College Readiness Plan

May 31, 2024

RECORD OF REVISIONS

Section	Revision Description	Date of Change	Changed By
All	Creation of plan	05/31/2024	Stevenson D.

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PURPOSE AND SCOPE

The San Bernardino Community College District (SBCCD) maintains an Emergency Operations Plan (EOP) that identifies emergency planning, organization, and response policies and procedures at the District level. As a supplement to the SBCCD EOP, each SBCCD college is responsible for implementing a College Readiness Plan (CRP) to guide college-specific mitigation, preparedness, response, and recovery actions.

This Crafton Hills College (CHC) CRP applies to any emergency that has or may have a significant impact on the life, health, and safety of CHC students, faculty, and staff, as well as college infrastructure, property, and/or mission-critical operations, and is of such size, scope and complexity that exceed the normal operational capacity of college departments to address, including, but not limited to:
- Earthquakes
- Extreme/Severe Weather (Heat/Cold/Wind)
- Wildfires and Structural Fires
- Hazardous Material Releases
- Active Shooter/Threats
- Utility Outages

MISSION CONTINUITY

Mission continuity is an ongoing program of activities conducted in advance of a disruption to ensure CHC is prepared to maintain mission-critical operations after any emergency or disaster. Mission continuity planning designates leadership succession and establishes guidance to ensure the continuity of mission-critical functions.

Leadership Succession

As outlined in the SBCCD EOP, CHC has defined the following line of succession for its leadership:

1. President
2. Vice President of Administrative Services
3. Vice President of Instruction or Vice President of Student Services

If no college leadership is available to fulfill its line of succession role, the Chancellor will appoint someone to lead until CHC can appoint a new leader. CHC is responsible for re-establishing the replacement staffing as soon as reasonably possible. As part of the mission continuity planning, each college division will establish leadership succession for their division and respective departments.

Continuity Planning

While the SBCCD Safety and Risk Management (S&RM) Department is the authority in continuity planning for District entities, each College is responsible for developing and maintaining continuity plans. SBCCD S&RM Department supports continuity planning by providing resources to aid planning at the department and division level.

Continuity plans detail how an entire College would provide essential services and continue to function in an extended emergency event or disruption. Depending on the College mission, the continuity plan should address one or more of the three concentration areas (academic, operations, and business).

Academic – Academic continuity is the process of preserving the core academic functions of the college. This includes teaching and learning and those processes that impact instructional employees daily. Academic continuity planning focuses on mitigating risk and reducing the effects of an incident to resume academic functions efficiently. Scenarios that impact the academic function include, but are not limited to the following:
- Loss of teaching and learning facilities including loss of public infrastructure or access to the facilities resulting in class delivery at alternative locations or online.
- Significant reduction in faculty, staff, and student attendance related to illness, natural disasters, or other events.
- Disruption of computer systems operations
- Need to provide instruction without face-to-face contact (e.g., pandemic).
- Labs and experiments

Operations – Operational continuity focuses on the College's physical spaces, such as building integrity and security, while also ensuring the availability of technical resources and maintaining network reliability. Scenarios that impact the operational function include, but are not limited to the following:
- Loss of teaching and learning facilities including loss of public infrastructure or access to the facilities resulting in‑class delivery at alternative locations or online.
- Disruption of computer systems operations

Business – Business continuity is the process of identifying the impact of potential losses and maintaining viable recovery strategies and plans for the resumption of critical business and administrative services. Scenarios that impact the business function include, but are not limited to the following:
- Loss of business and administrative facilities including loss of public infrastructure or access to the facilities requiring business and administrative functions to be moved to alternative locations or online.
- Significant reduction in faculty, staff and student attendance related to illness, natural disasters, or other events.
- Disruption of computer systems operations
- Need to conduct business and administrative functions without face-to-face contact (e.g., pandemic).

INCIDENT MANAGEMENT

SBCCD has adopted the following overarching priorities[1] that apply to every incident impacting any District entity:
- **Life Safety:** Ensure the safety and security of first responders, support personnel, and the general population.

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[1] Adapted from the Federal Emergency Management Agency Quick Reference Guide (July 2020) available at https://www.fema.gov/sites/default/files/2020-07/fema_nims_department-head_quick-reference.docx.

- **Unity of Effort:** Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives.
- **Incident Stabilization:** Establish leadership to stabilize the incident and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual, including surrounding college community.
- **Recovery:** Reestablish services and help the community return to a new normal.

Building Captain Program

The Building Captain Program is designed to provide for a safe evacuation of building occupants in the event of an emergency. The goal of the Building Captain Program is to ensure that every building on college has trained staff and/or faculty available to provide safety and emergency preparedness information, as well as response support to the students, staff, and faculty in that location.

Building Captain team members are specific staff members who serve as the lead for all emergency program activities within their buildings. They manage evacuations, check assigned areas, and participate in emergency preparedness activities as necessary. They serve as the first point of contact for safety information and incident reporting for all building occupants.

Program Structure

Each College and District facility will have an assigned number of Building Captains and Floor Captains based on the size and location of the buildings and the typical number of occupants. Larger buildings may be assigned Co-Building Captains. Building Captains work with Floor Captains, which are comprised of at least one additional trained staff/faculty member from each floor, wing, department or office suite, depending on the building layout and occupancy. Each evacuation assembly area (EAA) has a designated Evacuation Site Coordinator.

Figure 1. Building Captain Program Structure
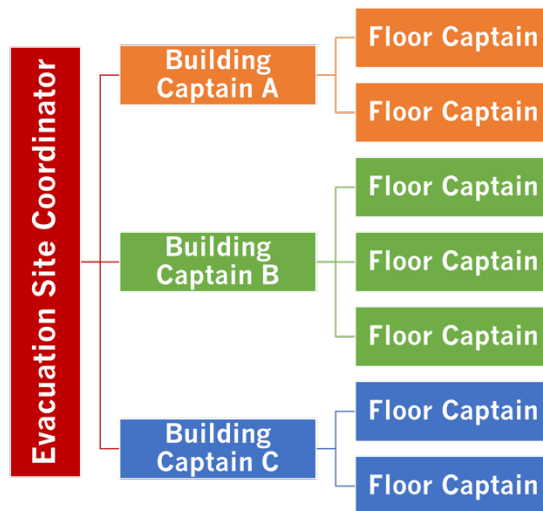
Positions Overview

Floor Captain. The Floor Captain is assigned a specific floor or several floors within the facility. The Floor Captain must recognize the presence of an emergency, ensure the evacuation of their area, perform a sweep of the area (if safe to do so) to ensure all personnel have been evacuated, report the status of the evacuation and damage and victim information to their Building Captain.

Building Captain. A Building Captain oversees a specific building or set of buildings within the facility. After assisting with an evacuation, the Building Captain reports to the predesignated area to accept reports from the Floor Captains. The Building Captain compiles and relays information to the Evacuation Site Coordinator (as applicable).

Figure 2. Building Captain Bag Contents List

Building Captains Bag

- Hard hat
- High visibility vest
- Megaphone
- First aid supplies
- Flashlight and batteries
- Rope
- Caution tape
- Goggles
- Duct tape
- Whistle
- Heavy duty gloves
- Glow sticks
- Knee pads
- Box cutter
- Crowbar
- Large crescent wrench
- Reusable water bottle
- Emergency food rations
- Radio

Evacuation Site Coordinator. The Evacuation Site Coordinator is tasked with managing all the Building Captains assigned to their respective EAA. The Evacuation Site Coordinator collects information from the Building Captains and provides that information to the incident commander, College Emergency Coordination Center (CECC), or EOC in an emergency.

Equipment

Each Building Captain is issued a backpack and trained to use its contents (**Figure 2**). Each backpack includes a safety vest and a hard hat, which the Building Captains team members are expected to wear during emergencies to make them easily identifiable by building occupants and guests.

Emergency Consultation Group

The SBCCD Police Department will likely receive the first notice of an emergency situation. When the incident rises to a level that exceeds normal response capabilities or requires emergency notification, the SBCCD Police will notify the Emergency Consultation Group. When reasonable, an Emergency Consultation Group will initiate emergency procedures and/or issue an emergency notification system (ENS) message. Typically, the Emergency Consultation Group consists of some or all of the following:

- Chief of Police (or designee);
- Chancellor (or designee);
- College President (or designee);
- College Public Information Officer (PIO);
- Vice President Administrative Services (VPAS)/Site Safety Officer;
- District PIO;
- District S&RM Department; and
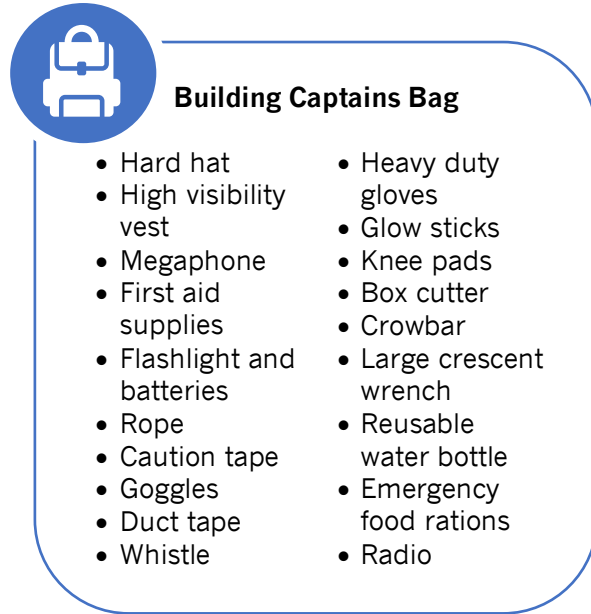
- Other college stakeholders as needed.

Any Emergency Consultation Group member is authorized to activate the group based on the situational assessment. The group may take the following actions when evaluating an incident:
- Assemble as a team (in-person or virtual) to assess incident(s).
- Determine whether the CECC and or District Emergency Operations Center (EOC) should be activated.
- Initiate appropriate notifications.

While efforts are made to confer with the group, the Chief of Police, the College President, or their designees have the authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the college community.

College Emergency Coordination Center

The function of the CECC is to coordinate support for incident management or event monitoring at the College level. The CECC is responsible for monitoring incidents for potential escalation and developing initial situational assessments. The Site Safety Officer may be required to take immediate action prior to assembling a full CECC following notification of an incident. The CECC may include all or some of the ECG.

The role of the CECC includes the following:
- Make recommendations to the College President regarding college closure and/or cancellation of classes.
- Provide guidance and/or advisement to the College President to assist in the decision-making process regarding the safety of the College.
- Monitor large special events on the College campus and serve as prepositioning in the event emergency operations are needed.
- Allocate College resources for incident deployment, including building captain team members.
- Coordinate with the Incident Command Post (ICP) and EOC, when activated, by gathering and providing situation updates for their College, accounting for personnel, and other needed support.
- Coordinate the planning of business recovery and resumption activities.

Activation and Notification

The CECC may be activated at any time at the discretion of the College with or without an established ICP or EOC. The Chief of Police or the Site Safety Officer is authorized to activate the CECC based on situational assessment or at the request of the Emergency Consultation Group or other CECC members. CECC activations take precedence over non-emergency response activities and may interrupt normal day-to-day work and commitments of CECC members or others engaged in response activities.

The CECC team meets predominately in person, if on-site and the incident allows. The Site Safety Officer or designee is responsible for notifying CECC responders. Notification of

activation may be sent via email, text, or phone call to CECC members. **Figure 3. CECC Notification Checklist** lists the minimum information that should be included in a notification. Once notification is received, CECC responders should confirm receipt.

The Site Safety Officer is responsible for maintaining a CECC contact list. It the responsibility of CECC members to notify the Site Safety Officer of any changes to their contact information. Additionally, CECC members may assign a designee to fill their CECC role when they are out of the office. It is strongly recommended that each position have three people designated and trained for the position.

The Site Safety Officer will determine the level of activation (full, partial, or limited) for the CECC. Full activation includes all CECC members, while partial and limited activation includes only those CECC members who will take part in incident response activities. **Table 1** outlines CECC activities by the level of emergency and includes suggested staffing. However, CECC staffing is incident-dependent and may also include engaging other subject matter experts who are not regular members of the CECC.

Figure 3. CECC Notification Checklist

CECC NOTIFICATION CHECKLIST
❏ **Situation Overview:** Brief summary of the ongoing incident or pre-planned event triggering the activation of the CECC
❏ **Report Time and Location:** Time the CECC responders should be expected to arrive at the CECC (primary or alternate location)
❏ **Activation Level:** Full, Partial, or Limited

Location

The CECC primarily convenes at the Administrative Wing. In the event the primary location is unavailable or inaccessible, the secondary CECC location may be used as an alternate. The college map in **Figure 4** highlights the CECC location.

> **Primary**
> Administration Wing
> **Secondary**
> Tech Services Learning Resource Center (LRC)

Figure 4. CECC Location Map

✚	**Health & Wellness** • Sleep/nap pods	🚌	**Bus Stop**
VP	**Visitor Parking**	**P**	**Police/Security**
🥗	**Food Pantry**	🚶	**Parking Permits (Daily)**

Library & Tutoring
The Library and Tutoring Center are located in the Learning Resource Center (LRC), Building 8.

Nursing Room
• Building 6 - 1st Floor
• Building 8 - 1st Floor
• Building 7 - 1st Floor, HWC

Parking Permits (Daily)
Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits are available in Lot C, Lot D, Lot J and online at www.craftonhills.edu/parking

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

Automated External Defibrillator Locations

Baby Changing Station

Student Services
The Bookstore, Café, EOPS, Admissions & Records, Financial Aid and Counseling are located in the Crafton Center (CCR), Building 6.

All-gender Restroom

Smoking Areas
This is a smoke-free campus, smoking in non-designated areas or buildings may result in the issuance of a citation. (Board Policy #3570; Government Code #7597)

Campus Police (909) 389-3275   **District Police (909) 384-4491**

1	Maintenance & Operations (M&O)	12	Canyon Hall (CYN)
2	Child Development Center (CDC)	13	Visual Arts (ARTS)
3	Crafton Hall (CHL)	14	East Complex 1 (EAST1)
4	Clock Tower Building (CTB)	15	East Complex 2 (EAST2)
5	West Complex (West)	16	Public Safety & Allied Health (PSAH)
6	Crafton Center (CCR)	17	Under Construction: Future Performing Arts Center (PAC)
7	Student Support Building (SSB)	18	North Complex (NRTH)
8	Learning Resource Center (LRC)	19	Kinesiology, Health Education & Aquatics Complex (KHA)
9	Performing Arts Center (PAC)	20	Public Safety Training Center (PSTC)
10	Central Complex 1 (CNTL1)	21	Tennis Courts (TC-CRTS)
11	Central Complex 2 (CNTL2)		

Updated 2/2024

Table 1. CECC Activities by Level of Emergency

Level of Readiness		CECC Activities	
MANAGEMENT WATCH (Precautionary)	An incident or developing incident with the potential to disrupt college operations. *Examples: Severe weather forecasts, wildland fires on near a college, warnings of power outages, or large demonstrations held on or near a college*	**Activation Level: NO ACTIVATION**	
		Staffing Posture • Site Safety Officer • SBCCD PD • District S&RM	**Deliverables** • Periodic monitoring and update executive personnel as needed
MINOR	An incident involving a limited area that causes minimal impact or interruption to District or college operations. A limited number of personnel are needed to control the situation. *Examples: Chemical spills or fires within a specific room or localized area*	**Activation Level: LIMITED**	
		Staffing Posture • Site Safety Officer • SBCCD PD • PIO • Maintenance & Operations (M&O) Director • District S&RM	**Deliverables** • Situation Reports
MODERATE	A significant emergency that disrupts an entire floor or building and that may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or safety, resulting in the automatic activation of the Emergency Operations Center (EOC). *Examples: Building fires or explosions, bioterrorism threat incidents, major chemical spills, extensive power or utility outages, or severe building flooding*	**Activation Level: PARTIAL**	
		Staffing Posture • Site Safety Officer • SBCCD PD • PIO • M&O Director • District S&RM • VP of Student Services • VP of Instruction	**Deliverables** • Situation Reports • Incident Action Plan • Department Status Reports • After Action Report
MAJOR	A major emergency that involves multiple buildings or that impacts an entire college and the surrounding community. A timely resolution of disaster conditions requires District or College-wide cooperation, extensive coordination with external jurisdictions, and automatic activation of the CECC. *Examples: Large gas leaks, significant earthquakes, large civil unrest, or major acts of terrorism*	**Activation Level: FULL**	
		Staffing Posture • Site Safety Officer • SBCCD PD • PIO • M&O Director • District S&RM • VP of Student Services • VP of Instruction • Campus Technology	**Deliverables** • Situation Reports • Incident Action Plan • Department Status Reports • After Action Report

Organizational Structure

The CECC utilizes a department-model organizational structure (**Figure 5**) to allow minimal preparation or startup time for department representatives when coordinating response within the CECC. The Site Safety Officer facilitates CECC coordination and liaises with the College President. The organizational structure is flexible and scalable to meet the needs of the incident. Positions may be added for liaisons and subject matter experts.

Figure 5. CECC Organization Chart
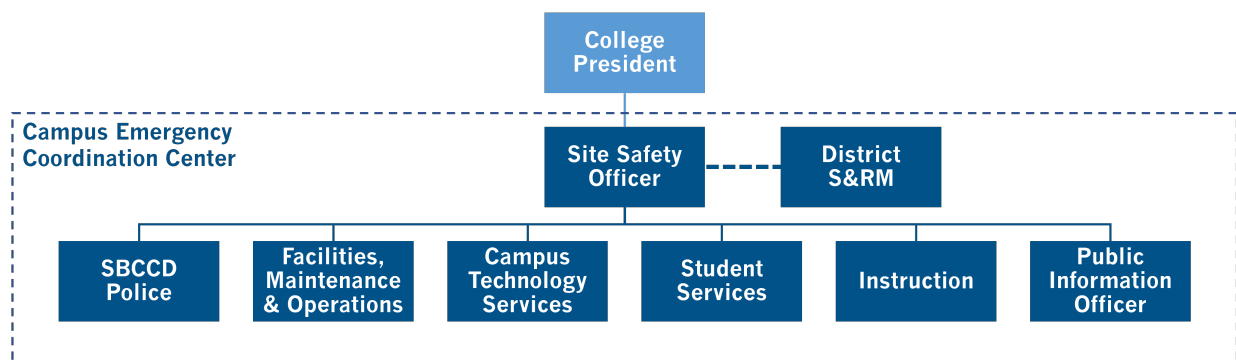
Roles and Responsibilities

CHC departments are responsible for supporting emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the CECC to coordinate people, resources, and information and communicate emergency efforts between departments. **Table 2** details roles and responsibilities in the CECC.

Table 2. CECC Roles and Responsibilities

Positions/Departments	Responsibilities
College President	• Responsible for policy-level decisions related to the management of the incident. • Develop emergency policies and discuss the economic, political, legal, and social implications of both the emergency and the response to determine the best general approach to the situation. • Liaise with the Chancellor and Executive Management Policy Group.
Vice President of Administrative Services/ Site Safety Officer	• Responsible for overseeing the CECC supported by PIO, PD, M&O, VP Student Services, VP Instruction, and Campus Technology Services. • Focus on the overall strategy for the response (beyond the strategy developed by the Incident Commander at the scene), the overall response priorities, and policy setting. • Provide regular updates to the President and/or district leadership. • Liaise and coordinate with the District EOC Manager (S&RM) • Reports to College President.

| Positions/Departments	Responsibilities
Public Information Officer	• Communicate with the public, media, and/or coordinate with other agencies, as necessary, with incident related information requirements. • Develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations. • May assign assistants, as necessary. • Coordinate with supporting PIOs representing other responding agencies or jurisdictions.
Campus Technology Services	• Support communication and network systems in the CECC during activation. • Ensure interoperability of telecommunications and maintain backup emergency communications. • Provide technical assistance in data retrieval and restoration. • Assess, troubleshoot, maintain, and support the college communications and network infrastructure.
Facilities, Maintenance & Operations	• Coordinate debris removal and/or disposal in an orderly and timely fashion. • Coordinate building and facility inspections to assess for structural damage. • Coordinate the protection and emergency repair of college buildings, power, water utilities, roadways, grounds, and equipment. • Provide technical knowledge about the facility
SBCCD Police	• Liaise with and support the Incident Command Post • Coordinate access control, site security, and traffic and crowd control. • Liaise and coordinate with external first responder agencies.
Office of the Vice President of Instruction	• Provide recommendations regarding canceling classes to the College President during an emergency. • Provide guidance to faculty and instructors regarding class cancellation procedures due to an emergency. • Coordinate classroom and research accommodations, including any necessary class relocations.
Office of the Vice President of Student Services	• Identify and prioritize which student services will be needed and determine if they are functional. • Ensure that available mental health resources are identified and mobilized as required. • Identify and coordinate programs and activities for the college community during incident response and recovery. Programs may include social activities, mass, and vigils.
District Safety & Risk Management	• Liaise and coordinate with the VPAS to strategize overall college response.

Information Management and Documentation

Information is gathered from ICP, the CECCs, and other sources, then analyzed and compiled. Types of information-sharing reports are described in **Table 3. Information-Sharing Reports**. The flow of information between departments, the CECC, and the EOC in incident management is displayed in **Figure 6**.

Table 3. Information-Sharing Reports

Planning Product	Description/Contents	Dissemination
Department Status Report (DSR)	When requested by the CECC or Site Safety Officer, departments may complete this informational document to describe problems/urgent needs in their department.	Department Head will provide the DSR to the CECC or Site Safety Officer.
Incident Action Plan (IAP)	ICP and CECC may develop IAPs that describe incident objectives, tactics, organizational assignments, communications, etc. The CECC may develop this operational document for pre-planned events or incidents anticipated to extend beyond one operational period.	Site Safety Officer will provide the IAP to ICP, EOC, and partner agencies when developed.
Situation Reports (SitReps)	A SitRep is an informational document that provides updates on an as-needed basis and at the end of each operating period to share situation updates. The ICP, CECC, or EOC may develop SitReps.	The ICP and CECC will provide SitReps to the EOC. The EOC will compile and disseminate SitReps to ICP, CECCs, and partner agencies.
After Action Report and Improvement Plan (AAR/IP)	An AAR/IP is a incident summary report that includes strengths, areas for improvement and strategies for improvement.	The Site Safety Officer, with guidance from the District S&RM Department, will develop and distribute as necessary.

Figure 6. Flow of Information
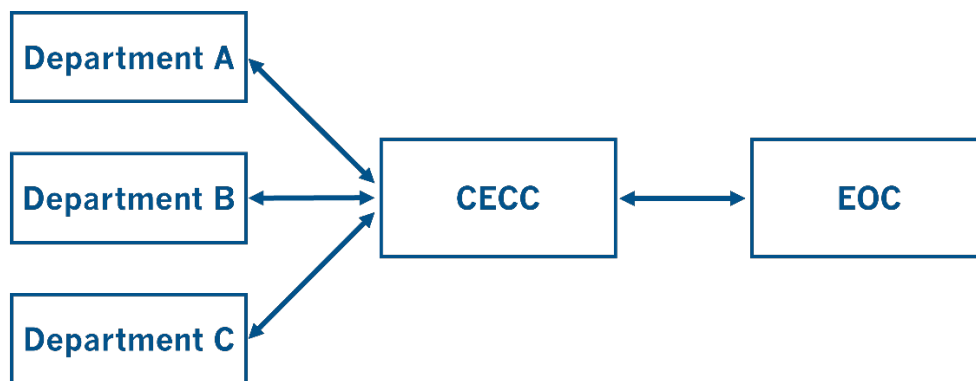
Deactivation

The CECC will demobilize as the incident stabilizes and transitions to recovery. The Site Safety Officer may demobilize positions, while some positions may remain active in some capacity during the recovery phase.

The following incident characteristics should be considered for deactivation to occur:
- Incident is resolved.

- No further response or recovery measures are necessary.
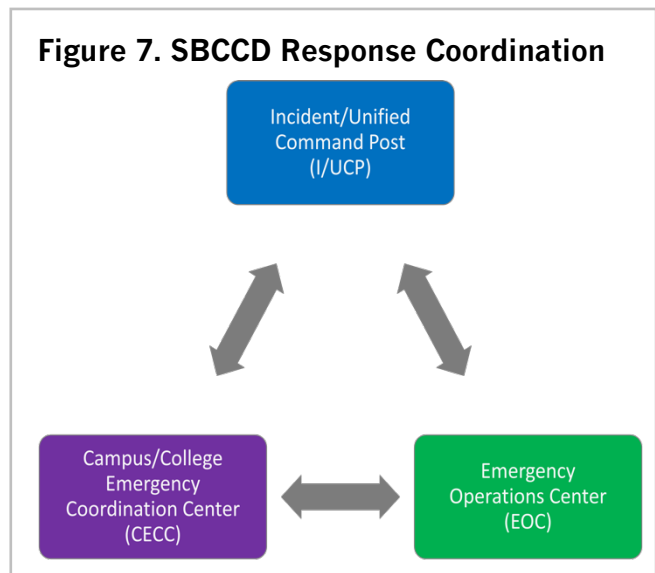- Incident dynamics return to being manageable at the department level.

Deactivation requires two key functions:
- Demobilization of CECC response personnel (returning employees to their regular duties)
- Documentation of the incident (e.g., develop an AAR/IP)

ICP, CECC, and EOC Interface

Once an ICP(s), EOC, and CECC(s) are established, each entity will establish and maintain communications with the other two entities. The three will engage in ongoing information-sharing, providing status updates, and coordinating support for incident management. **Figure 7** illustrates the coordination flow of the ICP, CECC, and EOC.

In the case that the ICP and at least one other entity are activated, field units (e.g., building Captains, etc.) must report to the ICP for direction and control (until instructed otherwise by the ICP); however, policy and decision-making and information collection and dissemination occur in the EOC.

Figure 7. SBCCD Response Coordination

Incident/Unified Command Post (I/UCP)

Campus/College Emergency Coordination Center (CECC)

Emergency Operations Center (EOC)

EMERGENCY COMMUNICATIONS AND PUBLIC INFORMATION

All reasonable modes of communication should be used by those designated to communicate during emergencies and disruptions. These modes may include websites, social media, email listservs, outdoor electronic bulletin boards, emergency notification systems and other text-based modes of communication that may be available to communicate with students, such as chatbots.

Emergency Communications

During an emergency, c and District personnel may use the following modes of communication for coordinating response activities and personnel:
- 800 Megahertz Radios
- Cellular Phones
- Microsoft Teams
- Email

Public Information, Alert, and Warning

The emergency notification system (ENS) enables CHC to rapidly communicate emergency information with the entire college community or segments of the community. The ENS is managed and maintained by SBCCD Police Department. Some or all of the delivery methods listed below may be used to push emergency information through the ENS. The additional communication methods may be deployed to supplement the ENS are described in **Table 4**.

- College email
- SMS text messages
- Phone call

Table 4. CHC Communication Systems

Communication System	Managing Department(s)
CHC Website Foundation	Michelle Riggs
CHC Social Media Foundation	Michelle Riggs
Sirens (outdoor warning system)	Demian Brunty
Rave Alert	SBCCD Police, S&RM, and District Technology Services
Informacast	District Technology Services
Television broadcast	KVCR
Fire Panel System/Emergency Communications System (ECS) Interface	
Patrol Car Announcements	SBCCD Police Department

Figure 8. SBCCD Notification Responsibilities
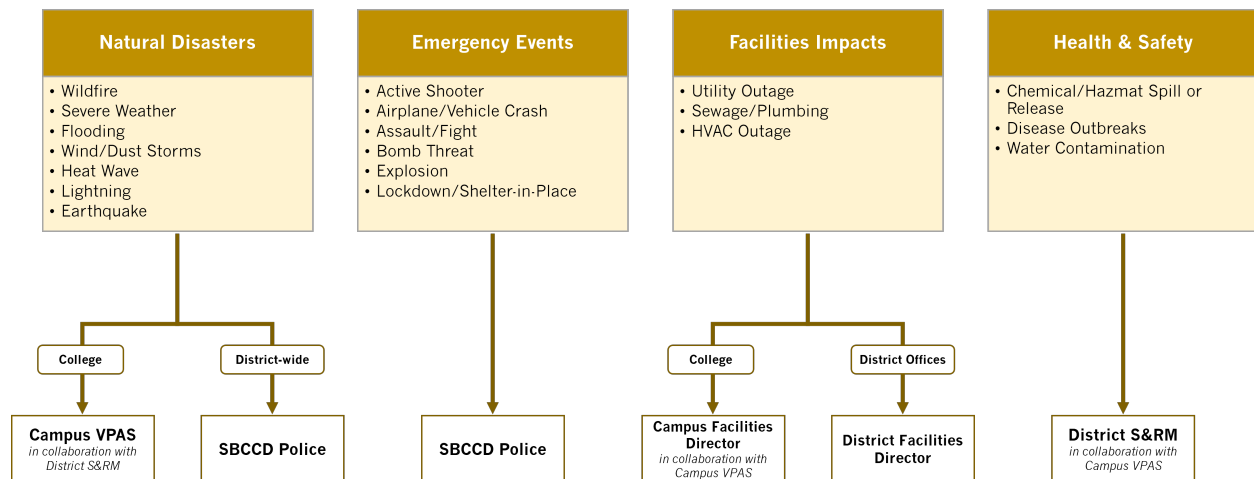
Media and External Communications

The college PIO will lead and coordinate incident-related public information activities for the CHC. Departments and individual employees should direct all media and external inquiries to the PIO. In the event, the incident impacts exceed CHC response capacity, the college PIO

will transition the media and external communications lead to the District PIO and support as needed.

PLAN MAINTENANCE, TRAINING & EXERCISE

The District S&RM Department will develop, review, and update this plan in consultation with the Site Safety Officer at the beginning of each fiscal year.

The Site Safety Officer, with guidance from the District S&RM Department, will identify CECC responders, coordinate training for them and other emergency management training for the greater college community. Additionally, the Site Safety Officer will maintain training records and submit them to District S&RM Department.

Under the direction of the District S&RM Department, this plan should be exercised at least annually utilizing a table-top, functional, or full-scale exercise format. Tests and exercises should include, whenever possible, partner agencies that interface with college officials during an emergency. Actual emergency situations serious enough to require activation of the emergency management plan and activation of the CECC will suffice to meet the requirements for an exercise.

ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
AAR/IP	After Action Report and Improvement Plan
CECC	College Emergency Coordination Center
CHC	Crafton Hills College
CRP	College Readiness Plan
DSR	Department Status Report
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ICP	Incident Command Post
M&O	Maintenance & Operations
PIO	Public information Officer
SBCCD	San Bernardino Community College District
SitRep	Situation Report
VP	Vice President
VPAS	Vice President of Administrative Services
S&RM	Safety and Risk Management

ATTACHMENTS

Evacuation Maps

CHC EVACUATION SITES

Revised Fall 2016

FOR OFFICIAL USE ONLY

College Emergency Response Procedures

San Bernardino Community College District
EMERGENCY ACTION FLIP CHART

IN CASE OF EMERGENCY
DIAL 911

PROVIDE ADDRESS, BUILDING NAME, ROOM NUMBER
STAY ON PHONE WITH DISPATCHER UNTIL RELEASED

Revised: 11/02/2022

The San Bernardino Community College District has developed this quick reference, "Emergency Procedures Flipchart," to assist you by providing the appropriate procedures to follow in the event of emergency situations. The information and guidance contained herein was developed to save lives, protect property, ensure the rapid resumption of essential services, and restore normal District and College operations with minimal interruption.

Please read and become familiar with this information.

AIRPLANE or VEHICLE CRASH

- **Call or have someone else call 911 immediately.**

- Move staff, faculty, students, and visitors away from the immediate vicinity of the crash.

- If necessary, evacuate staff, faculty, students, and visitors to a safe evacuation area away from the crash scene.

- Check to ensure that all staff, faculty, students, and visitors have evacuated.

- Maintain control of staff, faculty, students, and visitors to ensure a safe distance from the crash site.

- Document and report the names of individuals who are unaccounted for or absent.

- **If trained and the scene is safe**, be prepared to initiate first aid for any injured staff, faculty, students, and visitors.

- Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

AIRPLANE or VEHICLE CRASH

ASSAULT/FIGHTING

- **Call or have someone else call 911 immediately.**

- If safe to do so, verbally direct combatants to stop fighting.

- **DO NOT** attempt to separate combatants during a physical altercation.

- Try to keep combatants isolated from others, if possible, until SBCCD PD arrives.

- **If trained and the scene is safe,** be prepared to initiate first aid for any injured staff, faculty, students, and visitors.

ASSAULT/FIGHTING

CHEMICAL OR HAZ MAT SPILL

In the event of **ANY** spillage of a dangerous chemical or hazardous material:

- Evacuate the area as necessary for safety:

- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill.

- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.

- Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.

- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- Avoid physical contact with others as much as possible.

- Remain in the vicinity and provide their names to first responders.

- To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.

- **DO NOT** return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

Required first aid and clean-up by specialized authorities should begin as soon as possible.

<div style="background-color:red;color:white;text-align:center;font-weight:bold;">CHEMICAL OR HAZ MAT SPILL</div>

FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.

- **Call or have someone else call 911 immediately and describe the location and size of the fire.**

- Evacuate the area if you are unable to put the fire out.

- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.

EVACUATE when the sound of the fire alarm is heard.

- **DO NOT** attempt to save possessions or collections at the risk of personal injury.

- **DO NOT USE ELEVATORS** to evacuate a building.

- Never allow the fire to come between you and the exit.

- Report to an evacuation site away from the fire.

- Document and report the names of individuals who are unaccounted for or absent.

- **If trained and the scene is safe**, be prepared to initiate first aid for any injured staff, faculty, students, and visitors.

- **DO NOT** return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

FIRE

BOMB THREAT

If you receive a direct bomb threat via phone:

- **Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.**

- Keep the caller on the phone as long as possible and ask the following questions:

   o   When and where is the bomb right now?

   o   When is the bomb going to explode?

   o   What kind of bomb is it?

   o   What does it look like?

   o   Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc., that do not belong to anyone or seem to be out of place.

- Limit usage of cell phones, radios, or fire alarm systems due to the risk of activating a device.

- If a suspicious device or package is found … **DO NOT TOUCH IT!**

- Clear the immediate area and call 911 immediately from a safe distance.

- If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.

- Document and report the names of individuals who are unaccounted for or absent.

- If trained and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students, and visitors.

BOMB THREAT

EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.

- **Call or have someone else call 911 immediately.**

- If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.

- Beware of falling debris and electrical wires as you evacuate.

- Document and report the names of individuals who are unaccounted for or absent.

- If trained and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students, and visitors.

- **DO NOT** return to any affected area, building, or facility unless it is declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER / ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- **Immediately call or direct someone to call 911.**

- **Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator.**

- **To increase everyone's safety obey the verbal commands of any law enforcement personnel *(i.e., freeze, halt, stop, raise your hands, etc.).***

There are three basic actions one should take in such a violent situation: **Run, Hide, or Fight.**

1. **Run** – Escape the area whenever possible and then notify authorities only when it's safe to do so.

2. **Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities only if it's safe to do so.

   Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

3. **Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, or suspicious situation, or for non-emergency inquiries, call the SBCCD PD at (909) 384-4491.

ACTIVE SHOOTER / ARMED INTRUDER

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent intruder from entering occupied buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, and visitors from danger while on college or at any District facility.

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or college administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to LOCKDOWN procedures.

When a LOCKDOWN order is given, you should:

- Immediately close and lock all doors (if possible and safe to do so).

- Close all windows and lower/close all window shades or blinds (if possible and safe to do so).

- Turn off the lights.

- Block any hallway in-door windows (if possible and safe to do so).

- Move away from doors and windows and get down on the floor to avoid discovery.

- Silence all mobile devices (phones, tablets, laptops, etc.).

- Assist those needing any special assistance.

- Document and report the names of individuals who are unaccounted for or absent.

- **If the scene is safe and you are trained to do so**, initiate first aid for any injured staff, faculty, students, and visitors.

- Remain in the classroom or secured area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students, and visitors from any outdoor hazard (extreme weather, airborne contaminants, chemical release, and temporary incident).

This procedure includes closing all doors, windows, and vents to outside air.

The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or college administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to SHELTER-IN-PLACE procedures.

When a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.

- Immediately close and lock all doors.

- Close and secure all windows.

- Move away from doors and windows.

- Assist those needing any special assistance.

- Document and report the names of individuals who are unaccounted for or absent.

- **If the scene is safe, and you are trained to do so**, initiate first aid for any injured staff, faculty, students, and visitors.

- Remain in the classroom or secured area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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SHELTER-IN-PLACE

</div>

POWER OUTAGE

Although our electrical power delivery system is considered reliable, occasionally system failures that impact our college community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The college community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of college closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to the Laboratory section below).

- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.

- Follow the instructions of the administration throughout the outage.

- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.

- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.

- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.

- Once the power outage has ended, faculty and students can enter the building, and the class session can begin (for laboratories, refer to the Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.

- Staff should follow the instructions of their supervisor throughout the outage.

- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.

- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below.) If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.

- Secure all chemicals that are being used.

- Turn off all heat sources (gas or electric burners) to prevent fires.

- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.

- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.

Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.

- Check for unusual odors. Could be the sign of a leak or spill.

- Check the temperatures in cold storage units. Reset alarms if needed.

- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.

- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM

- Gather your personal belongings.

- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.

- Proceed to the nearest exit.

- Faculty and staff should assist with building evacuation and assist individuals with disabilities.

- **DO NOT USE ELEVATORS TO EXIT** even if they appear to be functioning.

- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.

- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.

- If directed to leave college, drive in an orderly and safe manner and follow the directions of public and/or college safety personnel.

POWER OUTAGE

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- **<u>R</u>espirations – difficulty or no breathing?**

- **<u>P</u>ulse – weak or no heart rate?**

- **<u>R</u>esponsive – not awake /not alert?**

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency **situation**?

- What is the **background** of the emergency?

- What's your **assessment**?

- What **response** do you expect?

- Where is the **location** of the emergency? – SBVC or CHC, building name, room number, phone number, etc.

Before help arrives, if you are trained and the scene is safe:

- **Bleeding** – apply pressure.

- **Fracture** – don't move the person unless they must be moved to avoid further injury.

- **No Breathing or Pulse** – begin CPR and send someone for AED.

- **Seizure** – help to the floor, protect head; do not try to restrain.

- **Choking** – Back blows and abdominal thrusts.

- **Emotional Upsets/Suicidal** – stay with the person until help arrives.

- **Impaled Object** – **don't remove the object**; just support the object with bandages.

- **Vomiting** – move the person onto their side.

- Stay with the victim providing reassurance that help is on the way and keep them comfortable.

- Stay at the scene until help arrives and clear "on-lookers" from the scene.

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available college medical supplies.

- After initial treatment, **students** should be referred to the Student Health Center.

- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

MEDICAL EMERGENCY & FIRST AID

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:

- Direct the evacuation of employees, students, or visitors to designated Evacuation Sites (see Evacuation Site map).

- If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).

- If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e., Building Captain supplies).

- Shut all doors behind you to slow the spread of fire, smoke, and water.

- Proceed as quickly as possible but in an orderly manner.

- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.

- Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.

- Document and report the names of any known individuals who are unaccounted for or absent.

- If trained, and the scene is safe, be prepared to initiate first aid.

Evacuation of Persons with Disabilities

- Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest evacuation site or area of safe refuge.

- Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.

- Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.

- **If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.**

EARTHQUAKE

If Indoors:

- When the earth begins shaking **DROP, COVER and HOLD ON**.

- **DO NOT** evacuate immediately during the earthquake.

- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.

- Protect yourself at all times and be prepared for aftershocks.

- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- Assist any individuals with physical disabilities and find a safe place for them.

- **Call or have someone else call 911 immediately.**

- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.

- Proceed to the designated evacuation site.

- Document and report the names of individuals who are unaccounted for or absent.

- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If Outdoors:

- When the earth begins shaking **DROP, COVER and HOLD ON**.

- Move quickly away from buildings, utility poles, and other structures.

- Be alert for gas leaks, live wires, flooding, etc.

- Protect yourself at all times and be prepared for aftershocks.

- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- Assist any individuals with physical disabilities and find a safe place for them.

- **Call or have someone else call 911 immediately.**

- Proceed to the designated evacuation site.

- Document and report the names of individuals who are unaccounted for or absent.

- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- **DO NOT** return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

EARTHQUAKE

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a particular college or the entire District, the need for a coordinated response will be necessary. The plan for a major disaster is contained in the District's Emergency Operations Plan. The plan is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency.

DISASTER MANAGEMENT

FLOODING

If Indoors:

- If notified that flooding is possible, take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.

- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.

- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.

- Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.

- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.

- **DO NOT** return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

If Outdoors:

- **DO NOT** try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.

- Stay away from flooded areas unless authorities ask for volunteers.

- Stay away from downed power lines.

- Be aware of areas where flood waters may have receded and may have weakened road surfaces.

- Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- Only authorized district or college personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.

- Report broken utility lines to the appropriate authorities.

- Document and report the names of individuals who are unaccounted for or absent.

- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- **DO NOT** return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, or an SBCCD administration.

- **DO NOT** throw away any flood-damaged items until an official inventory has been taken.

College Supply List

CHC maintains the following supplies:

- Moving Blankets (40)
- Stop the Bleed/Trauma kits, including tourniquet (20)
- Building Captain Bags (25)
- Ceramic Water Filters, gravity feed (3)
- Emergency Food (quantity?)
- 28 First Aid Kits
- 6 AEDs
- Emergency two-way analog radios (20) – used by EMS but can be utilized by college in an emergency