

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## **AR 3505 Emergency Response Plan**

### **References**

Education Code Sections 32280 et seq. and 71095  
Government Code Sections 3100 and 8607(a)  
Homeland Security Act of 2002  
National Fire Protection Association 1600  
Homeland Security Presidential Directive-5  
Executive Order S-2-05  
California Code of Regulations Title 19, Sections 2400-2450  
34 Code of Federal Regulations Section 668.46(b)(13) and (g)

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management Systems (SEMS) and should incorporate the functions and principles of the Incident Command Systems (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site at [www.rscdd.edu](http://www.rscdd.edu) and on the employee intranet at the following link: <https://intranet.rscdd.edu/Safety-Risk-Management/Emergency-Operations-Plan/Pages/default.aspx>.

All members of the campus community are notified on an annual basis that they should call 9-1-1 or the District Safety & Security Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students or employees on campus. The District Safety & Security Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document these types of incidents and to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the appropriate segments of the campus community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: District Safety & Security Department compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The District has various systems in place for communicating emergency information quickly. These methods of communication include; e-mail, text messaging, phone announcements, public address system, and social media platforms such as Facebook and Twitter. The District will post updates during a critical incident on the District web site, and via the other forms of emergency notifications. The District uses RAVE Guardian for the issuing of emergency messages. All staff, faculty and currently enrolled students are automatically included in any emergency messages.

The District's Chief Communications Officer will be responsible for the dissemination of emergency information to the larger community through press releases, website updates, and social media updates.

### **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

An evacuation drill is coordinated by the District Safety & Security Department at least twice a year for all facilities on campus. These drills are scheduled to take place in the Fall and Spring semesters. Students and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Each campus has pre-designated locations for evacuation and publishes these on their website and in other emergency plans. These locations can be affected by time of day, location of the building being evacuated, and other factors such as the location and nature of the threat. In both cases, the District Safety & Security Department and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District Safety & Security Department and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

### **PURPOSE**

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Chancellor or their delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

### **RESPONSIBILITY**

Government Code Sections 3100-3101 state that all employees of the District are declared Disaster Service Workers during emergencies, subject to such activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

## **EMERGENCY OPERATIONS CENTER (EOC)**

Each campus has an Emergency Operations Center (EOC) that can be activated during emergency situations. The EOC may be staffed by one or more key administrators, depending on the situation, and the EOC staff will direct the campus response to the emergency, coordinating with first responders for outside support. The Campus EOC's will communicate directly with the District EOC and the District EOC will be responsible to update the County EOC of the status of our emergency and to coordinate with them with requests for outside support.

The EOC is composed of key administrators and their function is to coordinate emergency efforts including:

- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "All-Clear" when the disaster is over

All press releases will be prepared by the Chief Communications Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

## **PREPAREDNESS**

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with outside agencies. All employees of the District receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

## **EMERGENCY CHAIN OF COMMAND**

All emergency situations should be notified to District Safety & Security who will make the notifications necessary to the key administrators. District Safety & Security is available 24-hours a day/seven days a week at 714 564 6330.

## **INSTRUCTORS: RESPONSIBILITIES**

1. Assess overall situation in classroom
2. Coordinate evacuation with assistance from Building Captains and Floor Wardens from classroom if necessary.
3. Assist disabled individuals out of buildings without use of elevators.
4. Initiate first aid if qualified individual is available.
5. Take a roll call once your students are out of the building and report, to the Floor Wardens or Building Captains.
6. Assist area managers as necessary.

Remember, in the event of a major disaster, **every** community college employee automatically becomes a Disaster Service Worker under Government Code Sections 3100-3101.

## **OTHER EMPLOYEES: RESPONSIBILITIES**

1. Follow survival instructions.
2. Evacuate area if necessary.
3. Assess immediate problems if possible.
4. Report to area assembly point when safe.
5. Assist area manager, as needed:
  - a. Performing first aid (if qualified)
  - b. Serving as a communication runner, etc.

- c. Conducting record keeping and note taking

## **EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE**

### **Earthquake Survival Instructions – Drop, Cover and Hold On!**

During the earthquake:

- Keep calm—do not run or panic.
- Remain where you are - indoors or outdoors.
- If indoors, stay indoors. Take cover under desk, table, or bench or in doorways, halls, or against inside walls. Stay away from glass windows or sky lights. Do not use elevators. Do not run outdoors! You may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake.
- If outdoors, get away from buildings. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
- Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
- Protect yourself FIRST, then after shaking stops protect and/or help others.

After the earthquake

- If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person.
- Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass.
- Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline.
- Restrict phone use to emergencies only.
- Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.

## **EXPLOSIONS: RESPONSIBILITIES IN CASE OF EXPLOSION**

In the event of an explosion in the building, employees should:

- Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Set off fire alarm. Stay at the fire alarm, if safe to do so.
- Call for help. Dial 9-1-1, 714 564 6330 or dialing 333 from campus phone.
- After the effects of the explosion have subsided, determine if evacuations are necessary.
- If evacuation is necessary, exit building as directed. Seek out any disabled persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator.
- Upon leaving the building, proceed to designated emergency assembly areas and await further instructions.

## **FIRE: RESPONSIBILITIES IN CASE OF FIRE.**

- Pull the Fire Alarm.
- Call for help. Dial 911
- If fire can be easily extinguished, attempt to do so if you have been trained, you have called for help, people have started evacuating and it is safe to do so.
- Seek out and assist disabled persons in the area.
- Evacuate the building if necessary, closing fire doors.
- If evacuated, proceed to designated emergency area for further instructions.

## **EVACUATION: RESPONSIBILITIES IN CASE OF EVACUATION**

The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible.

- Building Evacuation: Occupants should proceed to a clear or safe area near the evacuated building as shown on emergency evacuation route posted in classrooms.
- Key administrators, building captains, floor wardens or other emergency personnel will be available to direct evacuees to clear or safe areas.
- Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages, if necessary.
- Wheelchair students should be assisted to safe area, such as the top of the stairs, Notifications should be made to District Safety & Security, building captains or floor wardens to make arrangements to have the individual safely evacuated.
- When evacuating building, occupants should walk, remain quiet, grasp handrails, and follow all other emergency instructions.
- Occupants will gather in the emergency assembly area and await further instructions.
- Do not re-enter the building until instructed to do so by Command Post personnel.

## **BOMB THREATS: RESPONSIBILITIES IN CASE OF BOMB THREATS**

Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify District Safety & Security at 714 564 6330 or 911.

- Take the caller seriously, but remain calm,
- Get as much information from the caller as possible,
- Tell a nearby co-worker, to contact District Safety & Security at 714 564 6330,
- Do not discuss the threat in public,
- If a bomb threat is received by phone, ask lots of questions, such as:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
- Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
  - Time of call
  - Date of call
  - Exact words of person
  - Sex, age
  - Speech pattern
  - Background noises
- If a bomb threat is received by mail, employees should:
  - Not handle the envelope or package
  - Leave the immediate area
  - Notify the District Safety & Security at 714 564 6330 or 911 and stop anyone from entering the area or handling the written note.
- If a suspicious object is discovered, the employee should:
  - Not attempt to touch or move the object or use any radio equipment.
  - Evacuate immediate area only.

- Notify District Safety & Security at 714 564 6330 or 911 and await further instructions from operator.

### **CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL**

- If this is an emergency or if anyone is in danger CALL 9-1-1 or Campus Safety.
- Notify Campus Safety for any spills over 5-gallons, or if the spill is from an unknown chemical, or a spill of any quantity of a highly toxic substance.
- If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.
- Follow the instructions of emergency personnel.
- Notify emergency personnel if you have been exposed or if you have information about the release.
- Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper personal protective equipment (PPE) such as gloves and goggles.
- If directed to evacuate the building, once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
- Do not return to a building until told to do so or until it is announced that all is clear.

### **ACTIVE SHOOTER – RUN, HIDE, OR FIGHT!**

- If outdoors, **RUN** away from gunshots and find a place of safety.
- If you are in a classroom or office, assess the closeness of the shots. Run away from the shots if safe.
- If not safe to run, **HIDE**. Remain in location and secure all doors. Place furniture or other heavy objects in front of door(s) to form a barricade if possible. Turn off the lights and silence your phones. Stay quiet and stay put until police officers give further Instructions.
- As a last resort, **Fight!**
- You may choose to fight back instead of being a passive target. An individual must use their own discretion about when they must engage a shooter for survival.

### **REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:**

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone the operator for assistance. Dial District Safety & Security at 714 564 6330 or 911.
- When calling, stay calm and carefully explain the problem and location to the dispatcher or Safety Officer.
- Quickly notify the dean or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.
- If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling District Safety & Security at 714 564 6330 or COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883.

### **REMAIN CALM – HELP OTHERS REMAIN CALM.**

For additional information about emergency preparedness, refer to the RSCCD Employee Intranet under Safety and Risk Management:

<https://intranet.rsccd.edu/Safety-Risk-Management/Pages/default.aspx>

**Responsible Manager: Chief, District Safety & Security**

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