination of incident information in the EOC. In addition, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report.

Situation Status Unit

The Situation Status Unit Is responsible for collection and organization of event information and displaying the information in the EOC. This would include a situational awareness of what is occurring throughout the County and the Region, as well as what is occurring at each of the Colleges.

Damage Assessment Unit

The Damage Assessment Unit is responsible for obtaining information on the status of the District's infrastructure and providing an impact assessment from the event. This information would be received from each of the College's EOCs, as well as other related District personnel.

Documentation Unit

The Documentation Unit maintains and files all documents relating to the emergency. They assist in the preparation of situation summaries, damage assessment reports, Action Plans and other documents as needed. The unit maintains the EOC Message Center and also provides duplication services as required. In addition, they may assist in preparing the After Action Report at the deactivation of the EOC.

Logistics Section Chief

The Logistics Section Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential supplies, personnel, facilities, transportation, and equipment.

Supplies and Services Unit

The Supplies and Services Unit, under the direction of the Logistics Chief, is primarily responsible for ordering, receiving, storage, and distribution of supplies and related District services for the event. They may also assist any one of the Colleges with obtaining supplies and services that they require.

Personnel Unit

The Personnel Unit supports human resource needs during the emergency. It documents names, assignments, and duty hours of all personnel committed to the operation. It may also coordinate use of volunteers used during the event.

Finance & Administration Section Chief

The Finance and Administration Section Chief provides advice and support to the EOC Director regarding financial issues. They insure that adequate records are maintained to support requests for State and federal assistance, as well as providing cost analysis and projections and the tracking time worked by all emergency personnel involved in the event.

Cost Unit

The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

Time Unit

The Time Unit maintains records of all personnel time worked at the emergency, which includes all volunteers.

Compensation & Claims Unit

The Compensation and Claims Unit manages all legal claims for compensation filed against the District. It advises the EOC Director in areas of claims for bodily injury and property damage compensation presented to the District.

Recovery Unit

The Recovery Unit is responsible for planning on how the District will deal with the long-term effects of a major emergency or disaster. In addition, working with the Planning and Intelligence Section, the Recovery Unit maintains all financial files that document the costs associated with the District's response, repair, and rebuilding efforts. The Unit also oversees the CalOES and FEMA disaster assistance application process.

District EOC

Second Floor Conference Room

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CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

EOC Activation and Set-Up Procedure

❑ Check in with EOC Director to determine level of EOC activation. If the EOC Director has not arrived, first arriving EOC staff are to set up the EOC.

❑ Set up the room according to the EOC set up diagram.

❑ EOC supplies are kept in containers in the marked storage cabinet located in the Conference Room.

❑ Set up the tables with the equipment and telephones from the appropriately labeled containers. Remove the vests and place them on the chairs around the tables.

❑ Turn on the television to initially monitor news reports.

❑ Read the position checklists for specific duties and begin EOC operations.

When the EOC is activated

Activation of the District's EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District' EOC is activated when routine use of resources needs support and/or augmentation, and when one of the College's EOCs is activated. The official implementing SEMS may function from the EOC, or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation. The District can maintain three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
0	No potential severe weather No increasing international tension No increasing national or local tension No increasing probability of hazard	Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	No to minimal staff in normal operations	No actions.
1	Possibility of local unrest Severe weather watch is issued Situational conditions warrant Small incidents involving one facility Earthquake advisory Flood watch	Continuous monitoring of event Check & update all resource lists Distribute status and analysis to EOC personnel Receive briefing from field personnel as necessary	Only basic support staff or as determined by EOC Director	EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	Small scale civil unrest Situational conditions warrant Severe weather warning issued Moderate earthquake Wildfire affecting specific areas Incidents involving 2 or more facilities Hazardous materials incident requiring evacuation Imminent earthquake alert	Continuous monitoring of event Initiate EOC start-up checklist Facilitate field personnel Provide status updates to EOC personnel	Staffed as situation warrants and liaison to other agencies Primary EOC personnel will be available and check-in regularly	Briefings to Executive staff EOC begins full operation
3	International crisis deteriorated to the point that widespread disorder is probable Civil disorder with relatively large scale localized violence Hazardous conditions that affect a significant portion of the District Severe weather is occurring Verified and present threat to critical facilities Situational conditions warrant Major emergency in the Area or Region Major earthquake	Brief arriving staff on current situation Facilitate EOC staff	As determined by the EOC Director EOC essential and necessary staff Key department heads Required support staff	As situation warrants

EOC Closeout Checklist

❏ Notify appropriate agencies and individual sites that EOC is being closed.

❏ Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.

❏ Deliver the information to the Finance Section Chief.

❏ Fold and repack re-usable maps, charts, materials.

❏ Collect and place all equipment and supplies in the appropriate containers.

❏ Make a list of all supplies that need replacement and forward to the Logistics Section Chief.

❏ Return vests to the containers.

❏ Leave the Conference Room in good order.

SECTION 3

DISTRICT EMERGENCY OPERATIONS CENTER

POSITIONAL CHECKLISTS

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Management Section

EOC Director

The EOC Director is responsible for determining the strategy on how the District will respond to the event. The EOC Director coordinates all response activities through the Section Chiefs, and keeps the EOC Directors from each of the Colleges, as well as the Governing Board, informed on the progress and strategies being used during the response. In addition, they make sure that the response is being fully documented for legal and financial reasons.

EOC Director Action Checklist

❑ Identify yourself as the EOC Director.

❑ Read this entire checklist.

❑ Obtain a briefing on the extent of the emergency and recommended initial objectives from the Management Staff (Operations, Planning and Intelligence, Logistics and Finance Chiefs.)

❑ Depending on the type of the incident and the information available, order partial or full activation of the District EOC, as well as the college EOCs.

❑ Determine if all key personnel or alternates are in the EOC or have been notified.

❑ Brief Section Chiefs and appoint alternates as necessary.

❑ Ensure Section Chiefs and their staff possess and utilize the checklists.

❑ Assess the situation, develop an overall strategy with the Management Staff and establish emergency response objectives and priorities.

❑ Determine the need for evacuations. If evacuations are required, ensure the PIO utilizes current notification sources and the news media to pass specific evacuation instructions.

❑ Consider declaring a local emergency. Distribute the declaration to the County Office of Emergency Services.

❑ Establish the frequency of briefing sessions for EOC staff.

❑ Establish operational work periods for all Emergency Operations Center and District personnel. Advise Section Chiefs to plan for relief staffing.

❑ Direct Section Chiefs to maintain appropriate Unit Logs, charts, and records.

❑ Direct Section Chiefs to provide Section situation reports prior to the end of each operational period or as needed for the completion of the Action Plan by the Planning and Intelligence Section Chief.

❑ Review and approve the Action Plan developed by the Planning and Intelligence Section Chief with the assistance of the Management Staff. Ensure proper distribution of the Action Plan.

❑ If there is little or no damage to the District, prepare to provide mutual aid to other jurisdictions in the County or other agencies as needed.

❑ Complete a Management Section Situation Report at the end of operational period or prior to shift change. Provide copy to your relief and to the Documentation Unit.

❑ Keep the Governing Board informed of all major problems and decisions.

❑ Maintain a Management Section Log noting messages received and decisions made and actions taken.

❑ Ensure that an After Action Report is completed by the Planning and Intelligence Section at the deactivation of the EOC, and that Corrective Actions are noted, including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.

Public Information Officer

Responsible for the formulation and release of information about the event for the Contra Costa Community College District. Acts as the District's point of contact for news media and other appropriate agencies and organizations, and assists each of the college's Public Information Officers with Media Releases.

Public Information Officer Action Checklist

❑ Identify yourself as the Public Information Officer.

❑ Read this entire checklist.

❑ Obtain a briefing from the Management Staff.

❑ Assess the situation.

❑ Prepare an initial information summary as soon as possible after arrival.

❑ Observe constraints on the release of all information imposed by the EOC Director.

❑ Establish contacts with the PIOs at each of the colleges.

❑ Establish contacts with the media and provide whatever assistance is required.

❑ If necessary, establish a Media Center. Schedule regular briefings. Post briefing schedule.

❑ Gather and disseminate instructions, warnings, and announcements.

❑ Establish separate web pages, as well as voice mail telephone hotlines, for media and public use. Update regularly.

❑ Produce Media Releases. Ensure that the colleges receive copies of all releases.

❑ If additional PIO assistance is needed, contact the other colleges and other jurisdictions for assistance.

❑ In the case of a large-scale multi-jurisdictional event, coordinate the release of public information through a Joint Information Center (JIC) and the CCCo EOC.

❑ Working with the EOC Director, arrange for the escort and briefing of Board members, the media, and other VIPs as needed.

❑ Attend all EOC briefings and Management Staff meetings. Update Media Releases.

❑ Schedule expert speakers for media briefings if required.

❑ Monitor television and radio transmissions.

❑ If needed, utilize EDIS or EAS through CCCo OES to issue warnings to people outside of the campuses.

❑ Issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.

❑ Release information about any evacuation and shelter sites if established for students and staff.

❑ Maintain a log noting messages received; releases published; interviews granted; and other activities. Maintain record of personnel on duty.

❑ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

Liaison Officer

The Liaison Officer acts as a point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to, each of the colleges and other public and private organizations. The Liaison Officer ensures that these people are informed and involved in the event response.

Liaison Officer Action Checklist

❑ Identify yourself as the Liaison Officer.

❑ Read this entire checklist.

❑ Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.

❑ Maintain a Unit Log noting messages received; decisions made and actions taken.

❑ Be a point of contact for other Agency Representatives.

❑ Maintain a list of assisting and cooperating agencies and Agency Representatives.

❑ Assist in establishing and coordinating interagency contacts.

❑ Keep agencies supporting the incident aware of event status.

❑ Monitor incident operations to identify current or potential inter-organizational problems.

❑ Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

❑ Assign assistants as needed.

❑ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

   ▪ Issue
   ▪ Corrective Action
   ▪ Assigned to and due date for completion

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Legal Officer

The Legal Officer is the District's attorney or his/her designate. The Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the EOC Director in declaring a local emergency and implementation of emergency powers.

Legal Officer Action Checklist

❑ Identify yourself as the Legal Officer.

❑ Read this entire checklist.

❑ Obtain a situation briefing on the extent of the emergency from the EOC Director.

❑ Advise EOC Director on declaring an emergency and/or issuing special orders.

❑ Monitor response effort and advise EOC Director regarding liability exposures and protection against such exposures.

❑ Prepare proclamations, emergency ordinances, and other legal documents as required by the EOC Director.

❑ Develop rules and regulations required for acquisition and/or control of critical resources.

❑ Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.

❑ Brief relieving staff upon arrival.

❑ Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.

❑ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Policy Group

In consultation with the EOC Director, the Policy Group provides advice on strategic policy decisions for an event that affects the District's ability to perform its operational functions. This group assists the EOC Director with the decision on proclaiming a District emergency and issuing directives on the status or resumption of District programs. At the discretion of the EOC Director, they may also be responsible for notifying and informing key District constituents and stakeholders.

Policy Group Action Checklist

❑ Identify yourself as a Policy Group member.

❑ Read this entire checklist.

❑ Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.

❑ Maintain a Unit Log noting messages received; decisions made and actions taken.

❑ Be a point of contact for other District representatives.

❑ Review the need for the cancellation, rescheduling, or relocation of events and other District related activities interrupted by the event.

❑ Assist in coordinating intra-District contacts with academic staff.

❑ Maintain s log of significant events related to District services.

❑ Assess and coordinate District staff crisis management and other needs.

❑ Participate in planning meetings, providing current District resource status, including limitations and capability of resources at each of the colleges.

❑ Assign assistants as needed.

❑ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Operations Section

Operations Section Chief

The Operations Section Chief is responsible for the overall management of field operations within the District, such as law enforcement, fire and medical response, facility and grounds operations, and the sheltering of students, staff, and members of the public.

Operations Section Chief Action Checklist

❑ Identify yourself as the Operations Section Chief.

❑ Read this entire Checklist.

❑ Obtain a briefing from the Management Staff.

❑ Evaluate the conditions at each of the colleges and District facilities associated with the event. Determine what resources are committed and coordinate with the Situation Status Unit in Planning and Intelligence. Develop a briefing for the EOC Director.

❑ Direct the Public Safety and Maintenance and Operations Branches to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps.

❑ Ensure that Branch Coordinators complete a Situation Report at end of each operational period.

❑ Assist the Planning and Intelligence Chief in the development of the Action Plan.

❑ Brief Operations Section personnel on the Action Plan.

❑ Review the activities of all College response personnel involved in the operation.

❑ Ascertain what resources are committed. Coordinate further needs with the Logistics Section Chief.

❑ Define the operational needs of the District and the colleges and approve additional personnel resources when necessary.

❑ Ensure Operations Branch Coordinators possess and utilize Checklists.

❑ Receive, evaluate, and disseminate urgent operational information.

❑ Determine the need for extraordinary resources and make a recommendation to the EOC Director if necessary.

❑ Establish and maintain staging areas for operations related equipment and personnel.

❑ Maintain communication with each of the colleges, using interoperable systems as available.

❑ Coordinate supplies and services needs with the Logistics Section Chief.

❑ Provide all relevant emergency information to the Public Information Officer.

❏ Maintain an Operations Section Log noting messages received, decisions made, actions taken, and other activities. Maintain a record of personnel on duty.

❏ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

Public Safety Branch Coordinator

The Public Safety Branch oversees law enforcement services, fire suppression, medical treatment, and the evacuation of students, staff and visitors at each of the Colleges during disasters or emergencies.

Public Safety Branch Coordinator Action Checklist

❑ Identify yourself as the Public Safety Branch Coordinator.

❑ Read this entire Checklist.

❑ Obtain a briefing on the extent of the emergency from the Operations Section Chief.

❑ Establish Public Safety Branch for extended operations.

❑ Request that all District facilities are being checked for damage and problems.

❑ Contact CCCo OES for the status of other law enforcement and fire agencies adjacent to the colleges, any special problems that exist, and availability of their response if required. Advise Operations Section Chief and Planning and Intelligence Section Chief of major issues.

❑ Establish contact with the Public Safety Branch Coordinators at each of the colleges to ascertain what incidents are occurring at the campuses. Support these incidents as necessary.

❑ Maintain a Public Safety Branch Incident Chart and map of all law enforcement, fire, and medical treatment incidents and commitments at the colleges and District facilities.

❑ Complete a Public Safety Branch Situation Report at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the Action Plan.

❑ Coordinate the need for law enforcement mutual aid with the colleges.

❑ Report to the CCCo Law Enforcement Mutual Aid Coordinator on requests for assistance. Advise of major problems, actions taken, and other resources available or needed.

❑ Check with the other EOC Sections for a briefing on the status of the emergency.

❑ Ensure that District Police Officers and non-sworn staff advised of shelter locations, first aid treatment centers, evacuation centers, and other facilities which may be established in the District.

❑ Advise the Operations Section Chief of the current situation as required.

❑ Assist in the preparation of the Action Plan.

❑ Arrange for the feeding and housing of mutual aid police personnel as necessary with the Logistics Section.

❑ Maintain a Public Safety Unit Log noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- ▪ Issue
- ▪ Corrective Action
- ▪ Assigned to and due date for completion

Maintenance and Operations Branch Coordinator

The Maintenance and Operations Branch is responsible for maintaining the District's infrastructure and related services, as well as restoring those damaged or destroyed. The Branch will coordinate safety evaluations of buildings, roadways, bridges and other public areas at each of the Colleges and their satellite facilities.

Maintenance and Operations Branch Coordinator Action Checklist

❑ Identify yourself as the Maintenance and Operations Branch Coordinator.

❑ Read this entire Checklist.

❑ Obtain a briefing on the extent of the emergency from the Operations Section Chief.

❑ Check the status, availability, and deployment of District Maintenance and Operations personnel and equipment.

❑ Establish Maintenance and Operations Branch for extended operations.

❑ Insure that all District buildings, facilities, roads, and bridges are being checked for damage and problems.

❑ Advise Operations Chief and Planning and Intelligence Section of major problems and the general situation.

❑ Analyze existing power and water capabilities of the District EOC and all essential District operations.

❑ Contact utilities and other local agencies for status, special problems, and availability to respond.

❑ Advise PIO in the Management Section of building, road, and bridge closures.

❑ Maintain a map of all Maintenance and Operations Branch incidents and commitments.

❑ Coordinate the provision of public works mutual aid for priority problems.

❑ Check with the other EOC Sections for a briefing on the status of the emergency.

❑ Assess the situation and determine the following:

- Location and nature of road problems.
- Response already underway.
- Best response routes.
- Staging Area locations.
- Availability of other resources.

❑ Update and brief the Operations Chief on Maintenance and Operations Branch Issues.

❑ Arrange for the feeding and sheltering of Maintenance and Operations personnel the Logistics Section.

❑ Maintain a Unit Log noting messages received, decisions made, actions taken, and other activities.

❑ Maintain a record of personnel on duty.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

Planning and Intelligence Section

Planning & Intelligence Section Chief

The Planning and Intelligence Section Chief is responsible for the collection, evaluation, documentation, and dissemination of incident information in the EOC. In addition, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report.

Planning and Intelligence Section Chief Action Checklist

❏ Identify yourself as the Planning and Intelligence Section Chief.

❏ Read this entire Checklist.

❏ Obtain a briefing on the extent of the emergency from the EOC Director or other members of the Management Staff and coordinate any specific requirements from the EOC Director.

❏ Confirm that Planning and Intelligence Section personnel or alternates are in the EOC or have been notified.

❏ Activate, and direct Planning and Intelligence Section Units and ensure a Section Log is maintained.

❏ Direct Situation Status Unit Leader to initiate collection and display of significant incidents.

❏ Direct the Documentation Unit Leader to initiate the collection of event information.

❏ Direct the Documentation Unit Leader to activate the EOC Message Center as part of the Documentation Unit. Refer to (**Appendix 5 - EOC Message Form Procedures**)

❏ Insure internal coordination between Unit Leaders.

❏ Direct Situation Status Unit Leader to prepare a briefing on the event.

❏ Insure that situation maps and related charts are available and posted with current information.

❏ Assess the impact of the emergency on the District including the initial damage assessment by each of the colleges.

❏ Assemble information on alternative strategies. Assign assistants, as needed, to Advance Planning and Demobilization tasks.

❏ Advise Management Staff of any significant changes in event status.

❏ Establish information requirements and reporting schedules for all SEMS organizational elements for use in preparing the Action Plan.

❏ Direct the coordination of periodic disaster and strategy plan briefings to the EOC Director, the Chiefs of other Sections, to include predictions on event potential.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
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❑ Confirm that Situation Status Unit is compiling and displaying status and resource summary information.

❑ Prepare summary situation reports of the emergency for distribution at least every eight to twelve hours.

❑ Begin planning for recovery in the District.

❑ Prepare and distribute the EOC Director's orders.

❑ Prepare recommendations for release of resources by developing a Demobilization Plan.

❑ Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.

❑ Ensure that the Documentation Unit completes an After Action Report, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

Situation Status Unit Leader

The Situation Status Unit Is responsible for collection and organization of event information and displaying the information in the EOC. This would include a situational awareness of what is occurring throughout the County and the Region, as well as what is occurring at each of the Colleges.

Situation Status Unit Leader Action Checklist

❏ Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.

❏ Read this entire checklist.

❏ Prepare and maintain the EOC display boards.

❏ Establish work area and ensure a Unit Log is maintained.

❏ Ensure that the position has all required support items for displays.

❏ Direct collection, organization, and display status of disaster events.

❏ Based on the nature of the emergency, direct the college EOCs to report on high priority issues at each of the campuses.

❏ Ensure "human" communication pathways within the EOC are initiated and maintained.

❏ Provide for an authentication process in case of conflicting status reports on events.

❏ Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the event before each planning meeting or upon request of the Planning and Intelligence Section Chief.

❏ Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probable course of the event.

❏ Maintain Situation Unit records to include a Unit Log.

❏ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Damage Assessment Unit Leader

The Damage Assessment Unit is responsible for obtaining information on the status of the District's infrastructure and providing an impact assessment from the event. This information would be received from each of the College's EOCs, as well as other related District personnel.

Damage Assessment Unit Leader Action Checklist

❑ Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.

❑ Read this entire checklist.

❑ Establish work area and ensure a Unit Log is maintained.

❑ Ensure that the position has all required support items for displays.

❑ Prepare and maintain Damage Assessment display boards.

❑ Direct collection, organization of additional display boards as needed.

❑ Based on the nature of the emergency, direct the college EOCs to report on high priority building and campus areas.

❑ Ensure "human" communication pathways within the EOC are initiated and maintained.

❑ Provide for an authentication process in case of conflicting status reports on events.

❑ Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the event before each planning meeting or upon request of the Planning and Intelligence Section Chief.

❑ Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probable course of the event.

❑ Maintain Situation Unit records to include Unit Log.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Documentation Unit Leader

The Documentation Unit maintains and files all documents relating to the emergency. They assist in the preparation of situation summaries, damage assessment reports, Action Plans and other documents as needed. The unit maintains the EOC Message Center and also provides duplication services as required. In addition, they may assist in preparing the After Action Report at the deactivation of the EOC.

Documentation Unit Leader Action Checklist

❑ Identify yourself as the Documentation Unit Leader.

❑ Read the entire checklist.

❑ Obtain a briefing on the extent of the emergency from the Planning Section Chief.

❑ Establish incident files relating to the emergency.

❑ Check the accuracy and completeness of records submitted for file.

❑ Activate the EOC Message Center as part of the Documentation Unit. Refer to (**Appendix 5 - EOC Message Form Procedures**).

❑ Establish duplication services and provide services as required.

❑ Correct any documentation errors by checking with the appropriate EOC personnel.

❑ File, store and maintain files for legal, analytical and historical purposes.

❑ Coordinate with the other Units in the Planning and Intelligence Section.

❑ Maintain a log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Logistics Section

Logistics Section Chief

The Logistics Section Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential supplies, personnel, facilities, transportation, and equipment.

Logistics Section Chief Action Checklist

❑ Identify yourself as the Logistics Section Chief.

❑ Read this entire Action Checklist.

❑ Obtain a briefing on the extent of the emergency from Management Staff.

❑ Obtain initial instructions concerning Logistics work activities and priorities.

❑ Based on severity of the emergency, determine Logistics Section personnel requirements. For extended operations, consideration should be given to relief personnel. Confirm that all Logistics Section members or alternates are in the EOC or have been notified.

❑ Assemble and brief Logistics Section staff.

❑ Provide a summary of the event.

❑ Assign work locations and preliminary work tasks to Section personnel

❑ Present procedures and limitations on purchasing or expenditures

❑ Notify the Situation Status Unit of the names and locations of all assigned personnel.

❑ Review with other Section Chiefs of existing logistics resources and logistics requirements for planned and expected operations.

❑ Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations.

❑ Brief and update the EOC Director of all logistics resources and support concerns. Information that should be provided includes:

- Priority logistics requirements filled and completed.
- Logistics shortfalls and unresolved problems.
- Major new problems since previous briefing.
- Additional assistance needed from the colleges.
- Information developed by the Logistics Section that should be passed to other EOC sections or the colleges.

❑ Prepare Logistics statements for inclusion in the Action Plan.

❑ Ensure that Logistics staff have copies of Action Plan.

❑ Continually coordinate with the Operations Section Chief and Planning and Intelligence Section Chief to ensure timely and efficient logistical support.

❑ Ensure that Logistics Section staff maintain a Unit Log. All documents prepared by the Logistics Section should be passed to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. At a minimum the following records should be maintained:

- Messages received and transmitted
- Actions Pending
- Actions Completed
- Logistics EOC personnel and time on duty
- Active Vendor Records
- Non-Expendable Property Records
- Expendable Property Purchase Records
- Facility Records
- Facility Rental Contracts and Inspection Reports
- After Action Report

❑ Prior to the end of the operation obtain a Demobilization Plan from the Planning and Intelligence Section.

❑ Prepare a Logistics Demobilization Plan to ensure the efficient return of non-expendable property, the inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

Supplies and Services Unit Leader

The Supplies and Services Unit, under the direction of the Logistics Chief, is primarily responsible for ordering, receiving, storage, and distribution of supplies and related services for the event.

Supplies and Services Unit Leader Action Checklist

❑ Identify yourself as the Supplies and Services Unit Leader.

❑ Read this entire Action Checklist.

❑ Obtain a briefing on the extent of the emergency from the Logistics Section Chief and priorities of supplies and services required to support emergency operations.

❑ Participate in the Logistics Section planning.

❑ Assign personnel as required to adequately staff the Supplies and Services Unit. Be prepared for manual operations if District systems are down.

❑ Provides office and administrative supplies (as required) to the Management, Operations, Planning and Intelligence, Logistics, and Finance Sections.

❑ Check with the Management, Operations, Planning and Intelligence, Logistics, and Finance Sections on the need for outside services during the event and procure as needed.

❑ Prepare an inventory of any on-hand District supplies. Research the availability of additional resources and prepare a report to the Logistics Chief.

❑ Coordinate with the Finance Section on the administration of all matters pertaining to vendor contracts and open purchase orders.

❑ Stockpile, maintain, and deploy critical supplies and equipment. Maintain an inventory of all supplies expended during the operation.

❑ Coordinate with other the other colleges and private companies on sources of equipment and supplies.

❑ Contact contractors and emergency vendors of any possible needs. Refer to **Appendix 3** of this plan for contact information.

❑ Provide a forecast of the District's ability to operate on current inventories and locally procured items.

❑ Process all administrative paperwork associated with equipment rental and supply contracts. Forward all this information to the Finance Section.

❑ Open and maintain a Unit Log. Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. This will include:

- Documented messages received and transmitted
- Action taken.
- Requests filled.
- EOC personnel and time on duty.
- Active Vendor Records
- Non-Expendable Property Records
- Expendable Property Purchase Records

❑ Obtain Logistics Demobilization Plan from the Logistics Chief. Recommend release of Unit resources in conformity with the Demobilization Plan.

❑ Prepare a Supplies and Services Deactivation Plan to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

Personnel Unit Leader

The Personnel Unit supports human resource needs during the emergency. It documents names, assignments, and duty hours of all personnel committed to the operation. It may also coordinate use of volunteers used during the event.

Personnel Unit Leader Action Checklist

❑ Identify yourself as the Personnel Unit Leader.

❑ Read this entire checklist.

❑ Obtain a briefing from the Logistics Section Chief.

❑ Identify the number of On Duty personnel available for assignment.

❑ Canvas the Operations Section and the Planning and Intelligence Section to determine immediate needs for additional support. Determine what types of skills are needed, where, and for how long.

❑ Determine the number and location of District personnel assigned to field activities.

❑ Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.

❑ Develop a relief plan and coordinate with all sections.

❑ If volunteers are needed, work with District staff, staff from each of the colleges, the CCCo EOC, and non-profit agencies for recruitment.

❑ If volunteers are assigned, ensure that they are registered as Disaster Service Volunteer Workers. Refer to the State Disaster Service Worker Volunteer Program Guidance handbook.

❑ Fill requests for personnel needs and maintain a personnel resource pool.

❑ Forward all personnel time records and documentation to the Time Unit in the Finance Section. If this unit has not been established, maintain time and assignment records for all volunteers.

❑ Open and maintain a Unit Log.

❑ Obtain Demobilization Plan from the Logistics Section Chief.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Finance and Administration Section

Finance and Administration Section Chief (District)

The Finance and Administration Section Chief provides advice and support to the EOC Director regarding financial issues. They insure that adequate records are maintained to support requests for State and federal assistance, as well as providing cost analysis and projections and the tracking time worked by all emergency personnel involved in the event.

Finance and Administration Section Chief Action Checklist

❑ Identify yourself as the Finance Section Chief.

❑ Read this entire checklist.

❑ Obtain a briefing on the extent of the emergency from the Logistic Section Chief.

❑ Obtain initial instructions concerning work activities and priorities.

❑ Establish Finance Section units as required: Cost Unit, Time Unit, and Claims and Compensation Unit.

❑ Obtain inputs from the various units to determine projected cost of supplies and materials to support the emergency.

❑ Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.

❑ Insure that Time Unit maintains records of all personnel time worked at the emergency, which includes all volunteers.

❑ Insure that Claims and Compensation Unit manages all legal claims for compensation filed against the District.

❑ Insure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.

❑ Complete a Finance After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

   ▪ Issue
   ▪ Corrective Action
   ▪ Assigned to and due date for completion

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Cost Unit Leader

The Cost Unit Coordinator is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

Cost Unit Leader Action Checklist

❑ Identify yourself as the Cost Unit Leader.

❑ Read this entire checklist.

❑ Obtain briefing from Finance Section Chief.

❑ Coordinate with Finance Section on cost reporting procedures.

❑ Obtain and record all cost data.

❑ Prepare incident cost summaries.

❑ Prepare resources-use cost estimates for planning.

❑ Make recommendations for cost savings to Finance Section Chief.

❑ Maintain cumulative incident cost records.

❑ Insure that all cost documents are accurately prepared.

❑ Provide for records security.

❑ Brief Logistics Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

❑ Maintain Unit Log.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Time Unit Leader

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers.

Time Unit Leader Action Checklist

❑ Identify yourself as the Time Unit Leader.

❑ Read this entire checklist.

❑ Obtain a briefing from Finance Section Chief.

❑ Determine incident requirements for time recording function.

❑ Establish contact with appropriate District personnel and representatives.

❑ Insure that daily personnel time recording documents are prepared, are in compliance with District policy, and that they are secure.

❑ Submit personnel cost estimate data to Cost Unit as required.

❑ Insure that all records are current or complete prior to demobilization.

❑ Brief Finance Section Chief on current problems recommendations, outstanding issues, and follow-up requirements.

❑ Maintain Unit Log.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Claims and Compensation Unit Leader

The Claims and Compensation Unit manages all legal claims for compensation filed against the District. It advises the EOC Director in areas of claims for bodily injury and property damage compensation presented to the District.

Claims and Compensation Unit Leader Action Checklist

❑ Identify yourself as the Claims and Compensation Unit Leader.

❑ Read this entire checklist.

❑ Obtain briefing from Finance Section Chief.

❑ Determine the need for Compensation for Injury and Claims Specialist positions, assign Injury and Claims Specialists, and obtain other personnel if needed.

❑ Obtain a copy of the District's Medical Plan for quick reference.

❑ Insure that compensation for injury and claims specialists have adequate work space and supplies.

❑ Brief compensation or claims specialists on incident activity.

❑ Periodically review all logs and forms produced by compensation or claims specialists to insure:

- Work is complete.
- Entries are accurate and timely.
- Work is in compliance with agency requirements and policies.

❑ Keep Finance Section Chief briefed on Unit status and activity.

❑ Obtain Demobilization Plan, and insure that compensation for injury and claims specialists are adequately briefed on Demobilization Plan.

❑ Insure that all Compensation for Injury and Claims Logs and forms are up-to-date, and routed to the proper agency for post-incident processing prior to demobilization.

❑ Demobilize Unit in accordance with Demobilization Plan.

❑ Maintain Unit Log.

❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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Recovery Unit Leader

The Recovery Unit is responsible for planning on how the District will deal with the long-term effects of a major emergency or disaster. In addition, working with the Planning and Intelligence Section, the Recovery Unit maintains all financial files that document the costs associated with the District's response, repair, and rebuilding efforts. The Unit also oversees the CalOES and FEMA disaster assistance application process.

Recovery Unit Leader Action Checklist

❑ Identify yourself as the Recovery Unit Leader.

❑ Read this entire checklist.

❑ If appropriate, and as soon as possible, begin the Recovery planning process.

❑ Obtain a briefing from both the Planning & Intelligence and Finance Section Chiefs regarding the extent of damage, as well as the anticipated costs associated with the event.

❑ In consultation with Management, determine if the event will have any long-term effects on the District.

❑ Coordinate with the Finance Section on all cost reporting and documenting procedures.

❑ Establish incident files relating to damage throughout the District.

❑ Contact County OES to determine how the Recovery process will be established and coordinated with CalOES and FEMA.

❑ Working with CalOES, prepare an Initial Damage Assessment (IDE) based on their guidelines.

❑ Begin for formulate a CalOES/FEMA Documentation package, which includes damages to the District and the associated costs.

❑ Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

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APPENDIX 4

EOC
FORMS

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Contra Costa Community College District
Emergency Operations Center
Message Form

Message Information	Date:	Time:	Msg#:	Inc#:	Priority
Received From: Telephone ☐	Email ☐	Gov't Radio ☐	Other Agency ☐	Walk In ☐	Check One
Message To:			Phone:		☐ Life Threatening
Message From:			Phone:		☐ Urgent
Received/Sent By:			Phone:		☐ Non-Urgent

ROUTING OF FORM			Message
Section / Branch / Unit			
Management	ACTION	INFO	
EOC Director			
Public Information Officer			
District Legal Officer			
Policy Group			
Liaison Officer			
Operations	ACTION	INFO	
Operations Section Chief			
Public Safety Branch			
Maintenance and Operations Branch			
Planning & Intelligence	ACTION	INFO	**Action Required**
P&I Section Chief			
Situation Status Unit			
Damage Assessment Unit			
Documentation Unit			
Logistics	ACTION	INFO	
Logistics Section Chief			
Supplies and Services Unit			**Action Taken**
Personnel Unit			
Finance	ACTION	INFO	
Finance Section Chief			
Cost Unit			
Time Unit			
Compensation and Claims Unit			
Recovery Unit			

White - Recipient   **Yellow - Originator**   **Pink - Message Center**

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EOC ACTION PLAN

Contra Costa Community College District
pathways to success

OPERATIONAL PERIOD	
DATE:	TIME:

EVENT NAME:	DATE PREPARED:	TIME PREPARED:

CURRENT OPERATIONAL PERIOD (DATE/ TIME):

Diablo Valley College

☒ **Community College (Special District)**

MAP SKETCH:

PREPARED BY:	APPROVED BY:

- SUMMARY OF PRIORITIES, OBJECTIVES & ACTIONS -

OVERALL EVENT PRIORITIES

MANAGEMENT SECTION OBJECTIVES

OPERATIONS SECTION OBJECTIVES

PLANNING & INTELLIGENCE SECTION OBJECTIVES

LOGISTICS SECTION OBJECTIVES

FINANCE SECTION OBJECTIVES

ADDITIONAL INFORMATION:

- ORGANIZATION ASSIGNMENTS LIST –

EVENT NAME:	DATE PREPARED:	TIME PREPARED:

CURRENT OPERATIONAL PERIOD (DATE/ TIME):

ACTIVATION LEVEL:

☐ **LEVEL ONE**   ☐ **LEVEL TWO**   ☐ **LEVEL THREE**

EOC STAFFING

EOC POSITION	INDIVIDUAL'S NAME	PHONE NUMBER
Director of Emergency Services		
Public Information Officer		
Legal Officer		
Policy Group		
Liaison Officer		
Operations Section Chief		
Public Safety Branch		
Maintenance and Operations Branch		
Planning and Intelligence Section		
Situation Status Unit		
Damage Assessment Unit		
Documentation Unit		
Logistics Section		
Supplies and Services Unit		
Personnel Unit		
Finance Section		
Cost Unit		
Time Unit		
Compensation and Claims Unit		
Recovery Unit		

Current Actions:

WEATHER FORECAST:

TEMPERATURE:	WIND SPEED:

ATTACHMENTS:

PREPARED BY:	APPROVED BY (Director):

ICS 201 (Modified)   **Page 4 of 4**

Contra Costa Community College District
Emergency Operations Center
Situation Status Report

Date:

Time:

1. SITUATION SUMMARY
(Narrative)

2. INFRASTRUCTURE STATUS:

3. INJURIES and/or FATALITIES:

4. TRANSPORTATION AND UTILITY STATUS:

5. PROPERTY DAMAGE:

6. LIST OF ISSUES AT THE COLLEGE THAT NEED TO BE ADDRESSED:
   (Attached Additional Sheets as Needed)

7. ADDITIONAL INFORMATION:

By (EOC Director): _____

Contra Costa Community College District		
EOC Unit Log		**(ICS 214 - Modified)**

Incident Type:		Date Prepared:		Time Prepared:	
Incident Name:				Operational Period:	
Name:			EOC Position:		

Time	Action Taken and Information for Documentation

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APPENDIX 5

EOC
MESSAGE FORM
PROCEDURES

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EOC Message Form Procedures

1. One of the primary functions of the Emergency Operations Center (EOC) in an emergency is to collect and disseminate information. Information will reach the EOC through many different channels: telephone, government radio, email, text, amateur radio, citizens band radio, commercial broadcasts, runners, etc. The following procedures are to be utilized by the EOC staff to process information received from outside the EOC or to communicate information within the EOC.

2. Upon EOC activation, a Message Center will be set up within the Documentation Unit of the Planning and Intelligence Section. The Documentation Unit Leader will also act as the Message Coordinator.

3. If additional staff are available, a separate Message Coordinator will be assigned to the Documentation Unit to handle the function.

4. The Documentation Unit Leader and/or the Message Coordinator must have a working knowledge of the Emergency Operations Center and the Standardized Emergency Management System (SEMS) and message flow procedures. The role of the Message Coordinator is to receive, log, assign Message Numbers, and distribute all messages coming in or being sent between Sections of the Emergency Operations Center.

5. Either the District or the College EOC Message Form will be utilized to disseminate information into or throughout the EOC.

Responsibilities When You Receive Information

Form Instructions

1. Write <u>DATE</u> and <u>TIME</u> in the appropriate boxes. *** **IMPORTANT** ***

2. MESSAGE NUMBER: **DO NOT** enter any information in the box.

3. INCIDENT NUMBER: **DO NOT** enter any information in the box.

4. <u>RECEIVED FROM</u>: Enter how information was received.

5. <u>MESSAGE TO</u>: Enter Name and EOC Section / Branch / Unit.

6. <u>MESSAGE FROM</u>: Enter Name and EOC Section / Branch / Unit.

7. <u>RECEIVED / SENT BY</u>: Enter information if from another source.

8. <u>PRIORITY</u>: Check appropriate box.

Routing Information

1. <u>ROUTING OF FORM</u>: Check whether the information being forwarded in information only or it requires an action to be taken.

2. <u>MESSAGE</u>: Indicate the information intended for the recipient.

3. <u>ACTION REQUIRED</u>: Indicate what action needs to be taken on the information received.

4. <u>ACTION TAKEN</u>: Indicate what action has already been taken on the information received.

Ensure that the message is complete, legible, and clearly penetrates through to all copies on the Message Form. The message must be legible on the last page.

Message Form Transmittal Procedure
(If Triplicate forms are not available – Create 3 copies and distribute as designated below)

1. <u>WHITE COPY</u> (Original - Copy 1) - Goes to Section/Branch/Unit where the information is intended or an action is required.

2. <u>YELLOW COPY</u> (Copy 2) - Remains with the Section/Branch/Unit that originated the Message Form.

3. <u>PINK COPY</u> (Copy 3) - Goes to the Message Center.

Message Center Duties

1. <u>PINK COPY</u> (Copy 3): Assign sequential Message Number to incoming message forms in order received. Coordinate with Situation Status Unit to ascertain whether the Message Form is related to an incident. If so, write the Incident Number provided by the Situation Status Unit on the Message Form. Retain pink copies for documentation purposes.

2. <u>MESSAGE NUMBER LOG</u>: Maintain a log of all messages transmitted within the EOC.

3. <u>ADDITIONAL COPIES</u>: Should additional Message Forms be received regarding a previously reported incident, ensure that that the Incident Number is properly reflected on the form.

4. <u>WHITE COPY AND YELLOW COPY</u> (Original and Copy 2) : The Message Center Coordinator should regularly go to each EOC Section and review the white copies and yellow copies and write the Message Number on the forms for message coordination by the originating Section and the receiving Section.

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MESSAGE NUMBER CONTROL LOG

Msg #	Incident #	Type of Information or Type of Incident	Message From	Message To

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APPENDIX 6

GLOSSARY
AND
ACRONYMS
LIST

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Glossary

A

Action Plan: See Incident Action Plan.

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Agency Administrator or Executive: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

All-Risk: Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Area Command (Unified Area Command): An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post.
Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area

B

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

C

Cache: A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-In: The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief: The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: See Incident Command Post.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Communications Unit: An organizational Unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation/Claims Unit: Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordination Center: A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crew: See Single Resource.

D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The ICS title for individuals responsible for supervision of a Branch.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are ordered, mobilized, and assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Coordinator/Director: The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

F

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: (FOG) A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

G

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

Helispot: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: See Chain of Command.

I

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Complex: See Complex.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Types: Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Agency Dispatch Centers, Airports, Mobilization Centers, etc.

Initial Action: The actions taken by resources that are the first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex

task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

K

Kinds of Resources: Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers).

L

Landing Zone: See Helispot.

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

M

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Medical Unit: Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard- related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Multiagency Coordination (MAC): The coordination of assisting agency resources and support to emergency operations.

Multiagency Coordination Systems (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multiagency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

N

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

O

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Procurement Unit: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

R

Recognition Primed Decision Making: A model that describes how experts make decisions under stressful situations that are time critical and rapidly changing.

Recorders: Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Reinforced Response: Those resources requested in addition to the initial response.

Reporting Locations: Location or facilities where incoming resources can check in at the incident. (See Check-In.)

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration;
evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if

established). The section is organizationally situated between the Branch and the Incident Command.

Segment: A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a Division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communication, Medical, and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

Situation Unit: Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Strategy: The general direction selected to accomplish incident objectives set by the Incident Commander.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Strike Team: A specified combination of the same kind and type of resources with common communications and a Leader.

Supervisor: The ICS title for individuals responsible for a Division or Group.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., Communications Plan, Map, Safety Plan, Traffic Plan, and Medical Plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

T

Tactical Direction: Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

Tactics: Deploying and directing resources on an incident to accomplish incident strategy and objectives.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a Leader.

Team: See Single Resource.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization.

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) (43 U.S.C.A. and 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

List of NIMS and Emergency Management Acronyms

ALS - Advanced Life Support

COG - Continuity of Government

CONOPS - Concept of Operations

COOP - Continuity of Operations

DES - Department of Emergency Services

DHS - Department of Homeland Security

DOC - Department Operations Center

EMAC - Emergency Management Assistance Compact

EMD - Emergency Medical Dispatch

EMI - Emergency Management Institute

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ERT - Emergency Response Team

FD - Fire Department

FEMA - Federal Emergency Management Agency

FOG - Field Operations Guide

GIS - Geographic Information System

GPS - Global Positioning System

HAZMAT - Hazardous Material

HSPD-5 - Homeland Security Presidential Directive-5

HSC - Homeland Security Council

HSOC - Homeland Security Operations Center

HSPD-8 - Homeland Security Presidential Directive-8

IAEM - International Association of Emergency Managers

IAFF - International Association of Firefighters (union)

IAFC - International Association of Fire Chiefs (non-union)

IAP - Incident Action Plan

IC - Incident Commander

ICP - Incident Command Post

ICS - Incident Command System

IC or UC - Incident Command or Unified Command

IMAT 0 Incident Management Assistance Team

IS - Independent Study

JIC - Joint Information Center

JIS - Joint Information System

JOC - Joint Operations Center

LEOP - Local Emergency Operations Plan

LNO - Liaison Officer

NEMA - National Emergency Managers Association

NDMS - National Disaster Medical System

NFA - National Fireman's Association

NGO - Nongovernmental Organization

NIC - NIMS Integration Center

NIMS - National Incident Management System

NIMSCAST - National Incident Management System Capability Assessment Tool

NRCC - National Response Coordination Center

NRP - National Response Plan

ODP -Pollution Report

PIO - Public Information Officer

PVO - Private Voluntary Organizations

R&D - Research and Development

REOC - Regional Emergency Operations Center (State)

RESTAT - Resources Status

ROSS - Resource Ordering and Status System

RRCC - Regional Response Coordination Center

SDO - Standards Development Organizations

SEOP - State Emergency Operations Plan

SITREP - Situation Report

SO - Safety Officer

SOP - Standard Operating Procedure

UAC - Unified Area Command

UC - Unified Commander

US&R - Urban Search and Rescue

WMD - Weapons of Mass Destruction

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ANNEX A

EMERGENCY RESPONSE GUIDELINES

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CONTRA COSTA COMMUNITY COLLEGE DISTRICT

EMERGENCY RESPONSE GUIDELINES

PROCEDURES FOR IMMEDIATE ON-SITE INCIDENTS

2020

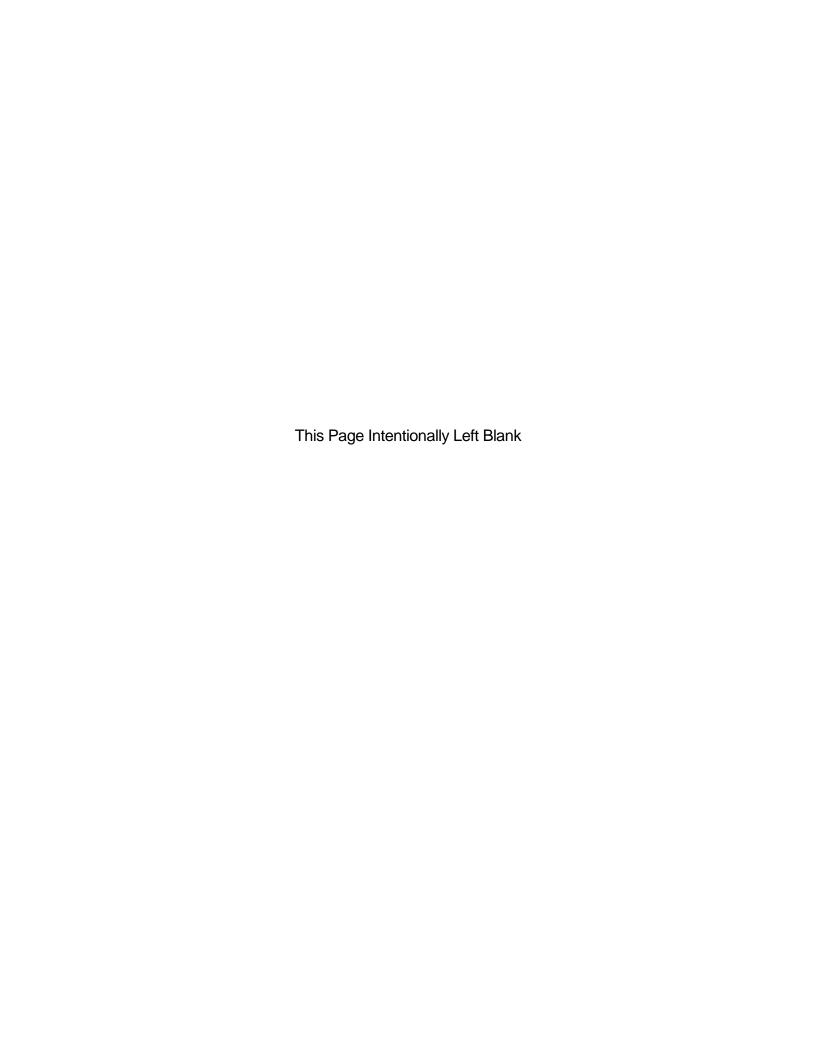# ADVISORY INFORMATION

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** in this document for additional actions.
❑ If you are involved in emergency response, refer to the District's Emergency Operations Plan or one of the college's Emergency Operations Plan for additional guidance.

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CARING FOR PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS (AFN)

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

- 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 Access and 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.

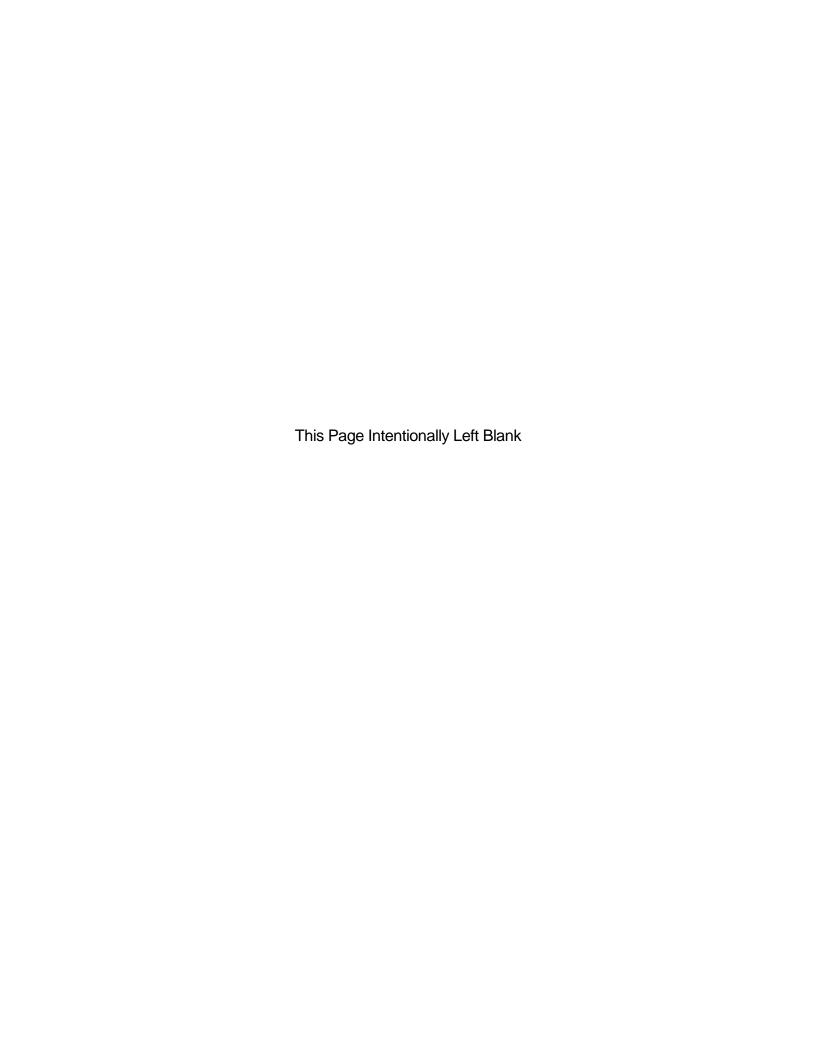**When Assisting Persons with Communications Limitations**

- ❑ 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 **Attachment 2**.

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 Juveniles:

❑ 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.

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VIOLENT 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:

- Acts of violence (**ACTIVE SHOOTER**).
- 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 dispatchers or 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 (PPE - gloves, mask, clothing, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
❑ When possible, authorized District or College personnel 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
❑ 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 (cell phone, 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.

❑ Check evacuation routes for suspicious objects, packages, or persons. If an explosion was involved, 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.

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 evacuation routes for suspicious objects, packages, or persons. If an explosion was involved, 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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. Refer to the site's Emergency Operations Plan (EOP).
❑ 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.
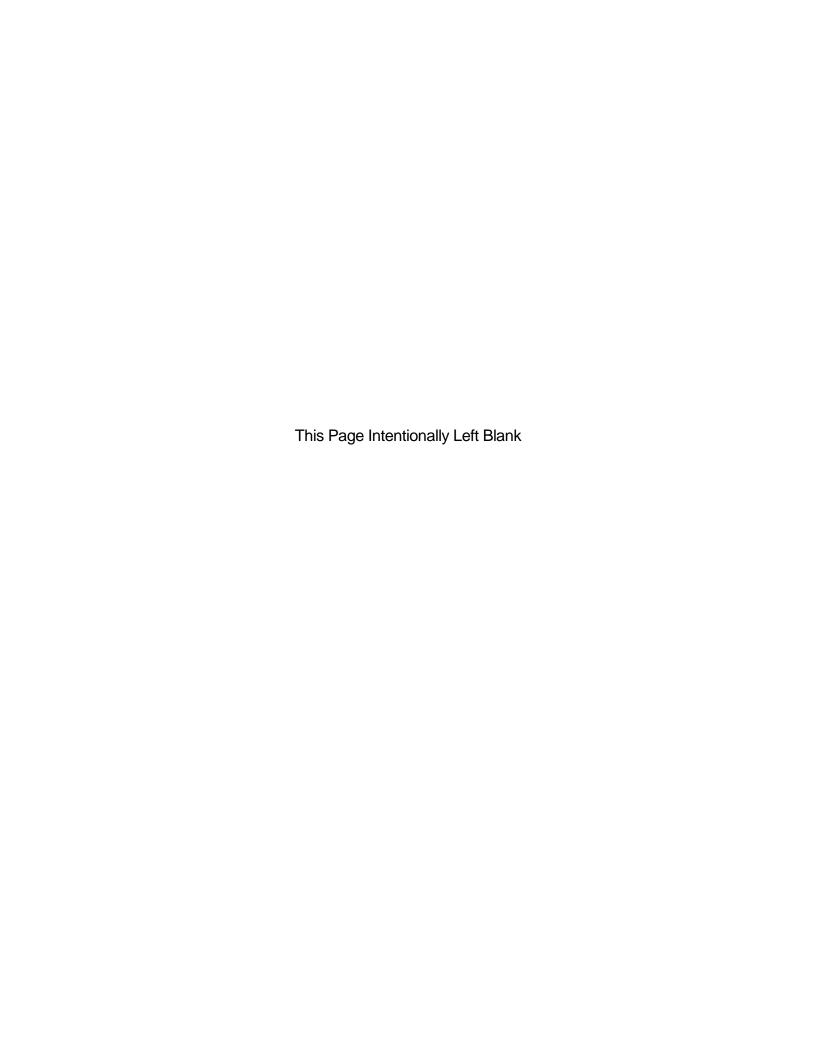
Decision to Evacuate

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 or lockdown response or evacuate the facility after receiving input and/or recommendations from the Incident Commander or other professional responders.

Preparedness and 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.

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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 District or College personnel should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert and warning 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 or potential hazards.
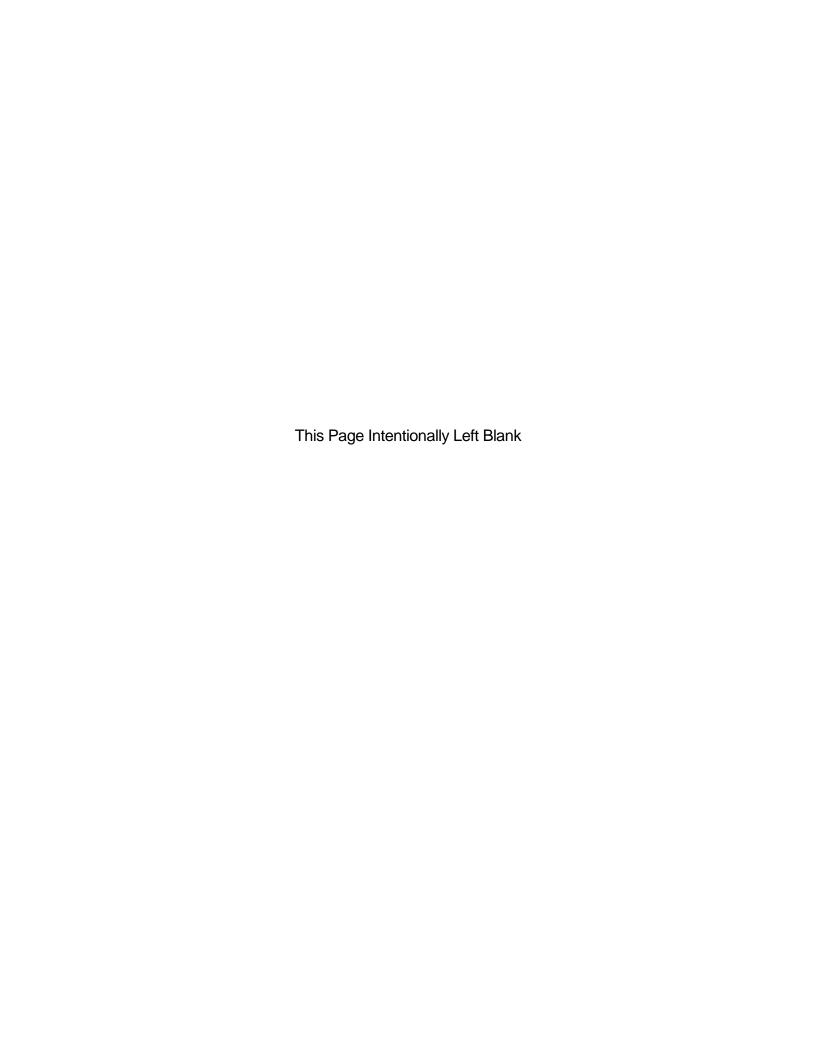❑ If you are outdoors, immediately leave the area and move to a safe area indoors.
❑ Alert others in the immediate area to the situation and direct them to safety. If you are not in a safe area, move to an area that is safe.

❑ 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 dispatchers or responders with the type and location of the incident and advise them if there are any injured or trapped persons. Remain available to answer questions and provide other 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 (PPE - gloves, mask, clothing, 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 using either the District's or the College's Emergency Operations Plan (EOP).

Preparedness and 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.

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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 District or College personnel should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert and warning 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.

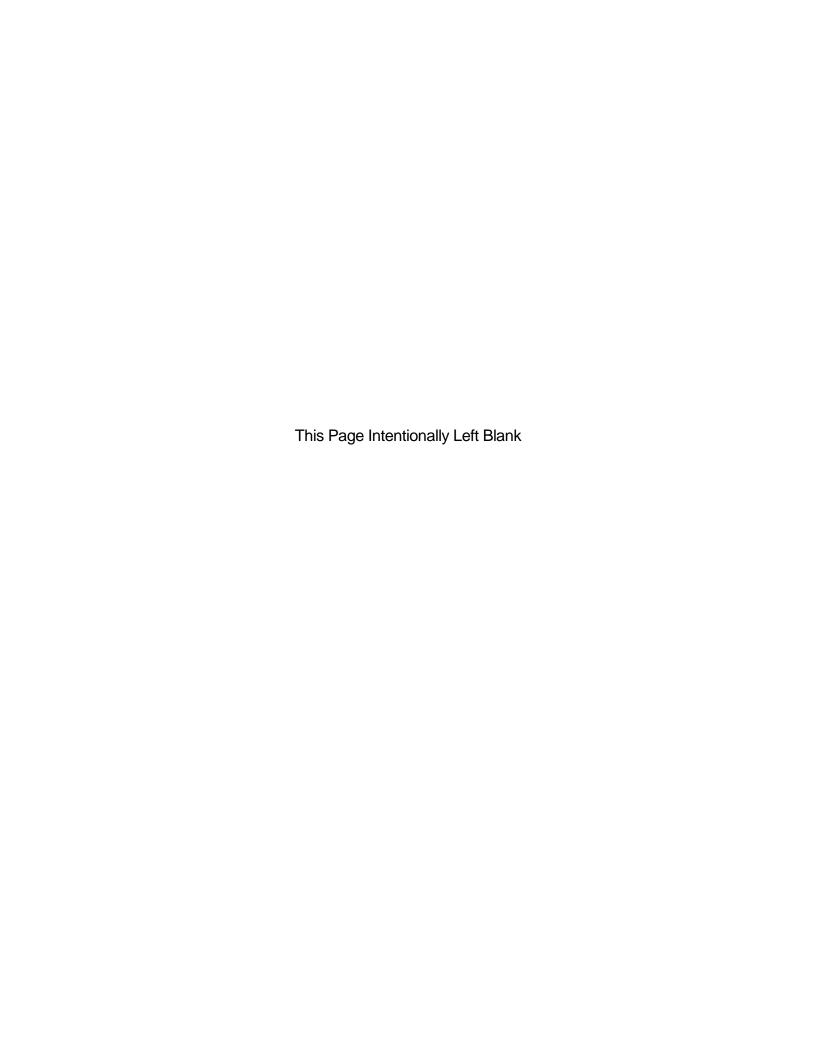**If it Becomes Necessary to Lockdown:**

❑ Remain calm.
❑ Whenever possible, avoid becoming directly involved in the situation yourself. Quickly assess the situation and identify existing or 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 dispatchers or responders with the type and location of the incident and advise them if there are any injured or trapped persons. Remain available to answer questions and provide other 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 (PPE - gloves, mask, clothing, 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 District or College personnel 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 using either the District's or the College's Emergency Operations Plan (EOP).

Preparedness and 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.

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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 or 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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 using either the District's or the College's (EOP).
- ❑ Site administrators should be prepared to open designated shelter sites for use.

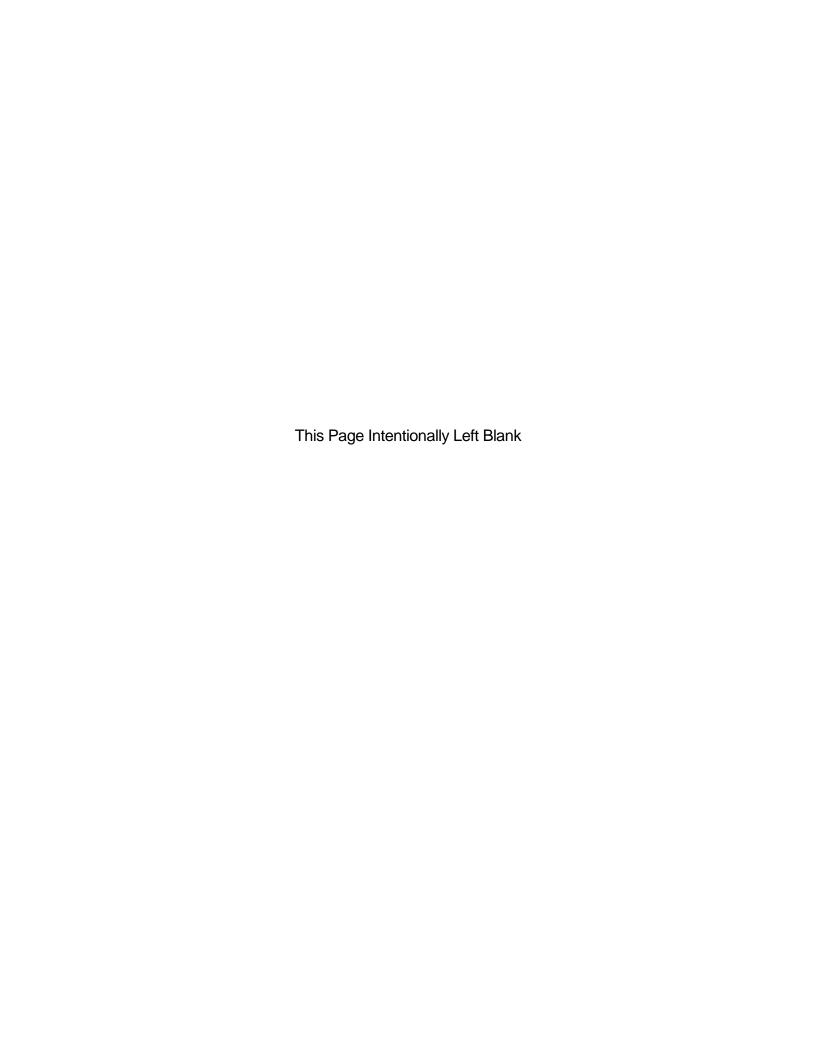**Decision to Evacuate or Dismiss Personnel**

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 and 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.

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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:

Issue	Telephone	Website
Site Info	(925) 229-1000	www.4cd.edu
Electricity	(800) 743-5002	www.pge.com
Health	(888) 959-9911	www.cchealth.org
Traffic	(800) 427-7623	www.dot.ca.gov
Weather	(831) 656-1717	www.weather.gov

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:

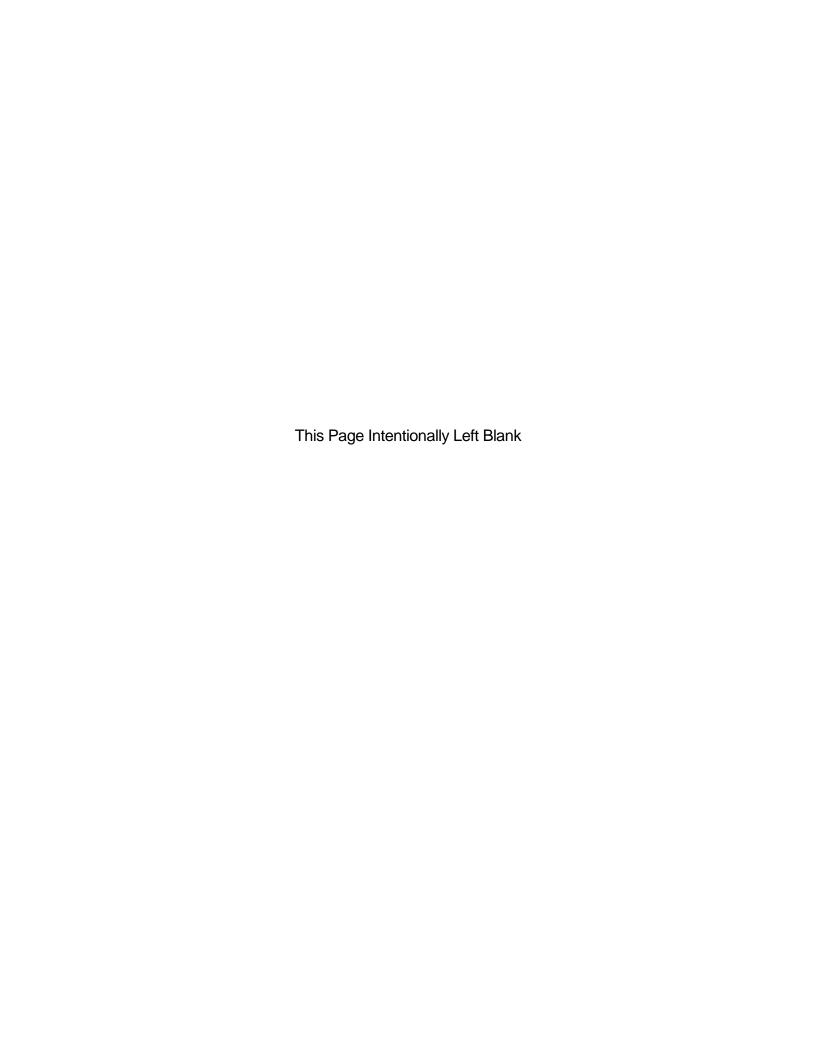When an incident or situation develops after the start of business:

❑ 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.

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ALERT SITUATION - ON CAMPUS

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 or Event Action Plan. 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 the 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.

EMERGENCY ALERT - OFF CAMPUS

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 or Event Action Plan. 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, such as 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."

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 (Winter Storm) Threatens:

❑ Remain calm.
❑ Alert all personnel to the situation and direct them to safety, including:
   • Remain inside.
   • Notify all personnel of the storm.
   • Evacuate areas that bear full force of wind and rain.
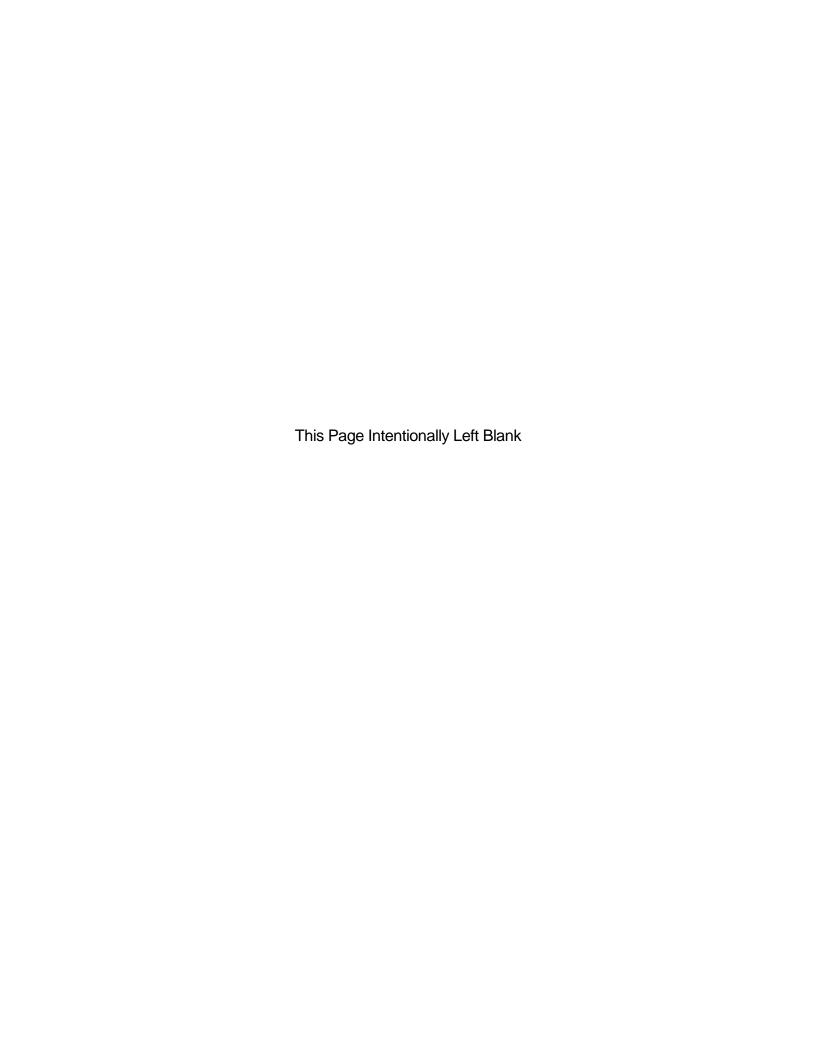   • Avoid enclosures with long roof spans.

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:

- o Never leave infants, children or pets in a parked car, even if the windows are cracked open.
- o 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.
- o 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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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 dispatchers or responders with the locations of the fire and any injured or trapped persons. Remain available to answer questions and provide other critical information.

Fighting a Fire (IF POSSIBLE)

❑ If the fire is small, and you have appropriate training and suitable equipment, you may consider trying to extinguish the fire if it is safe.
❑ 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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 using either the District's or the College's Emergency Operations Plan (EOP).
❑ When possible, authorized District or College personnel 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 and 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 and 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.

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 dispatchers or responders with the nature of the injury or illness and the location of the injured or 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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.
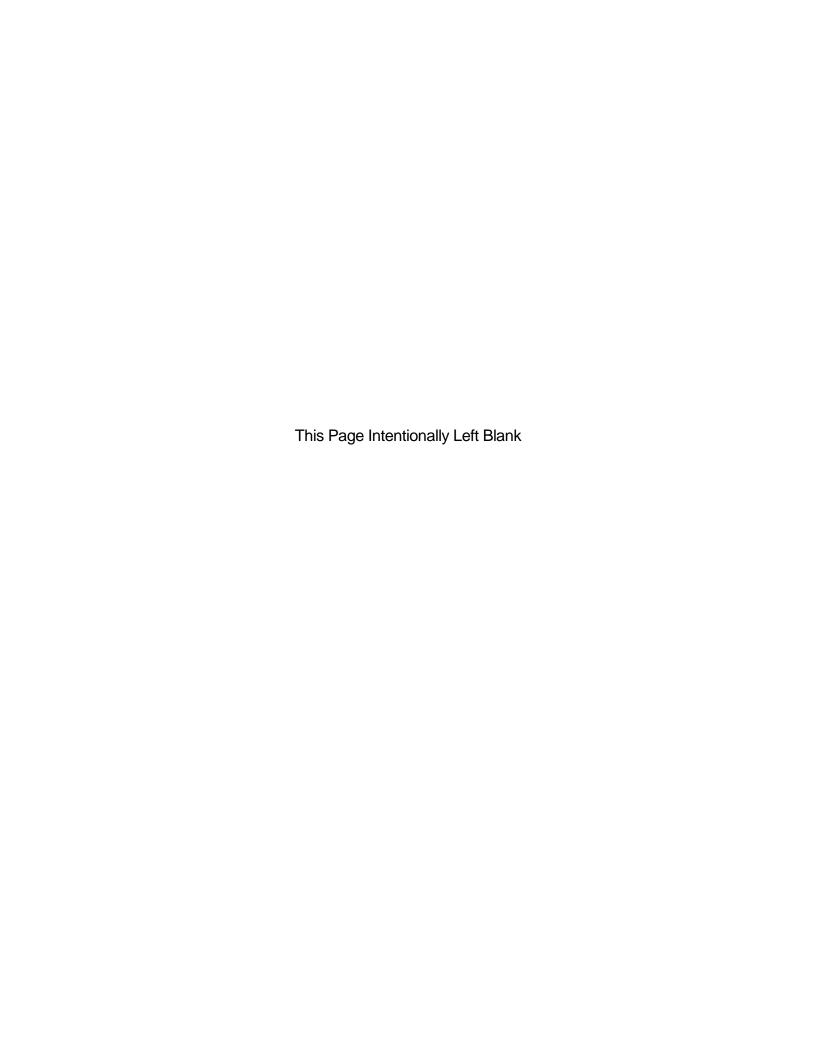- ❑ In all instances of sudden death, the Contra Costa County Sheriff-Coroner's Department must be notified.

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 the 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 and 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).

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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.
❑ 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* (**Attachment 1**) 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 safer 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.
❑ 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.

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 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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 District or College personnel 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 and 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.

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 (cell phone, 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.
❑ 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.

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 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 (PPE, gloves, mask, clothing, 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 dispatchers or 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 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 District or College personnel 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 and 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 and 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.

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 dispatchers or responders with the type and location of the hazardous materials and advise them if there are any injured or 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 or 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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 District or College personnel 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 and 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 and 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.

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, Violent 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 and 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.

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 (PPE - gloves, mask, clothing, 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 and 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 and 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.

POWER OUTAGE

When California experiences severe power shortages, or when the weather is prevalent for wildfires, PG&E may respond by shutting off power tin various areas.

These "power blackouts" may last for an extended period. When this occurs, the District may 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 or 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 and 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 dispatchers or 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 dispatchers or 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 a Power 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 (CalOES) 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.
❑ Monitor news and official sources for emergency information and updates. Current information may be obtained on the internet at http://www.caiso.com or http://www.pge.com.
❑ 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 **9-9-1-1** 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.

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 dispatchers or responders with the location of the situation and any injured or 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.

EARTHQUAKE

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 and 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 When 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 (PPE - gloves, mask, clothing, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

❑ 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 dispatchers or 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 disaster situations and must remain clear for emergency calls.

❑ 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 emails and/or voice mails, alert and warning systems, or, if it is safe to do so, by runner).
- ❑ 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 and 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

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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 dispatchers or responders with the location of the flooding condition and any injured or 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 as 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 dispatchers or 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 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 District or College personnel should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert and 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.

LANDSLIDE AND 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 dispatchers or responders with the type and location of the incident and advise them if there are any injured or 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 (cell phone, 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.
• 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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.
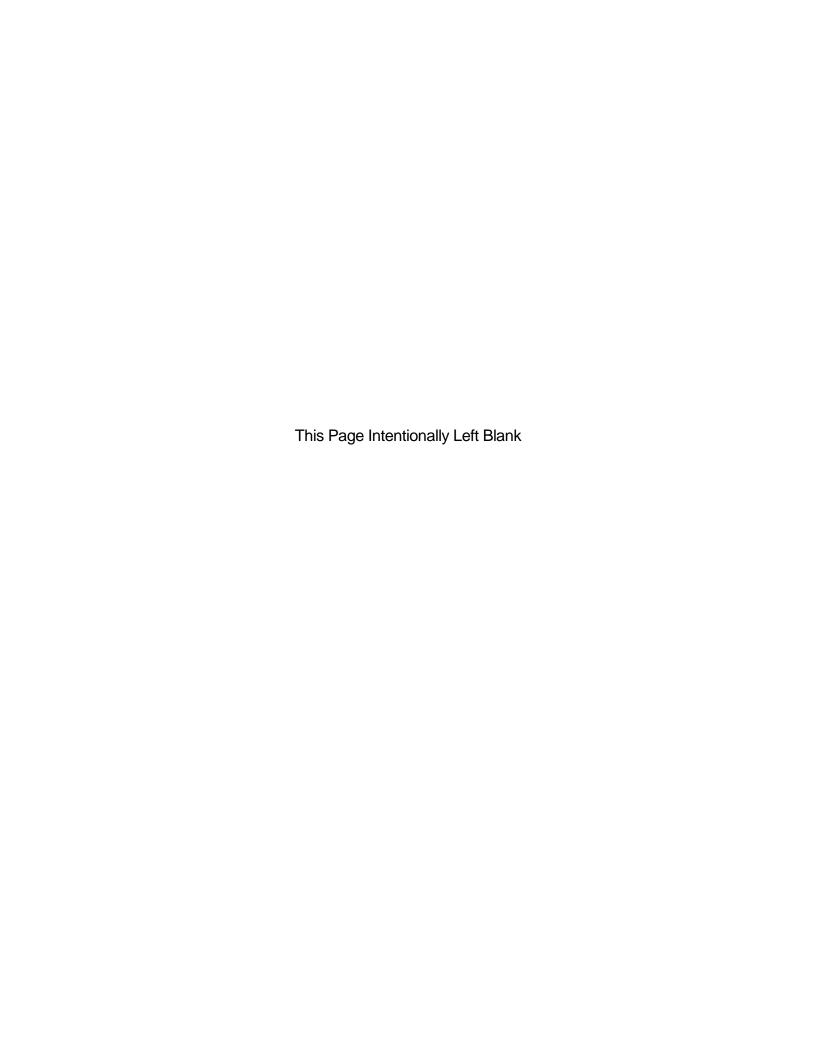
Decision to Evacuate/Dismiss Personnel

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 and 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.

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TSUNAMI

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 dispatchers or responders with the location of the situation and any injured or 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 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 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 as 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 (PPE - gloves, mask, clothing, 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 dispatchers or 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.

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.

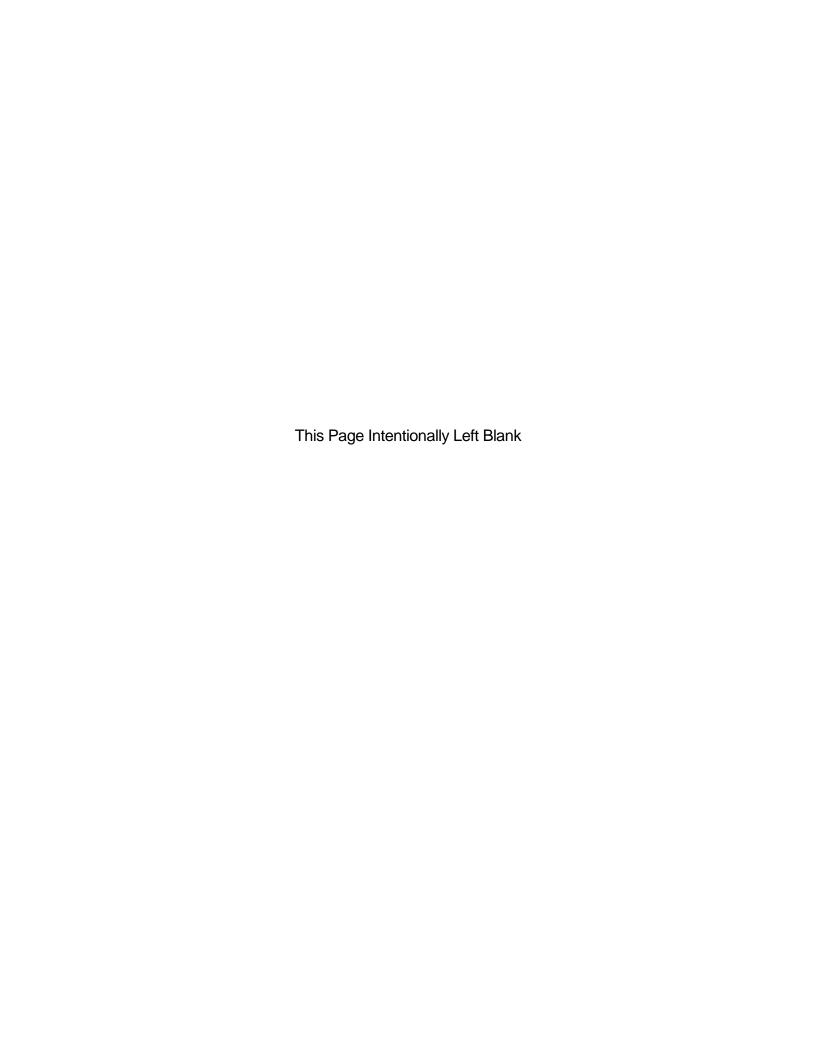Evacuate immediately and avoid any action that might cause a spark:

- 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 dispatchers or 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 and 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.

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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 (PPE - gloves, mask, clothing, 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 dispatchers or 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 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.

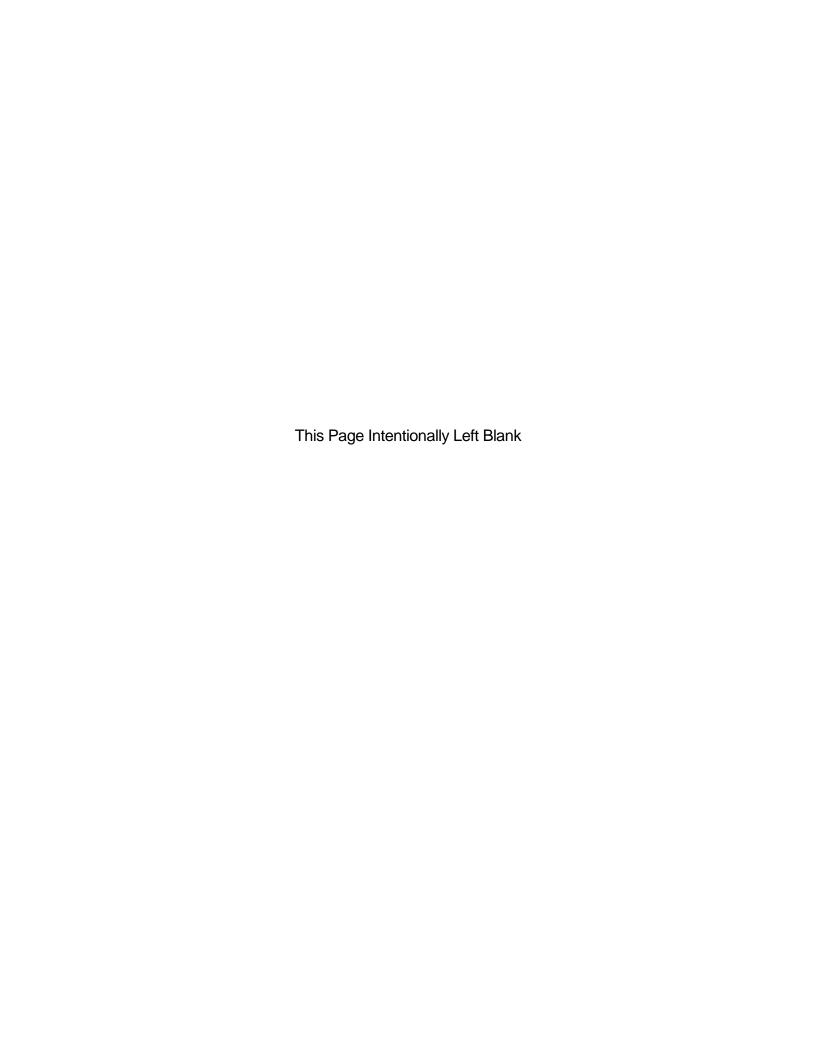## Decision to Evacuate and Dismiss Personnel

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 and 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.

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CIVIL DISORDER

A civil disorder may occur as a result of a protest or demonstration, a march, a "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 Event 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 dispatchers or 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.
❑ 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.

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 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 (PPE - gloves, mask, clothing,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 dispatchers or 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 District or College personnel should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert and 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 and 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.

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.

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 dispatchers or responders with the nature of the injury or illness and the location of the injured or 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 (PPE - gloves, mask, clothing, 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.).
❑ Monitor news and official sources for emergency information and updates. Current information may be obtained on the internet at: http://www.cdc.gov or http://cchealth.org.
❑ 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 and 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:

  o Wash hands frequently with soap and water.
  o Cover mouth and nose with a tissue when coughing or sneezing.
  o Put used tissues in a waste basket.
  o Cough or sneeze into upper sleeve if tissues are not available.
  o Wash hands with soap and water or use an alcohol-based sanitizer after coughing or sneezing.
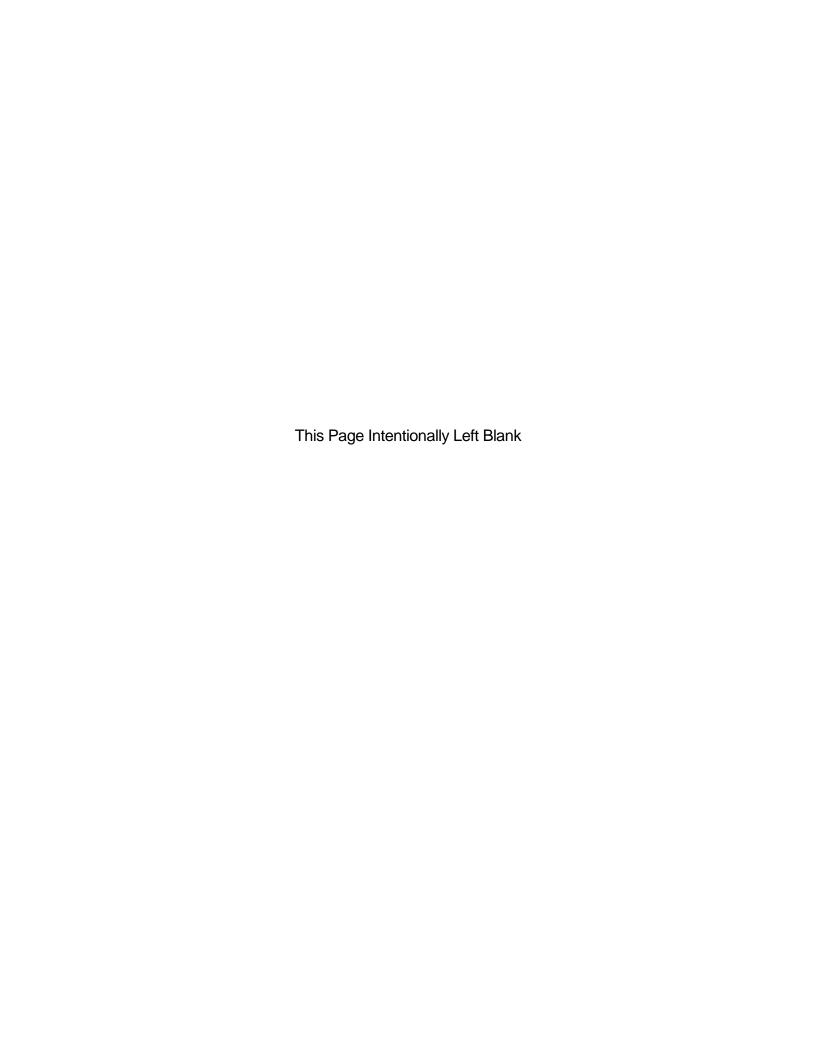 o Stay at home if sick.

- Stay informed:

  o Learn more about the risks and protections from pandemic flu at http://www.flu.gov.
  o 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.

- If a Public Health Emergency occurs, expect disruptions of normal services:

  o Services normally provided by hospitals and other health care facilities, banks, stores, restaurants, government offices, and post offices could be disrupted.
  o 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.
  o Prepare backup plans in case public gatherings, such as volunteer meetings and worship services, are canceled.
  o Consider how to care for people with special needs in case the services they rely on are not available.
  o 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
    - Bleach

  o Stocking supplies can be useful in other types of emergencies, such as power outages and disasters.
  o 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.
  o Consider the effects of a Public Health Emergency on your site or facility and plan for continued operation under minimal staffing conditions.
  o 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.

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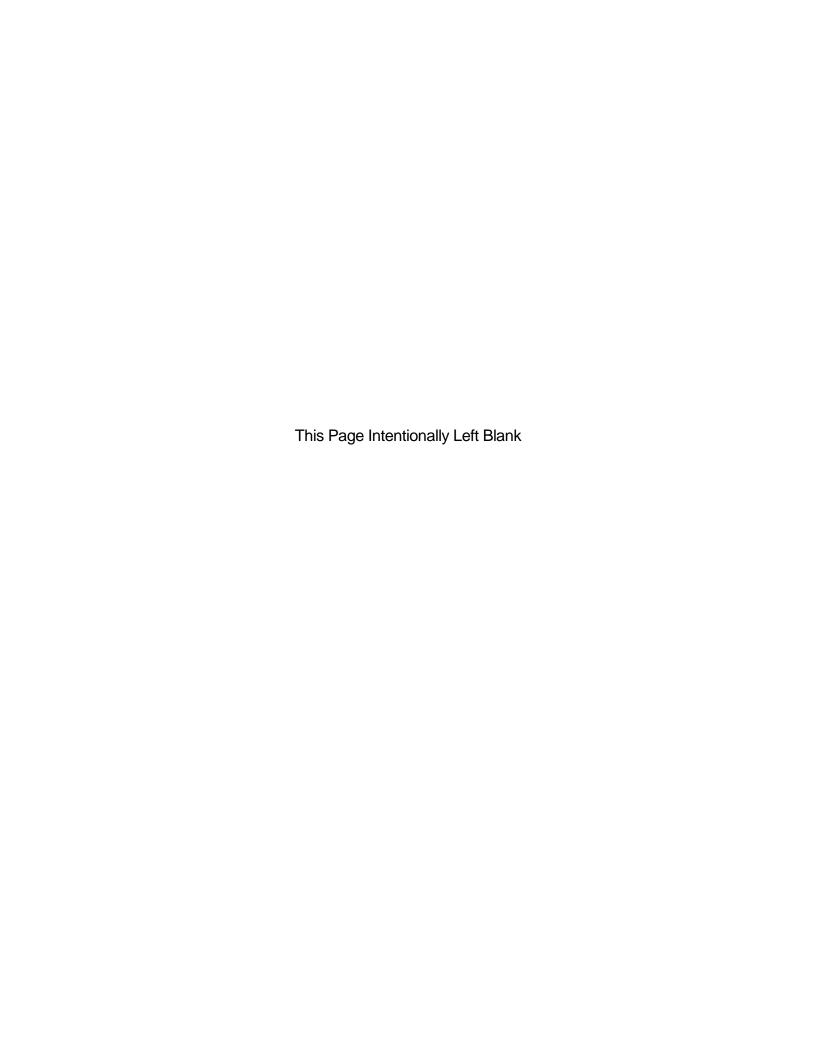
When a Spare the Air alert is issued employers are asked to notify their employees. Providing the notification the day before allows employees time to arrange carpools, determine transit schedules or bike routes, or obtain permission to telecommute, thereby reducing the number of commute trips.

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 an 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.

SPARE THE AIR ADVISORY

EVENT-SPECIFIC GUIDELINES

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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 dispatchers or 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:

People:

• 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.
- No return address.
- Excessive weight.
- Lopsided or uneven envelopes.

- Protruding wires or aluminum foil.
- Excessive security material such as masking tape or string.
- Visual distractions.
- Unusual sounds.
- Restrictive endorsement markings, such as "Personal" or "Confidential"
- City or state postmarks that do not match the return address.

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 and 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.

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 and management groups.
  • District administrators and 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 and management groups.
  • District administrators and management groups. Activate the site Emergency Operations Center (EOC).
❑ 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 (PPE - gloves, mask, clothing, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

STATE OF WAR EMERGENCY

EVENT-SPECIFIC GUIDELINES

❑ 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 and 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 and 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.
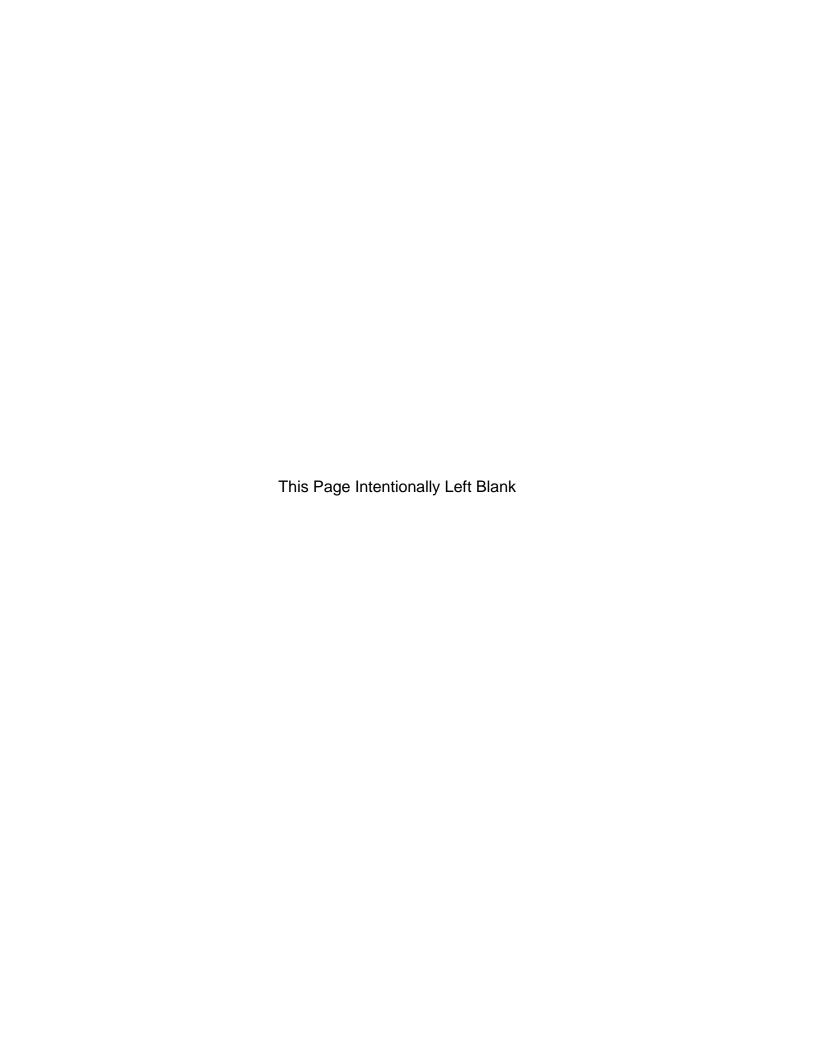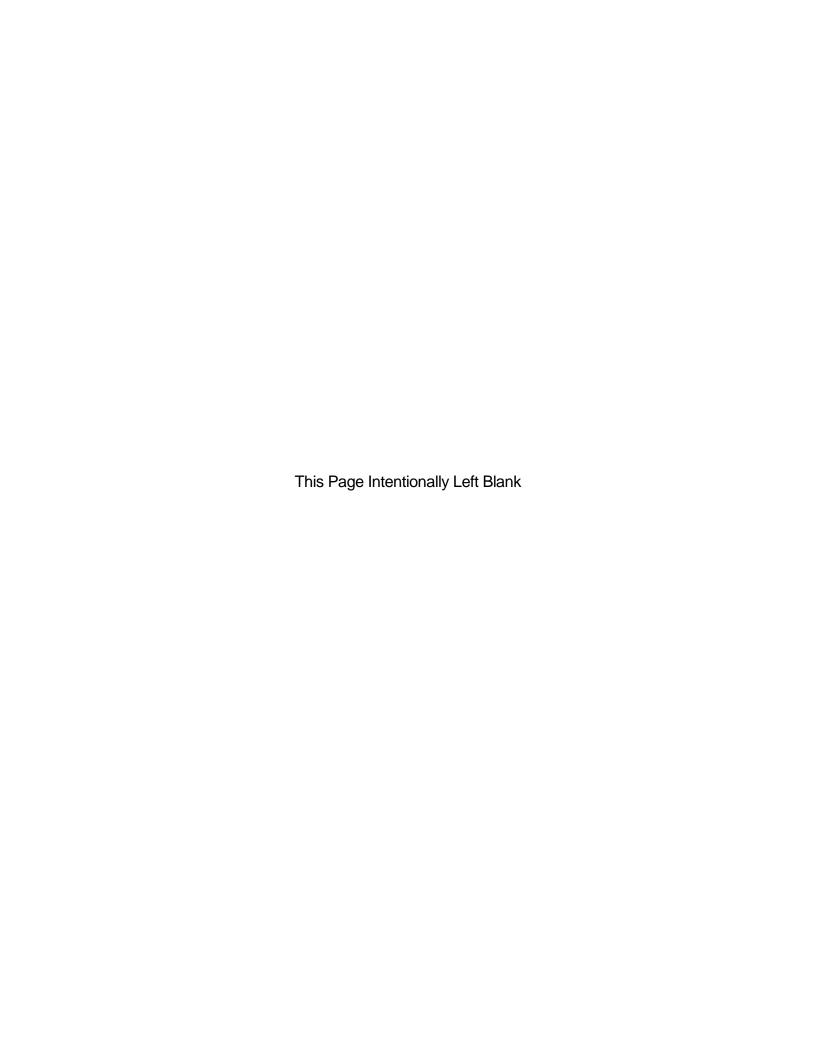
Attachment 1   # BOMB THREAT QUESTIONNAIRE

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:

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

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

BOMB THREAT LANGUAGE:

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

REMARKS:

Your name:

Your position:

Your telephone number:

Date checklist completed:

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ANNEX B

DISTRICT / COLLEGE COMMUNICATION PLAN

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Contra Costa Community College District Emergency Communications Plan

October 2019

Emergency Communications Plan

1. Introduction

The Emergency Communications Plan (ECP) is intended to outline guidelines for quickly communicating with Contra Costa Community College District, campuses, parents, community partners, local neighbors, and other external stakeholders during an emergency. This plan is an annex to the District Emergency Operations Plan (EOP).

The procedures contained in this plan were developed in consultation with the President's Cabinet, the Marketing and Communications Office and Police Services.

2. Emergency communications context and approach

a. Most emergencies occur with limited or no warning and can present an immediate threat to members of the campus.

b. Through social media, information and speculation can spread within minutes of an event.

c. In consideration of the above, timely and accurate communication is critical for the safety and wellbeing of the campus community.

d. Those responsible for mobilizing DISTRICT communications in the immediate aftermath of an event are authorized to utilize all available channels to issue prompt notification and safety information in the first critical phase of response. This includes the authority to respond within minutes via social media to acknowledge reports of emergency events, indicating pending verification, and to urge campus members to be alert while establishing the DISTRICT emergency website as the source of accurate information: **http://www.4cd.edu.**

e. At the outset of an emergency, people expect authorities to have more information than might be available. Efforts to communicate accurately and quickly may mean some communications are incomplete. Honesty and speed are critical in a crisis, and it is vital to speak with accuracy about what we know and not speculate about what we do not know.

3. Audiences

Important audiences for the DISTRICT during an emergency event include students, staff, faculty, and visitors to the impacted campus who could be at risk. Also of concern are our non-impacted campuses, district office personnel, district governing board members, parents, alumni, donors, stakeholder organizations, all levels of government, media, surrounding neighborhoods and the general public. Priority in messaging will be given to those considered at greatest life safety risk.

4. Objectives

The primary objectives are to:

- provide information and safety instruction as quickly as possible,
- provide updates as circumstances evolve,
- ensure the safety of DISTRICT members, and;
- ensure the continued operation of campus services.

5. Procedures

5.1 Initiating a first emergency alert
In the event of a campus emergency, DISTRICT's Police Services will immediately notify first responders: police, fire, ambulance, etc. During this phase, the campus police will work with the college president (or designee) to determine the need for campus alert messaging and activation of this communications plan. During the first 15 to 30 minutes of an emergency, life safety is the priority. Police Services may initiate emergency notifications with critical direction without prior approval by the PIO or President.

5.2 Convening the emergency communications team
In the event of an emergency the Chancellor or College President (or designee) will partially or fully activate the Emergency Operations Center (EOC) at the District office and affected College President's Office. Within the EOC, the PIO will mobilize a team that will include those responsible for website communications, social media communications and media relations.

5.3 Approvals of outgoing information
Cumbersome approval processes can mean life or death in an emergency, where unusually rapid decision-making is critical. Collaboration with the Chancellor or College President or designee should be sought whenever possible; however, in the interest of safety the following authority is given:

The Authority for issuing a first emergency alert via the Regroup system is given to the campus police and the PIO.

It may not be possible for EOC members or communicators to convene prior to timely notification. Given the need to communicate quickly, the PIO can begin taking communications actions immediately, in consultation with the Incident Commander (usually the college president, police chief or senior officer on scene.)

The DISTRICT Director of Communications and Community Relations is authorized to implement the DISTRICT's emergency social media protocol, using social media channels to promptly acknowledge unverified reports, point to DISTRICT's website as the source of verified information, and urge members to take care of personal safety.

During the first phase of a response, the DISTRICT's Police Services will engage with first responders and work with the campus management team to, as quickly as possible, to confirm the nature of the incident and the required safety actions and appropriate communication. This includes activating campus building monitors.

Beyond the immediate safety response, decisions around campus operations, support efforts for campus members, and recovery efforts, will be approved by the president's cabinet. These decisions are then communicated to the DISTRICT/College community by the emergency communications team.

6. Immediate and secondary response needs

The top priority is to communicate to the community on the affected campus. Where appropriate, **all communications will confirm that operations at other campuses are unaffected.**

Should only one of CCCCD's campuses be directly affected by a threat or risk, all efforts will be made to assist with the affected college's communication efforts and in the EOC up to and including establishing a secondary EOC and support staff.

When the hazard does not directly impact a college or district campus, safety response personnel are expected to monitor the website advisory page for information and updates.

6.1 Immediate response communications details (see page 6)
In an emergency, the goal is to issue our first communication as quickly as possible for the safety of campus community members, with regular updates as needed.

Such communications may include:

- An initial DISTRICT emergency alert delivered via Regroup,
  o Send to students, faculty and staff (as appropriate).
- Activation of the emergency website, with appropriate banner alert on www.4cd.edu homepage and link to the emergency webpage.
- Implementation of emergency social medial protocols: monitoring, acknowledging reports, pointing to the DISTRICT/College webpage for verified information, and providing accurate information updates.
- Notification of key partners and stakeholders, as appropriate.
- Response to media requests and/or provide advisories, in coordination with first responders.
- Utilization of all available emergency communications tools for the above, including:

  o DISTRICT and College websites
  o Regroup (Broadcast texts and emails)
  o Campus classroom emergency alert system
  o Campus telephone broadcast message

    o   Social Media (primarily Twitter and Facebook), and

    o   Campus monitors.

6.2 Secondary response communications checklist

Once the immediate response is well underway and the emergency communications team has convened, the following tasks will be carried out:

- Continue to provide emergency updates via appropriate channels at, (whenever possible) established and announced intervals.
- Identify and assign responsibilities for specific communication requirements for college groups, including DISTRICT management team; students; and faculty and staff.
- Determine District/College spokesperson(s).
- Identify talking points including: facts, Q&A's about emergency event, injuries, safety information, DISTRICT response, campus impacts, duration, support services, etc.
- Determine if a media center, joint information center (JIC), if multiple agencies are involved, and/or media conference if required, and establish and announce the location.

6.3 The end of the emergency

The Chancellor's Cabinet, in consultation with affected President's Cabinet and District police, will determine when an emergency has ended and routine communications processes can resume. At that time, the emergency communications team will work with the Chancellor, president and/or senior leadership to determine how to help the community recover and return to normal. This may include the need for messages from the Chancellor, President or other senior leaders, promotion of support and counselling services, and Town Hall meetings. The decision to declare the emergency/crisis over will trigger a review of how the crisis was handled and how communications can improve.

7. Education and plan maintenance

7.1 Education and testing

The DISTRICT/College Workplace Safety Team, in consultation with the Communications and Community Relations team, will take the lead in educating our community about how and when members should get messages from the DISTRICT in a crisis or emergency.

The DISTRICT will conduct monthly drills of campus alert system. Due to the potential for disruption to the educational environment, classroom notification speakers will only be tested quarterly and when it would cause the least disruption to the classrooms.

7.2 Updating

The Communications and Community Relations team will regularly review and update this plan, including details of communications channels, contact lists, and approved templates.

Appendix 1

Immediate response communications checklist

The first communication should go out as quickly as possible:

- ☐ Send initial emergency alert to campus community via Regroup

- ☐ Activate the emergency banner alert on www.4cd.edu homepage

- ☐ When classes are in session, activate classroom emergency alert system

- ☐ Activate telephone broadcast message

- ☐ Notify key partners and stakeholders:

    - o CCCCD Chancellor and PIO

    - o Request support for notification on College websites

    - o CCCCD Governing Board (defer to district PIO when possible)

    - o All district campuses

    - o Campus independent programs

    - o Local cities and jurisdictions

    - o Government agencies (as necessary)

- ☐ Implement emergency social medial protocols

- ☐ Respond as quickly as possible to media requests and/or provide advisories, in coordination with first responders

Appendix 2

Secondary response communications checklist

Once the immediate response is underway and the emergency communications team has convened, the following tasks will be carried out:

☐ Continue to provide emergency updates via appropriate channels

☐ Conduct regular updates and announce anticipated intervals for

release

☐ Identify and assign responsibilities for specific communication requirements for District groups, including:

- o DISTRICT management team
- o staff
- o parents

☐ Determine District spokesperson(s)

☐ Identify talking points include:
- o facts,
- o Q&As about emergency event,
- o injuries,
- o safety information,
- o DISTRICT response,
- o campus impacts,
- o duration,
- o support services,

☐ Don't forget to:
- o take responsibility if/when appropriate
- o expression of empathy

☐ Determine if a media center, joint information center (JIC if multiple agencies are involved) and/or media conference are required, and establish location

☐ Determine and announce location for possible press conference, establishing location in coordination with EOC.

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ANNEX C

GOVERNING BOARD DUTIES AND RESPONSIBILITIES

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CONTRA COSTA COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

The role of the Governing Board during an emergency is to support the EOC Director and the activities of the Emergency Operation Center (EOC). The Board does not have a direct role in the emergency operation.

Action Checklist

❑ During an emergency or disaster, the EOC Director or the Public Information Officer (PIO) will provide regular updates on the District's response. However, board members may be called to either the Board Chambers receive an additional briefing from the Director.

❑ Assist the EOC Director in providing liaison to other elected officials and government agencies.

❑ Liaison with public or community organizations (e.g., media, schools, service clubs, medical facilities, business groups, homeowners associations).

❑ Channel all public and private inquiries for information and all requests for resources or activities to be performed by District staff through the EOC Director or their designee.

❑ Ratify emergency proclamation at a special Board meeting within seven (7) days after its issuance by the Chancellor.

❑ Hold Board meetings as required to address legal or policy issues arising from the emergency.

❑ The Board President or other board members may be asked to assist in providing public information by the PIO or the EOC Director.
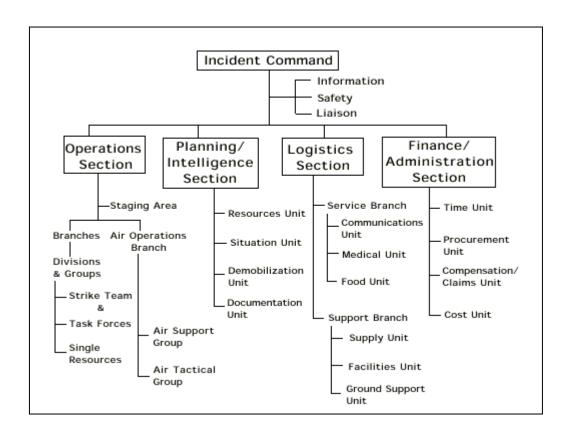
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ANNEX D

THE INCIDENT COMMAND SYSTEM

(FIELD RESPONSE)

FIELD USE ONLY

Incident Command System (ICS) Structure

ICS Structure Chart

General ICS Information

The Incident Command System is used to manage an emergency incident or a non-emergency event. It can be used for both small and large situations.

The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. On the next page are examples of the kinds of incidents and events that can be used with ICS:

Applications for the Use of the Incident Command System

- Fires, HAZMAT, and multi-casualty incidents
- Multi-jurisdictional and multi-agency disasters
- Wide-area search and rescue missions
- Pest eradication programs
- Single and multi-agency law enforcement incidents
- Air, rail, or ground transportation accidents
- Planned events such as celebrations, concerts, parades
- Private sector emergency management programs
- State or local major natural hazard management
- Water and waste water system emergency incidents

ICS Organization

The organization of the Incident Command System is built around the same five major management activities as SEMS. These five management activities are the foundation upon which the incident management develops. They apply whether handling a routine emergency, organizing a major event, or managing a major response to a disaster.

Command Section

Sets objectives and priorities. Has overall responsibility at the incident.

Incident Commander

Person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified person may be assigned as IC by the responsible jurisdiction or agency.

Public Information Officer

The point of contact for the media or other organizations seeking information directly from the incident or event.

Safety Officer

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Liaison Officer

On larger incidents or events, representatives from other agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer will be their primary contact.

Operations Section

Conducts tactical operations to carry out the plan. Develops the tactical objectives, organization, and directs all resources.

Divisions

Established to divide an incident geographically or describe some geographical area related to incident operations.

Groups

Established to describe functional areas of operation. What is established will be determined by the needs of the incident. Groups work wherever they are needed, and are not assigned to any single division. Divisions and Groups are at an equal level in the organization.

Branches

Established another level of organization within the Operations Section to increase the span of control, define another functional structure, or organize the incident around jurisdictional lines.

Air Operations

Operated at the branch level and established separately at an incident where there are complex needs for the use of aircraft in both tactical and logistical operations.

Staging Areas

Established wherever necessary to temporarily locate resources awaiting assignment.

Planning and Intelligence

Develops the action plan to accomplish the objectives. Collects and evaluates information. Maintains resource status.

Logistics

Provides support to meet incident needs. Provides resources and all other services needed to support the incident response.

Finance and Administration

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Units

Functional Units fall under each of the three remaining sections (see ISC Structure Chart). Not all of the units may be required, and they will be established based upon the need. The titles of the units are self-descriptive.

Incident Facilities

Facilities will be established depending on the kind and complexity of the incident or event. Not all facilities will necessarily be used.

Incident Command Post (ICP)

The location from which the incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

Staging Area

Locations at which resources are kept while awaiting incident assignment.

Base

The location at the incident at which primary service and support activities are performed.

Camps

Incident locations where resources may be kept to support incident operations. Camps differ from staging areas in that essential support operations are done at camps, and resources at camps are not always immediately available.

Helibase

A location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations.

Helispot

Temporary locations where helicopters can land and load/off-load personnel, equipment, and supplies.

Incident Action Plan

Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans which include the measurable tactical operations to be achieved, are always prepared around a time-frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than 24 hours. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when it begins.

The Incident Action Plan must be known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

Essential Incident Action Plan Elements

Statement of Objectives - Appropriate to the overall incident.

Organization - Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives - These are normally prepared for each Division or Group and include the strategy, tactics, and resources to be used.

Supporting Material - Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.