



EMERGENCY RESPONSE PROCEDURES

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DISASTER RESISTANT
CALIFORNIA COMMUNITY COLLEGES

EMERGENCY RESPONSE PROCEDURES

Purpose

Most emergencies will lead to one or more response actions. It is critical that college employees understand and know the basic actions that may be required, as well as the specific incident response actions. Once the type and extent of an emergency has been identified, personnel can determine if an immediate response action is required. The most common immediate response actions initiated during emergencies are as follows:

- Drop, Cover, and Hold
- Shelter-In-Place
- Lock Down
- On-Campus Evacuation / Assembly Location
- Off-Campus Evacuation / Assembly Location
- All Clear

The following emergency response actions are designed for the Incident Management Team and other Staff and Faculty of MSJC.

Individuals with Functional and Access Needs

Every effort has been made to address the requirements for the special needs population, where appropriate. It is the responsibility of the all staff and faculty to ensure that individuals with functional and access needs are accounted for and receive appropriate instructions and assistance.

DROP, COVER, AND HOLD

This action is taken to protect individuals and staff from flying or falling debris.

Description of Action

1. Upon the first indication of an earthquake, students and staff should immediately implement appropriate drop, cover, and hold procedures.
2. If inside, faculty & staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. Those students and staff who are physically unable to drop into a protected position under a table or desk should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their head with a notebook/book or their arms and hands.
3. If outside, staff and faculty in the vicinity must instruct individuals to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. For

those students and staff who are physically unable to drop to the ground, they should remain seated or get as close to the ground as possible and cover their head with their arms and hands.

4. If the incident is an earthquake, after the initial shaking has completely stopped, Emergency Communications Plan and the PIO Crisis Communications Plan components should be implemented as necessary. The Incident Management Team should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions

SHELTER-IN-PLACE

This action is taken in order to place and/or keep individuals indoors in the event that airborne contaminants are found in the outside air or another hazard such as a bee swarm or violent animal is in the area. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and may include the shut-down of classroom and/or building heating, ventilation, and air conditioning (HVAC) systems. During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air or whatever hazard has surfaced.

Description of Action

1. If an emergency occurs that requires students and staff to Shelter-in-Place, components of the Emergency Communications Plan and PIO Crisis Communications Plan should be implemented to notify individuals of the hazard and provide instructions. The Incident Management Team and all staff and faculty should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions.
2. If inside, staff and faculty should keep students or members of the public in the indoors until further instructions are given.
3. If outside, individuals must proceed to the nearest building if it is safe to do so. If it is determined to be unsafe, staff, especially Building & Floor Captains should direct individuals to the nearest safe buildings. Individuals who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air. Anyone who is exhibiting symptoms must be treated.
4. Faculty and staff are responsible for securing individual classrooms, and the buildings The Incident Management Team, including Building & Floor Captains will assist in completing the following procedures as needed: shut down the classroom/building HVAC system; turn off local fans in the area; close and lock doors and windows; and, if necessary, seal gaps under doors and windows with wet towels, consider individual's with special needs in response actions and/or turn off sources of ignition, such as pilot lights.

LOCK DOWN

A lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in the classroom or designated locations at all times.

Description of Action

1. If a lock down situation is required, the notifications should be made to campus using procedures and protocols established in the Emergency Communications Plan and the PIO Crisis Communications Plan. The Incident Management Team should be calm, convey reassuring comments and provide clear and consistent directions.
2. If inside, staff should instruct individuals to move away from doors and remain in the center of the room out of the line of fire, lock and barricade the doors (if possible), and close any shades or blinds if it appears safe to do so. Groups and individuals should develop a plan to defend themselves should a perpetrator enters the room.
3. If outside, students should proceed off campus or into nearest safe building. If gunshots are heard and students/staff who are outside can leave campus, they should proceed to a safe location off of campus and follow campus communications for an “all clear” or further instructions.
4. Staff and students should remain in secured areas until further instructions are provided by the Law Enforcement or Incident Management Team.
5. Only have one cell phone on in each classroom/office. Staff should use cell phones and speak quietly only 1) they can provide information regarding the perpetrators location, 2) they are in immediate danger or 3) they have seriously wounded individuals in the room. Remember if phone lines are not available texting might be a useful way to communicate, but only text to Law Enforcement or College Administration.
6. If an active shooter is present (gunfire is heard). All staff should consider taking the following actions if possible:
 - Escape:** If the staff members believe they can escape (get off campus) they should escort students and other individuals off campus quickly and quietly.
 - Barricade:** If individuals determine it is unsafe to escape, they should barricade themselves and others in a classroom or other facility.
 - Defend:** If individuals are unable to escape or barricade, or if the perpetrator breaks through the barricade, they should develop a plan to defend themselves utilize any items necessary to defend themselves.

ON-CAMPUS EVACUATION/ASSEMBLY AREA

The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

Description of Action

1. Once a building has been determined as unsafe, the Building or Floor Captain, or member of the Incident Management Team should initiate a fire alarm.
2. If a building has been identified as unsafe, notifications should be made to campus using procedures and protocols established in the Emergency Communications Plan and the PIO Crisis Communications Plan.
3. Staff and faculty must instruct individuals to evacuate the building(s), in accordance with the site evacuation plan and using designated routes, and assemble in their assigned assembly area. Faculty and staff should assist any individuals with functional or access needs in the evacuation process.
4. Staff and faculty should evacuate with any emergency supplies in their classrooms or office areas (first aid kits, fire extinguishers, Lock-Down kits) in case the evacuation is extended. Staff can ask individuals to help carry items to the evacuation site, if necessary. Building & Floor Captains can also ask other members of the staff or faculty to help.
5. Faculty must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location.
6. Once assembled, staff and students will stay in place until further instructions are given.
7. Faculty and Staff should report to Building or Floor Captains.

OFF-CAMPUS EVACUATION/ASSEMBLY AREA

This action is taken after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.

Description of Action

- I. If an off-campus evacuation is necessary, the Incident Management Team or Incident Commander should determine the following:
 - Is it necessary to evacuate the entire campus or does just one section need to be evacuated?
 - Can a vehicle evacuation be conducted in a timely and safe manner?

- If a vehicle evacuation is necessary is it possible to evacuate building by building to alleviate traffic congestion around campus.
 - What staff can be utilized to help with traffic control? Do they have safety gear?
 - Does the College have transportation available for individuals with no transportation? Are the vehicles for transport accessible for individuals with differing needs?
2. IMT or Incident Commander should determine the safest method for evacuating campus and should consider the above question when developing the best possible evacuation plan.
 3. PIO Crisis Communications Plan and Emergency Communications Plan components should be activated as necessary in order to provide the best methods of communication and reliable messages to the campus and surrounding communities.
 4. Each campus is responsible for identifying appropriate external evacuation routes.
 5. Faculty should evacuate with students rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location, before students leave in own vehicles or are transported to external site.
 6. Staff should take with them any emergency supplies in their classrooms (first aid kits, fire extinguishers, Lock-Down kits) in case the evacuation is extended. Staff can ask individuals to help carry items to the evacuation site, if necessary.
 7. Once assembled off-campus, staff and students will stay in place until further instructions given or they are picked up by other parties.
 8. In the event clearance is received from appropriate agencies/individuals, the IMT may authorize students and staff to return to their classrooms.
 9. Building and Floor Captains should activate according to procedures and training.

ALL CLEAR

This action is taken to notify faculty and staff that normal school operations should resume.

Description of Action

1. Once the emergency event is over Emergency Communications Plan and the PIO Crisis Communications Plan components should be implemented as necessary to notify all individuals of the “all clear.” Building and Floor Captains should help deliver messages to those in their command area.
2. An example of an announcement to be made via the emergency communication systems: **“This action signifies the emergency is over.”**
3. The Incident Management Team should consider if Critical Incident Stress Management or Psychological First Aid is necessary.