CERRO COSO COMMUNITY COLLEGE
EMERGENCY ACTION PLAN

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INTRODUCTION

Purpose

The Kern Community College District (hereinafter “The District”) is committed to establishing and maintaining a safe and healthful workplace for all employees and students. The purpose of this plan is to provide a reasonable and organized method of maintaining a safe environment for students, faculty, staff, and visitors of the District and Colleges during emergency situations.

The information contained in this document will provide students and employees at Cerro Coso Community College with a better understanding of measures that can be taken to encourage a safe campus environment and to maintain a culture of safety. This manual includes basic guidelines to follow when faced with various emergencies.

Nothing in this emergency response plan shall limit the use of good judgment and common sense in dealing with matters not fully covered herein. The District and College emergency response plans shall be subordinate to local, state, or federal incident action plans during a disaster declared by those authorities.

A key objective of Cerro Coso Community College is to provide a safe and secure environment for all students, faculty, staff, and visitors, effectively developing and maintaining a culture of safety. Your safety is very important. However, we alone cannot provide a total isolation from crime or unsafe conditions. Each person on campus must share this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest level of safety within our community.

The College Emergency Action Plan is an integral part of the overall campus preparedness, response, and continuity of operations programs.

The Campus Safety Officer is responsible for the oversight and management of all safety and security related matters. Please do not hesitate to contact the campus safety officer with questions you might have regarding the information provided in this guide book or any other safety and security matters.

References

The following California regulations have requirements for emergency action plans. This plan has been developed to meet or exceed these requirements.

- Title 8, California Code of Regulations, §3203. Injury and Illness Prevention Program.
• California Government Code, §8607. Disaster Preparedness.
• California Education Code §67380 - 67385.7. Student Safety.

Definitions
For the purpose of this plan, the following terms shall be used in the context as defined:

COLLEGE PRESIDENT
The College President or Site Director, Supervisor, or the Chancellor, as appropriate.

EMPLOYEE/S
The term used to identify all employees of the District and for the purpose of this plan shall assume to include any and all students and visitors, where applicable.

INCIDENT COMMANDER
The person in charge of the local emergency responders such as the police or fire department.

INCIDENT RESPONSE TEAM
Those individuals identified by management as possessing special training and skills that could be beneficial to the college in responding to an emergency on a District facility and who may be requested by management to assist with the emergency. Because of the different sizes of facilities within the college’s service area, it shall be at the discretion of site management to identify these individuals and list them in any site specific emergency action plans that may be developed.

KERN COMMUNITY COLLEGE DISTRICT
All facilities owned and/or operated by the Kern Community College District.

SUPERVISOR
Any person serving in a supervisory role, including faculty in a classroom.

SENIOR SITE OFFICIAL
The representative from the specific site who is most knowledgeable about the operation of that site, who shall oversee all College personnel during the emergency and work as the liaison with the emergency responders. This position is not always based on the organizational chart but may deviate to utilize an individual who may be more knowledgeable in emergency operations.
National Incident Management System (NIMS) and State Incident Management System (SIMS)

This plan is intended to be used in conjunction with the procedures currently in place and being utilized by the local jurisdictions having emergency response responsibilities.

It should be remembered that the size of the College Incident Response Team supporting the incident will be dictated by the size and complexity of the incident.

To avoid confusion with the Incident Command System that will be established by emergency responders, the term Incident Commander shall not be used by College personnel and its use shall be reserved for use solely by the emergency responders. College personnel shall use the term Senior Site Official. (See Figure 1)

Coordination with Outside Agencies

The College shall make every effort to encourage and welcome local emergency responders to tour any District site.
General Information

EVACUATION DRILLS

The College Safety Officer will conduct a minimum of two emergency evacuation drills each year. They are also responsible for conducting yearly reviews of this policy to insure that it is up-to-date and accurate.

EMERGENCY EVACUATION PLAN

The Emergency Evacuation Plan (short version) with map shall be posted in all areas and reviewed by personnel regularly. (Example Appendix A)

Site specific drawings may be used.

Any technical questions associated with this plan should be directed to the Safety Officer and/or College President or their designee.

EMERGENCY ACTION PLAN

A complete and current copy of the Emergency Action Plan shall be maintained at the reception desk, administrative office, faculty chair offices, and Student Services offices for use during an emergency.

Copies of the Emergency Response Quick Reference Guide shall be maintained in all classrooms and offices.

SITE VISIT

College personnel required to perform their services at facilities not owned or operated by the District shall acquaint themselves with that facility’s emergency action procedures.

NOTIFICATIONS

The District Chancellor’s Office shall be notified of any emergency on any campus or facility that is owned or operated by the District as soon as possible.

If at any time the assistance of emergency response personnel is requested, and whether or not an evacuation takes place, the College President shall be advised.

SIGNIFICANT EVENT REPORTING

A significant event is considered to be any event that may result in the possibility of irreparable harm to the District, including to its property, employees, students and reputation, via a variety of means. Any significant events shall be reported by the Senior Site Official to the College President. The Chancellor’s Office shall be notified by the College President or his/her designee as soon as possible.
EMERGENCY EVACUATION

Emergency Evacuation Procedures

Employees will be made aware of an emergency evacuation when the individual recognizing the need for emergency evacuation communicates the need to the Safety Officer, College President, or designee.

In the event employees are notified of an emergency evacuation due to a fire, natural gas leak, hazardous material spill, or other emergency, all employees shall leave the building by the nearest exit. Upon exiting the building, all employees shall assemble at the Emergency Evacuation Assembly Area. All employees shall remain in the Emergency Evacuation Assembly Area until given instructions by a Senior Site Official.

- All employees shall maintain a clear path for egress for responding emergency vehicles.
- Elevators shall not be used during an emergency evacuation!

Personnel need to be aware of the potential hazards located in close proximity of the Emergency Evacuation Assembly Area. These hazards include, but are not limited, to the following:

- Vehicle parking
- Power lines
- Vehicle traffic

NO ONE MAY RE-ENTER A BUILDING THAT HAS BEEN EVACUATED UNTIL CLEARED BY THE SECURITY OFFICER OR SENIOR SITE OFFICIAL.
EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

Visual Disabilities

Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit. When you reach safety, orient the person to where he/she is and ask if any further assistance is needed.

Hearing Disabilities

A person with a hearing impairment may not hear the emergency alarm sound and will need an alternative warning technique. The best method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route.

EMERGENCY

Frantically shake the hand sign for the letter “e” back and forth from side to side. After showing the deaf person the above described hand sign, then indicate whether or not you want the individual to leave the building or remain inside. (See Figure 2)

Figure 2 - American Sign Language letter “E”
Ambulatory Disabilities

Since elevators shall not be used during an emergency evacuation, persons with mobility impairments will need assistance in evacuating unless they are on a ground floor with an accessible exit.

**AMBULATORY**

Persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs in an emergency situation with minor assistance. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk down stairs with some assistance; it is advisable that they wait until heavy traffic has cleared before they attempt to evacuate. Someone should walk beside them to provide assistance, if needed. If it is apparent there is no immediate danger, the person may choose to stay in the building until emergency personnel arrive and determine the necessity to evacuate.

**NON-AMBULATORY**

Evacuation of non-ambulatory persons is much more complicated than that of others. Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users before rescue personnel arrive because doing so may involve dangers of its own. It is never safe to move someone by lifting a wheelchair down the stairs. Wheelchairs have many moveable parts and vulnerable points that are not constructed to withstand the stress of lifting. Place the mobility-impaired person in a chair to safely move down the stairs. Such equipment is preferable to attempting to manually carry persons or move them in their wheelchairs. Unless danger is imminent, a wheelchair user should remain in the classroom with the door closed until emergency rescue personnel arrive and determine the necessity of their evacuation.

**Emergency Evacuation Drills shall be Conducted**

- For college facilities, at least bi-annually or as needed.
- For child care facilities, at least monthly.

**Specific Responsibilities**

**EMPLOYEE RESPONSIBILITIES**

All employees shall be familiar with and follow the procedures as outlined in this policy.

- Participate in drills and training sessions as required.
- Walk your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits.
- Know where hazardous conditions or situations in their area that may exist.
Know the location of hazardous materials.

Take charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Employees shall follow the procedures as outlined under “MEDICAL EMERGENCY.”

Employees shall report all injuries, regardless of severity, to their immediate Supervisors as soon as possible.

Know where the first aid kits are located in their assigned buildings.

Employees shall follow the procedures as outlined under “FIRE OR EXPLOSION.”

All fires shall be reported to the fire department immediately upon discovery.

Know how to report an emergency from the classroom being used.

Know where the fire alarm pull stations are located and how to use them if applicable.

Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.

Students should have a brief orientation on the first day of class to be made aware that evacuation is required when the fire alarm system is activated. They should know where the nearest exits are located. Sponsors of visitors and guests shall make certain that all visitors and guests are adequately briefed on the Emergency Action Plan as it applies to the site that is being visited.

Assure that persons with disabilities have the information they need to execute alternate emergency evacuation routes.

Upon becoming aware that an emergency evacuation is in progress, all employees shall insure that all other personnel in the area are aware of the evacuation, and then immediately report to the Emergency Evacuation Assembly Area. Once in this area, employees shall not leave until advised by the Senior Site Official or their designee. If the employee’s work ends while in the Emergency Evacuation Assembly Area, they will not leave until released by the Senior Site Official.

Under no circumstances will anyone discuss any matters related to the college with anyone other than district employees with a need to know. All media inquiries shall be directed to the College Public Information Officer or designee.

When answering the campus telephone, non-emergency related callers are to be informed the college is involved in an emergency operation and asked to call back at a later time.

**SUPERVISOR/FACULTY MEMBER RESPONSIBILITIES**

The Supervisor and classroom faculty are responsible to review with each employee or student upon initial assignment/first day of class, those parts of the Emergency Evacuation Plan that must
be known to protect themselves and others in the event of an emergency.

- When a Supervisor or faculty member becomes aware that an evacuation is taking place, they shall insure that all of their employees or students evacuate the facility and are accounted for.

- Supervisors and faculty are required to take a “roll call” of employees and students immediately upon arriving at the Emergency Evacuation Assembly Area and, upon completion, advise the Senior Site Official as soon as possible of the results. The Senior Site Official will notify Incident Command as soon as possible to identify missing personnel or students.

- Each supervisor or faculty shall maintain a roll-call sheet in a central location. The roll-call sheet shall be brought to the Emergency Evacuation Assembly Area during an evacuation. The roll-call sheet shall be regularly updated.

- During an emergency evacuation, supervisors and faculty members shall ensure that all employees or students have evacuated their assigned offices or classroom. The faculty member shall be the last person to leave the classroom and the door is to remain unlocked. The faculty member shall then report to the Emergency Evacuation Assembly Area and advice the Senior Site Official that all persons have left their classroom.

**SENIOR SITE OFFICIAL**

The duties of the Senior Site Official are outlined in Appendix B, “Senior Site Official Duties and Responsibilities.”

**NOTE:**

Once emergency responders arrive on the scene, the Senior Site Official will assume an advisory position, if requested by the Incident Commander. Once the college has declared an emergency, emergency responders will have complete control of the situation until the termination of the emergency.

Once this information has been provided, the Senior Site Official shall remain with the Incident Commander to act as college liaison until relieved by a more senior Senior Site Official.

The Senior Site Official shall designate an assistant whose primary responsibility will be to supervise the employees assembled in the Emergency Evacuation Assembly Area, and direct those employees tasked with assisting the emergency responders.

In the sections following this plan are site specific listings of the College officials who may act as Senior Site Official during an emergency.

If two or more individuals on the “Senior Site Official” list are going to be away from the facility for an extended period of time due to a vacation, business trip, etc., those individuals shall designate someone in writing (see example) to act on their behalf and distribute this notification to all
concerned individuals:

Example:

To all personnel:

During my absence from 1 April 2012 to 14 April 2012, I authorize Jim Smith to act on my behalf should an emergency arise.

As soon as it is permissible, those areas of the facility not affected by the emergency will be secured.

The Senior Site Official may deviate from these procedures when it is in the best interest of the employees’ safety.

**COLLEGE PRESIDENT**

The College President or designee shall review this policy and any other site specific emergency action plans annually with senior management to ensure that they are current and meet the needs of the campus.

The College President shall coordinate periodic evacuation drills with management and document the observations of that drill.

**Temporary Campus Closings**

The Director/Manager of each campus site shall confer with the President, Management Team, and other appropriate personnel regarding campus closures.

Once authorized, the designated Public Information Officer or his/her designee shall contact all area radio stations, television stations and other media outlets along with a CC Alert message to include cell phones, text messages, emails and update the website.

Students should listen to the local radio or television stations.

**EMPLOYEES**

*During work hours* - you will be notified by your immediate supervisor, supervising dean or his/her designee regarding temporary cancellations or campus closures.

*During site “closed” hours* - Listen to the local radio or television stations and check ccAlert notifications and the college website.
Command Center

A command center shall be established at the time of the incident at a location to be determined by the Senior Site Official based on the type, severity, and location of the incident.

Medical Emergency

An individual, upon discovering a need for emergency medical assistance, shall take action to assist an injured individual, based on their knowledge and training.

If an ambulance is NOT needed:

The incident must be reported to a Supervisor. The Supervisor will then take the appropriate action, complete an incident report and file with the College Human Resources Office or the Safety and Security Officer.

If an ambulance IS NEEDED:

- The individual will dial or have someone else dial 911 from a cell phone or 9-911 from a college phone.
- When they are finished giving the information, including specific building or location, the informant shall not hang up until instructed to do so by the emergency operator.

As soon as possible, the Senior Site Official shall be advised of the situation and a report generated. Personnel shall be positioned to help direct emergency responders to the injured party.

Remember, that more than one emergency vehicle will usually respond to the incident.

Fire or Explosion

**ACTIONS TO BE TAKEN DURING A FIRE:**

- Upon discovering a fire, dial or have someone else dial 911.
- When finished giving this information, the informant shall not hang up until told to do so by the emergency operator unless he/she feels that his/her life is in danger!
- If personnel feel it is safe, they may attempt to control the fire with portable fire extinguishers.
- **Notification of the fire department shall take priority over extinguishing efforts.**
- If the building is equipped with manual fire alarm pull boxes, they may be activated in the event of a fire.
- Not all alarm boxes are connected to an alarm monitoring station and may be designed as a
local alarm only.

- Actions will be taken in accordance with emergency evacuation procedures.
- Close all doors and windows to contain the fire.

**Automatic Sprinklers**

If at any time the automatic fire sprinkler alarm bells, located on the outside of any building, are ringing, that building shall be evacuated. The ringing of the alarm bells shall be treated as an actual emergency.

- Call 911.
- The Senior Site Official shall survey personnel to determine if there is a fire or what caused the activation of the alarm bells.
- During routine maintenance of the automatic sprinkler system, personnel may be advised to disregard the alarm bells. Once the maintenance has been completed, personnel shall be advised that if the alarm bells ring, they should assume it is an actual emergency.

**Areas with Fire Protection Systems**

For fires in areas that are protected by a Fire Protection System (i.e., kitchens, computer rooms, etc.) the system shall be activated by an employee as they leave the area, if it has not already been activated. (These systems should self-activate.)

Personnel working in these areas need to be familiar with how these systems are manually activated.

> **Once the system has been activated, employees should immediately leave the area. This is extremely important as the fire extinguishing agent that is discharged will deplete the oxygen level in the room which will result in an inadequate amount of breathable air for an individual to survive.**

**Trapped in a Building**

Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay close to the floor because the air will be cooler. Shout at regular intervals to alert rescue crews of your location. DO NOT PANIC!

**Hazardous Material Spill**

If the spill is deemed to pose a threat to employees, the public, or environment, and cannot be contained with campus resources, actions to be taken will be the same as if it were a fire emergency. Levels of threat posed by the spill shall be determined by specifications provided
in Material Safety Data Sheets (MSDS) which are maintained by each facility in a location to be
determined by District Safety and Risk Management. This location shall be identified in the site
specific section that pertains to that particular facility.

**ACTIONS TO BE TAKEN DURING A HAZARDOUS MATERIALS SPILL:**

- Upon discovering a hazardous materials spill, the individual will dial or have someone else
dial 911 from a cell phone or pay phone or 9-911 from a College phone.
- When finished giving spill information, the informant shall not hang up until told to do so by
the emergency operator unless he/she feels that his/her life is in danger!

Actions will be taken in accordance with emergency evacuation procedures.

**INDOORS**

- Do not move any electrical switches, including turning lights on or off as they could create an
ignition source.
- Be careful of ignition sources in the case of a flammable liquid spill.
- Isolate spill and keep personnel away from area.

**OUTDOORS**

- Evacuate from area all personnel not required to help with the incident, from area.
- If spill reaches vehicle traffic area(s), take action to prevent vehicle traffic from entering
area.

**AFTER THE SPILL**

- Chemical disposal shall be the responsibility of the District’s contracted hazardous material/
waste clean-up company.

**SPILL NOTIFICATION LIST**

The following agencies must be notified of all spills.

- Fire Department
- District Chancellor’s Office
- Site Supervisor

**Earthquake**

Each individual employee shall take whatever action is necessary to protect them, including STOP-
DROP-COVER.
INDOORS

• Get under desk or table.
• Stay away from computers, televisions, stacks of books, file cabinets and other heavy objects.
• Get as far away from the windows as possible.
• Drop to knees with your back to the window and your knees together.
• Clasp one hand firmly behind you head, covering the neck.
• Wrap the other arm around a table or chair leg.
• Bury your face in your arms, protecting head.
• Close eyes tightly.

OUTDOORS

• Direct employees and students away from buildings, trees, poles and overhead wires. STAY IN THE OPEN!
• Stay at least 200 feet away from all buildings.
• Protect as much of your exposed skin as possible using the drop position defined above.

After the earthquake, individuals shall take action, based on their training and knowledge, to go to the aid of those needing assistance.

Anticipate aftershocks.

Those who can shall evacuate to the Emergency Evacuation Assembly Area. The Senior Site Official shall be made aware of those people missing, those people who are trapped and/or injured, and any hazards that pose a threat to students, employees, the public, or the environment.

All emergency evacuation procedures shall be followed.

Adverse Weather

In the event high winds are anticipated, personnel shall ensure that all District property is secured against damage.

During electrical storms, all personnel shall remain indoors until the threat of lightning has passed.

Disruptive/Vagrant Visitors

Employees are to immediately notify their supervisor or security of the following:
• If a person appears on campus and is not an employee and is causing a disturbance;
• If a person is an unwanted visitor who creates a fearful situation and/or appears to have no purpose, business or reason for being on campus.

Bomb Threat

Should anyone receive a bomb threat over the site telephone, they shall try to obtain as much information as possible regarding the bomb. The information that is needed includes the following:

ANY INFORMATION ABOUT THE BOMB:

• What material it is made of?
• How long before the bomb will detonate?
• Where the bomb is located?

INFORMATION ABOUT THE CALLER:

• Male or female?
• Accents, slurred speech, speech impediment?
• Repeated use of phrases?
• Mannerisms -laughter, angry?
• Background noises - trains, traffic, etc.?
• Reason for bomb, is it directed against someone in particular?

As soon as possible, contact the emergency services via 911 and security.

Do not use radios or cell phones as this has the potential of triggering the bomb!

INITIATE EVACUATION PROCEDURES:

• The Senior Site Official shall determine if an evacuation is to take place based on information gathered on the severity of the threat.
• Initial evacuation shall begin with the building identified by the caller and any other buildings in close proximity.
• Senior Site Official should consider relocating the Emergency Evacuation Assembly Area to a location a greater distance from the facility.
• Senior Site Official should also consider having personnel place themselves behind protective obstructions, such as a solid wall.
• College personnel will not search for the explosive device without the approval of the Chancellor or College President.
Suspicious Package

SOME CHARACTERISTICS OF A SUSPICIOUS PACKAGE INCLUDE:

- Unexpected or from someone unfamiliar to you.
- Addressed to someone no longer with Cerro Coso Community College or other outdated address.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given its size or is lopsided.
- Restrictive markings such as “Personal” or “Confidential.”
- Exhibits protruding wires, strange odors, or stains.
- Making a ticking noise.
- Postmarked from a city which does not match the return address.
- Displays distorted handwriting or addresses with homemade labels or pasted lettering.
- Unprofessionally wrapped or secured with combinations of tape.
- Excessive postage.

WHAT TO DO IF YOU RECEIVE A SUSPECTED EXPLOSIVE DEVICE:

- Do not attempt to open the parcel!
- Evacuate the immediate area.
- Dial 911 and then call security.

WHAT TO DO IF YOU RECEIVE A SUSPECTED ANTHRAX THREAT BY MAIL:

- Do not handle the piece of mail or parcel suspected of contamination.
- Immediately wash your hands.
- Notify your supervisor, who will in turn notify law enforcement and security where applicable.
- Make sure that all suspicious packages are isolated and the immediate area is cordoned off.
- Ensure that all persons who came into contact with the parcel wash their hands with soap and water.
- List all persons who have touched the parcel and include their contact information.
• If the parcel has been opened and powder spills out, DO NOT ATTEMPT TO CLEAN IT UP! KEEP OTHERS AWAY FROM THE AREA.

Senior Site Official may consider relocating the Emergency Evacuation Assembly Area if it is in the best interest of the students, employees, and the public.

The person discovering the package should be prepared to give law enforcement a detailed description of the package.

**Lockdown**

Please keep in mind that there are times when a decision to evacuate may actually put students and staff at risk. If the situation dictates that it is best for students to remain locked down in their classrooms, a lockdown will be called and an immediate lockdown shall occur.

• When possible, all doors are to be immediately locked and persons that are outside are to come indoors.
• If the fire alarm is sounding and you hear a verbal command for a lockdown, obey the verbal command.
• During a lockdown remain in the locked room until directed to leave by law enforcement or the Senior Site Official.
• Do not leave the room until an “all clear” signal has been given.

The following situations may require that a lock down be immediately implemented at the affected site.

• Armed individual in the classroom.
• Gang fight/Riot/Threatening group.
• Hostage situation.
• Shooting/Person with a weapon.

**Armed Individual in Class**

• Do not confront the individual!
• Wait for campus security.
• Do not attempt to retrieve the weapon!
• Do not restrain or discipline the person.
• Stay calm and wait for law enforcement.
Gang Fight/Riot/Threatening Group

NOTIFY EMERGENCY RESPONDERS VIA 911:

- Stay on the phone until law enforcement arrives.
- Relay as much information as possible:
  - Who and how many are involved?
  - Specific location of occurrence.
  - Number of wounded?
  - Weapons involved?
  - Any background knowledge of trouble or participants.
- If there is fighting, do not try to break it up.
- Let law enforcement handle this situation.
- Treat the injured as much as possible.
- Anticipate a lock down will be implemented.
- Do not disturb the fight area as it is a crime scene.
- Be prepared to provide the names of potential witnesses.
- Contact the Senior Site Official or security with any rumors of potential fights or conflicts.

Hostage Situation

If you are taken hostage:

- Stay calm, no confrontation, no challenges, and no heroics!
- Obey the suspect’s commands. Do not argue or fight.
- Go into a rest mode, be passive. Tend to display more restful, sleepy behavior as opposed to being active.
- Try to calm the suspect and listen to their complaints or demands. Take notes about their complaints to show that you care.
- Keep the students calm and do not allow them to agitate the suspect.
- Ask the suspect for permission in all matters. Make an effort to build a rapport with the suspect.
• Provide your first name. If you can, find out their first name and use first names, including the students’ first names throughout the conversation. If you do not know the students’ first names, then refer to them as men, women or students.

• Encourage the suspect to release everyone.

• Keep all radios, television sets, and computers turned off. If possible and without increasing risk to you, minimize the possibility that the suspect can hear or see news reports. This could escalate the situation and keeping these devices off may help the situation.

• Be calm and patient. Wait for help.

• Keep in mind that the average hostage incident lasts approximately six to eight hours and the average barricade incident lasts approximately three hours. Time is on your side!

• Once the rescue by law enforcement begins, have all hostages lay on the floor to allow the rescuers a clear field of view of the entire area.

• Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed by law enforcement. Law enforcement will then make a positive identification of the suspect and release the victims.

• Anticipate a lockdown to protect student and staff members in their classrooms/ offices.

**Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation.

**Good practices for coping with an active shooter situation**

• Be aware of your environment and any possible dangers.

• Take note of the two nearest exits in any facility you visit.

• If you are in an office, stay there and secure the door.

• If you are in a hallway, get into a room and secure the door.

• As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
Responding When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
• Remain quiet.

If evacuation and hiding out are not possible:

• Remain calm.
• Dial 9-1-1, if possible, to alert police to the active shooter’s location.
• If you cannot speak, leave the line open and allow the dispatcher to listen.

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her.
• Throwing items and improvising weapons.
• Yelling.
• Committing to your actions.

REMEMBER, THIS PERSON(S) IS TRYING TO TAKE YOUR LIFE!

How to Respond When Law Enforcement Arrives

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
• Officers may be armed with rifles, shotguns, handguns.
• Officers may use pepper spray or tear gas to control the situation.
• Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

• Remain calm, and follow officers’ instructions.
• Put down any items in your hands (i.e., bags, jackets).
• Immediately raise hands and spread fingers.
• Keep hands visible at all times.
• Avoid making quick movements toward officers such as attempting to hold on to them for safety.
Avoid pointing, screaming and/or yelling.

Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter/s.
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Adapted from Department of Homeland Security publication “Active Shooter: How to Respond” published 2008

Sexual Assault Plan

WAYS TO LOWER YOUR RISK OF SEXUAL VIOLENCE — FOR WOMEN & MEN

- Be aware of your surroundings. There is a higher chance of avoiding sexual assault just by being aware of what and who is around you. Being cautious and alert can only be to your benefit.

- Know your sexual desires and limits. Believe in your right to set those limits. Be aware of social pressures.

- Communicate your limits as clearly as possible. If someone starts to offend you, tell him/her early and firmly. Being polite is O.K. as long as you are firm and assertive. Say “No” when you mean “No” and be prepared to repeat it.

- Dress comfortably. Dress as you please. However, non-restrictive clothing could be an advantage. Nobody asks to be sexually violated or raped. Be aware that if someone ignores your limits and assertiveness, you want to be able to run and fight back if needed. Tight
clothing, high heels, or baggy pants could be a disadvantage if you need to move quickly.

- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.

- Being turned down when you ask for sex is not a rejection of you personally. Women or men who say “No” to sex are not rejecting the person; they are expressing their desire to not participate in a single act. Your desires may be beyond your control but your actions are within your control.

- Accept the person’s decision. “No” means “No”. Don’t read other meanings into the answer. Don’t continue after “NO!” Do not assume that just because a person dresses in a sexy manner and flirts that they want to have sexual intercourse. Do not assume that previous permission for sexual contact applies to the current situation.

- Protect Yourself. If you are walking alone, try to have a whistle with you. If you find yourself in danger, blow the whistle to attract attention for help. Another item that may help you if in danger is chemical mace, to spray in attackers eyes. Using items such as keys, pencils, pens, or books can also be used to defend yourself against an attacker.

**NINE WAYS TO LOWER YOUR RISK OF RAPE**

Rape is not just an act committed in a dark alley by an unknown assailant. The truth is that most rapes occur in the victim’s home. About 60% of victims who report their rape know their assailants.

It is possible, however, to be aware without being afraid. Thinking and talking about the different types of sexual assault, and what you might do if you ever find yourself in a bad situation, can increase your chances of avoiding Rape.

- Always walk briskly; look alert and confident, avoid carrying objects requiring use of both arms.

- Stay away from isolated areas, day or night.

- Avoid walking alone when it is dark. Ask others to walk with you.

- If you are being followed, get away fast, change directions, and walk or run to a crowded area.

- Lock all doors to your car and residence at all times.

- Before you drive home, call your roommate, family or a friend so they will expect you and be aware if you are excessively late.

- Encourage group activities in early stages of a relationship.

- Take a self-defense class.
• Be aware of legislation that concerns your gender and contact legislators to express your views.

WHAT TO DO IN A RISKY SITUATION

• Stay calm-consider your options and how safe it would be to resist.
• Say “NO” strongly. Do not smile; do not act polite or friendly.
• Say something like, “Stop it. This is rape!” This might shock the rapist into stopping.
• If the rapist is unarmed, fight back physically, shout “NO!” and run away as soon as possible.
• If the rapist is armed, try to talk him out of continuing the assault, or try passive resistance (pretend to faint/vomit/urinate).

WHAT TO DO IN CASE OF A RAPE

• Get to a safe place.
• Call a friend or family member to be with you.
• Breathe deeply and remind yourself that you are of value, and that what has happened is wrong and in no way your fault.
• Call the police. A crime has been committed.
• Do not bathe, douche or change clothes. You may be destroying legal evidence, regardless of whether you pursue legal action or not.
• Go to a hospital emergency department for medical care. This can be done without police intervention, if that is your choice.
• Write down as much as you can remember about the circumstance of the assault and the identity of your assailant.
• Seek the counseling and legal assistance from a rape treatment center. The counselor there can help you deal with the consequences of an assault.

Reporting the assault is a way of regaining your sense of personal power and control. It enables you to actively protest the violent crime that has been committed against you.

Reporting and prosecuting the assailant are essential in establishing new norms that this behavior is NOT acceptable. Taking legal steps helps prevent rape and protect other potential victims.

HOW TO HELP A FRIEND

• Believe your friend. A few people are going to act as if your friend has lied or done something wrong. She/he will need your support.
• Listen carefully and do not laugh. People often laugh if they are embarrassed or nervous.

• Help your friend to report the rape to someone who can help - a counselor, school nurse, parent, child protective service worker, teacher, or police officer.

• Let your friend know it is not her/his fault. People who have been touched inappropriately often feel that they have done something wrong.

• Be confidential and protect your friend’s privacy. Talk to a trusted adult if this situation is bothering you.

• Be verbal in letting your friend know that you care and that you support her/him.

DATING VIOLENCE

Abuse does not only mean physically hurting someone. Abuse also includes hurting someone psychologically/emotionally, verbally or sexually. One in three teenagers experiences violence in a dating relationship. Dating violence is aggressive, abusive and controlling behavior.

A FEW WARNING SIGNS THAT YOUR DATE MAY HAVE ABUSIVE BEHAVIOR

• Possessive
• Controlling
• Bad tempered/easily angered
• Isolates you from your friends or family
• Blames others for his/her problems
• Threatens force or violence
• Uses force during arguments
• Verbally abusive

IS YOUR RELATIONSHIP UNHEALTHY? ASK YOURSELF THESE QUESTIONS...

• Are you afraid of your partner?
• Does your partner choose who you hang out with?
• Is your partner making decisions for you?
• Does your partner humiliate you?
• Has your partner’s jealousy limited your independence?
• Has your partner ever kicked or punched you?
Are you afraid your partner may do these things?

Answering “yes” to the above questions is a definite sign of an unhealthy relationship. (Provided by Network for Battered Women)

WAYS TO PREVENT DATING VIOLENCE

• Consider double dates or being with a group when first going out.

• When going out, let a friend or parent know when you will be back. Tell your date that you have done this so he/she will acknowledge that someone is expecting you back at a certain time.

• Be assertive and direct. Be able to be straightforward about what you want, like or dislike in a relationship. Having these goals or plans will help create a positive outlook on the relationship.

HELP IS AVAILABLE

Remember that you are of importance and no one deserves to be abused or threatened. Turn to someone you can trust such as a teacher, family member, friend, counselor at psychological services, or a nurse at Health Services. These resources are here to specifically help you, so now it is your step to go there. (If you are under 18 years, teachers, healthcare providers and law enforcement agencies are required to report suspected abuse to Child Protective Services).

HELP SOMEONE ELSE

If you know someone who might be in an abusive relationship:

• Tell them you are worried.

• Be a good listener.

• Ask how you can help them seek help.

DOMESTIC VIOLENCE

Domestic Violence is legally defined as when spouses or intimate partners use physical violence, threats, emotional abuse, harassment or stalking to control the behavior of their partners. Domestic Violence is a crime, a learned behavior, and is a choice.

Think about the following questions to distinguish whether you or someone you know is a victim of domestic violence

• Has your partner or spouse ever hurt or threatened you or your children?

• Has your partner or spouse ever hurt your pets, broken objects in your home, or destroyed something that you especially cared about?
Does your partner or spouse throw or break objects in the home during arguments?

Does your partner or spouse act jealously, for example, always calling you at work or home to check up on you?

Does your partner or spouse accuse you of flirting with others or having affairs?

Does your spouse or partner make it hard for you to find or keep a job or to go to school?

Does your partner ever force you to have sex when you wish not to, or make you do things during sex that you do not want to?

**STEPS TO TAKE IN GETTING OUT OF DOMESTIC VIOLENCE**

- Call National Domestic Violence Hotline at 1-800-799-SAFE (7233). Ask for the nearest shelter and how to get there.

- Call family and friends and see if they would be willing to provide transportation, shelter, or anything else you may need.

- If you are unable to stay with family or friends, choose a hotel/motel in which you can stay. Find out the quickest way there.

- Also know that police stations, fire stations and hospitals are always a safe place to go. Make sure to know the fastest way to get there.

**FIVE WAYS TO ELIMINATE DOMESTIC VIOLENCE**

- **Know what Domestic Violence is.**
  When a spouse or intimate partner uses physical violence, threats, emotional abuse, harassment, or stalking to control the behavior of their partners, they are committing domestic violence

- **Develop a Safety Plan.**
  If you or someone you know is experiencing domestic violence, develop a safety plan. This may include setting aside an extra pair of keys, money, passports, etc. to ensure the fastest and safest route out of your home. Know where you can go ahead of time once leaving your home. Try to remember the crisis hotlines, as they can assist you at anytime.

- **Call 911.**
  Domestic violence is a crime. If you or someone you know is being battered, call 911 immediately for help.

- **Exercise your rights.**
  You and anyone you know who may be experiencing domestic violence have the right to go to court and petition for an order of protection.
• Get help for you (and/or you and your family).
There are shelters dedicated to victims of domestic violence. Be sure to call National Domestic Violence Hotline at 1-800-799-SAFE (7233) to find the shelter nearest you. If not choosing a shelter, do call the crisis hotline to assist you. They are here specifically to aid in your needs.

Remember, no one deserves abuse and that there is no excuse for domestic violence.

Sexual Assault Prevention Information from Merced College: http://www.mccd.edu/about_us/merced_college/operations/police/sa_prevention.html

WHO TO CALL FOR HELP

• Police 911
• National Domestic Violence Hotline 1 (800) 799-SAFE (7233) or 1-800-787-3224 (TDD)
• Assault Hotline 1-800-656-HOPE (4673)
• Office for Victims of Crime @ http://www.ojp.usdoj.gov/ovc/welcome.html

COMMUNITY SERVICES (RIDGECREST, CA)

• Women’s Center High Desert (760) 371-1969
• Family Resource Center (760) 375-4357

Facts About Assault

Rape is more than just unwanted sex. Rape is an act of violence because the rapist uses force as a motive for power and control. One out of every eight adult women has been a victim of forcible Rape. (National Victim Center and Crime Victims Research and Treatment Center, 1992).

Sexual assault is a crime of violence. Assailants seek to dominate, humiliate, and punish their victims.

Fact: Survivors exhibit a spectrum of emotional responses to assault: calm, hysteria, laughter, anger, apathy, shock. Each survivor copes with the trauma of the assault in a different way.

Fact: Seventy-five percent of all assaults are planned in advance.

Fact: As many as 80% of all assaults involve acquaintances. An assailant might be someone you know intimately, such as a coworker, a friend or a family member.

Fact: Many convicted sexual assailants are unable to remember what their victims looked like or were wearing. Nothing a person does or does not do causes a brutal crime like sexual assault.
Fact: Men fall victim for the same reasons as women—they are overwhelmed by threats or acts of physical and emotional violence. Also, most sexual assaults that involve an adult male victim are gang assaults.

Fact: Sadly, children are usually assaulted by acquaintances; a family member or other caretaking adult. Children are usually coerced into sexual activity by their assailant and are manipulated into silence by the assailant’s threats and/or promises, as well as their own feelings of guilt.

Fact: The only person who can prevent a rape is the person who commits it. Sometimes, fighting can increase the chances of getting seriously hurt.

**Confidentiality**

- All information concerning such incidents is confidential. No confidential information will be released to the media or any other party. Personal information will be given only to emergency medical personnel, police officials, and CCCC personnel who are acting in an official capacity.

- All efforts will be made to maintain the confidentiality of conversations with those directly involved in an incident. Responding personnel should take caution to prevent conversations about confidential matters from being overheard by others, or correspondence about these incidents from being seen.

- Interviews of witnesses or principals should not be conducted in public places if any reasonable alternative exists.

**Anti-Terrorist Alert Plan**

If an alert is received that indicates risk to a site, the local law enforcement agency shall contact the College President to advise of the threat. Action will be assessed and implemented as needed.

- Alert conditions will be determined by law enforcement.

- The College President shall notify the Chancellor’s Office as soon as possible.

**Risk Assessment**

Low to moderate risk is determined when a large number of public will be present on campus, or when hosting community events.

High risk is when large crowds are attending events such as Graduation.
Alert Conditions - Action Steps

LEVEL 1: GREEN - LOW

- College employees are informed and trained on safety and security procedures on an annual basis.
- Communication equipment is checked weekly to ensure proper operation.
- Security lights and alarms are inspected to ensure proper operation.
- Conduct annual security assessments of all buildings to identify and correct deficiencies.
- Mail and packages are carefully opened.
- Emergency drills are held each semester.

LEVEL 2: BLUE - GUARDED

- Implement Level 1 actions.
- Inform all employees of the change in alert level (via CC Alert) and that they should be more aware of suspicious persons, vehicles, mail, abandoned backpacks, etc.
- Employees are to report any suspicious behavior by calling campus security or law enforcement.
- Rooms that are not being used shall be kept locked.
- Maintenance and Operations Manager or his/her designee, will perform routine checks of buildings, parking lots, and grounds every morning and afternoon.
- Use extra precaution with mail and packages.
- Educate faculty and staff on opening mail and packages.
- Report suspicious persons to supervisor.

LEVEL 3: YELLOW - ELEVATED

- Implement Level 1 and 2 actions.
- Entrance to buildings will be restricted to no later than 10:00 PM.
- All buildings will be locked no later than 10:00 PM.
- Each building will have security and hall lights left on all night.
LEVEL 4: ORANGE - HIGH

- Implement Levels 1 through 3 actions
- Maintenance and Operations Manager and/or designees perform checks of buildings, parking lots, and grounds every hour.
- Mail and packages will be opened for inspection at a central location by an individual wearing appropriate protective clothing, i.e., gloves and mask.

LEVEL 5: RED - SEVERE

- Implement Levels 1 through 4 actions.
- High risk events shall be cancelled.
- Restrict parking to at least 300 feet from all buildings.
- Campus is evacuated and all buildings are locked.
- Access to buildings is limited to authorized personnel.
- Buildings shall remain locked until alert status is lowered.

Local Community Emergencies

SHELTER IN PLACE

If ordered to shelter in place, all doors and windows shall be sealed by placing rags or clothing around all cracks and openings. Personnel, including students, shall remain in their present location until given an All-Clear by law enforcement.

EVACUATION

College facilities: Classes shall be dismissed and all facilities shall be secured. Child care facilities: Facilities shall evacuate to a pre-designated evacuation site.

SITE USED AS AN EMERGENCY SHELTER/FIRE CAMP

The site shall provide whatever support is necessary as requested by the Incident Commander or their designated representative. The entire shelter operation shall be managed by the Incident Commander and the District personnel will assist only as requested.

Maintenance Emergencies

Maintenance Emergencies include the following:

POWER (ELECTRICAL) OUTAGES

- Assess the extent of the outage in the area.
• Report the outage.

• Assist other building occupants to move to a safe location. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.

• Implement a power outage plan. Evaluate the work areas for hazards created by power outage. Take actions to preserve human safety and health.

• Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.

• Keep refrigerators and freezers closed throughout the outage to help keep them cold.

• If needed, open windows (in mild weather) for additional light and ventilation.

• Never touch live wires.

• Do not attempt to rescue a person experiencing electrical shock.

• Shut off power where applicable.

**WATER LEAKS, RUPTURED WATER LINES**

• Water leaks shall be reported to the Maintenance and Operations Manager.

**GAS LEAKS**

• Do not turn on or off any electrical switches.

• Control all ignition sources.

• Evacuate the area and call the gas company.

• If inside of a structure, call the fire department.

**SEWAGE PROBLEMS**

Any sewage problem shall be reported to Maintenance and Operations Manager as soon as possible.

**Potentially Dangerous Animals**

Many of the sites within the Kern Community College District have the possibility of exposing faculty and students to potentially dangerous animals. The following are guidelines on what an individual should do when encountering one of these animals.

**WILD ANIMALS:**

• If you suddenly find yourself face to face with a wild animal, the “Three F Rule” will apply;
the animal will either: Fight, Flight, or Fright. STOP! MAKE NOISE, and watch the animal, avoid direct eye contact.

- Never stare at a wild animal, as doing so will be considered a threat. Always look to the side of the animals face; never use direct eye contact.

- Remember the saying “Keep them at arms distance.” This works. Hopefully, flight will be the animal’s choice and they will just walk or run away. Fright can turn to flight or fight. A frightened animal needs a path of escape and you should not be in it.

- Once you can, start to back away, watch the animal until you are safe. DO NOT TURN YOUR BACK ON THE ANIMAL AND RUN! Make sure all your movements are slow and away but still facing the animal.

- In the event you sight a dangerous animal but from a distance, report your location to security and/or animal control law enforcement immediately.

**HOW TO AVOID BEING BITTEN BY A DOG:**

- Don’t run past a dog. The dog’s natural instinct is to chase and catch prey.

- If a dog threatens you, don’t scream. Avoid eye contact. Try to remain motionless until the dog leaves, then back away slowly until the dog is out of sight.

- Don’t approach a strange dog, especially one that’s tethered or confined.

- People who choose to pet dogs should always let a dog see and sniff them before petting the animal.

- If you believe a dog is about to attack you, try to place something between you and the dog, such as a purse, a backpack, or a bicycle.

**SNAKE BITE:**

All snake bites need medical evaluation. If you are going to be greater than 30 minutes from an emergency room, take a SNAKE BITE KIT for outdoor trips.

All snakebites are to be treated as poisonous until snake is positively identified.

- DO NOT cut wound.

- DO NOT apply tourniquet.

- DO NOT apply ice.

- DO immobilize the bitten extremity at or below the level of the heart.

- DO make person lie down, keep at complete rest, avoid activity (walking).

- DO keep victim warm and calm.
• DO remove any restrictive clothing, rings, and watches.

Is snake poisonous? – If the answer is YES call 9-1-1

If the person is not breathing call 9-1-1.

Then:
• Flush bite with large amount of water.
• Wash with soap and water.
• Cover with clean, cool compress or moist dressing.
• Monitor pulse, color and respirations; prepare to perform CPR if needed.
• Identify snake – if dead, send with victim to hospital.
• Students may find own transportation for medical evaluation if condition is not life threatening.

Contact responsible administrator, safety officer, or security – ENCOURAGE MEDICAL CARE.

**SIGNS & SYMPTOMS OF POISONOUS BITE (IF ANY OF THE FOLLOWING SYMPTOMS APPEAR CALL 9-1-1)**

Mild to Moderate:
• Swelling, discoloration or pain at site
• Rapid pulse, weakness, sweating, fever
• Shortness of breath
• Burning, numbness or tingling sensation
• Blurred vision, dizziness, fainting
• Fang marks, nausea & vomiting, diarrhea

Severe:
• Swelling of tongue or throat
• Rapid swelling and numbness, severe pain, shock, pinpoint pupils, twitching, seizures, paralysis and unconsciousness
• Loss of muscle coordination
Automatic External Defibrillators

In the event of Sudden Cardiac Arrest, the procedures for the use of an Automated External Defibrillator device, pursuant to Policy 11K of the Kern Community College District, shall be as indicated below:

EMERGENCY PROCEDURES

A designated District or College Liaison who receives a report of or encounters a possible Sudden Cardiac Arrest victim shall do the following:

I. Immediately call 9-1-1, then notify the designated District or College Liaison who will respond with the nearest Automated Defibrillator device to the scene.

II. Provide first aid, including use of Automated External Defibrillator, as needed, until relieved by paramedics.

III. Collect information for completion of Contracted Agency Injury/Illness Report. All reports are submitted through the designated District or College Liaison chain of command.

CERRO COSO RIDGECREST CAMPUS

Designated College Liaisons
- Crystal Leffler
- Gale Lebsock
- Heather Ostash
- Jennifer San Nicolas
- Jill Board
- Valerie Karnes
- John Daly

AED Locations
- M&O Building
- Gym, near room 413
- Human Resources Office
- Child Development Center, Classroom 10

CERRO COSO EASTERN SIERRA CAMPUSES

Designated College Liaisons
- Deanna Campbell
- Caroline Sanderson

AED Locations
- ESCC Bishop, near room 177
- ESCC Mammoth Lakes, near room 230
**Post Incident Critique**

After every emergency, all senior management personnel will meet immediately after the incident to discuss the incident. Minutes of this meeting will be taken and filed with any other paperwork related to the incident. Items to be discussed include, but are not limited to the following:

- Effectiveness of the emergency alerting system.
- Time it took to evacuate the facility. (At least 100 feet from facilities)
- Did staff and students respond accordingly?
- Who the Senior Site Official was and their observations?
- Duties assigned to other organization employees.
- Did faculty take their attendance books with them?
- Did faculty take attendance of their students?
- Did faculty control their students?
- Are all classroom doors closed?
- Outside agencies that responded.
- Assessment of injuries and damages.
- Determine weak versus strong points.
- Portions of the emergency response plan that need to be modified.
- At least one additional meeting will be held within seven days of the incident to correct any problems discovered as a result of the emergency evacuation.

**Evaluation**

This plan shall be reviewed at least annually.
APPENDIX A

Emergency Evacuation Plan (Short Version)

I. In the event of an emergency, i.e. fire, natural gas leak, hazardous material spill, etc., all employees shall leave the building by the nearest exit and report to their Supervisor at the nearest EMERGENCY EVACUATION ASSEMBLY AREA.

II. An individual, upon discovering the need for emergency evacuation, will notify all personnel in the immediate area of the emergency, dial 911 and advise the emergency operator of the emergency, and provide the emergency operator with the following information:

“This is building name and room number at name of campus, and we are reporting (type of emergency). We are evacuating our facility at this time. Our telephone number is XXX-XXX-XXXX.”

When finished giving this information, the informant will not hang up! Wait until the emergency operator instructs the informant to hang up. If the informant feels that their life is in danger, they may evacuate, but do not hang up the telephone! The informant will then report to the EMERGENCY EVACUATION ASSEMBLY AREA.

III. The College President will then be advised, by the quickest means, of the emergency, and shall be provided with the following information:

1. Location
2. Problem
3. Name of person reporting emergency
4. Any other important information

IV. As soon as possible, all Supervisors/Faculty members shall conduct a roll call. Upon completion of the roll call, all Supervisors/Faculty members will then report to the Senior Site Official. The Supervisor will advise the Senior Site Official of the results of the roll call and stand-by for further instructions.

V. ALL EMPLOYEES SHALL REMAIN IN THE EMERGENCY EVACUATION ASSEMBLY AREA UNTIL RELEASED BY THE SENIOR SITE OFFICIAL!
APPENDIX B

Senior Site Official (550) Duties and Responsibilities

1. REPORT IMMEDIATELY TO EMERGENCY EVACUATION ASSEMBLY AREA CLOSEST TO YOUR LOCATION.

2. Ascertain who, out of all personnel present, the most senior Senior Site Official is. That person will assume control of the site until relieved by a more senior Senior Site Official.

3. Insure that the appropriate emergency responders have been notified.

4. Supervisors/Faculty members shall be polled to account for each and every individual on the site, including visitors and contractors. The roll call report shall be relayed to the Incident Commander from the responding emergency agencies.

5. Situation reports shall be obtained from managers regarding the emergency and relay this information to the Incident Commander.

6. An assistant shall be assigned to oversee all employees and site resources. These resources may be needed to assist emergency responders.

7. The Senior Site Official shall remain with the Incident Command until either they release the Senior Site Official or the emergency has been terminated.

8. One operator and two runners shall be assigned to the reception desk, if it is safe to do so. Any incoming calls shall be terminated or disconnected as soon as possible. Callers shall be advised that a “situation exists” and please feel free to call back tomorrow.

9. All personnel shall remain at the Emergency Evacuation Assembly Area until released by the Senior Site Official or his/her designee.

10. If deemed necessary, the Emergency Evacuation Assembly Area may be relocated to a location found to be appropriate as dictated by the incident.
APPENDIX C

Miscellaneous Telephone Numbers that Apply to all Sites

American Red Cross 800-700-2706
661.324-8437
Bureau of Alcohol, Tobacco and Firearms 800-800-3855
Federal Bureau of Investigation (FBI) 661-323-9665
916-481-9110
Homeland Security Information 800-BE-READY
National Response Center 800-454-8802
Poison Control Center 800-222-1222
800-876-4766
Kern County Child Protective Services 661-631-6011

Drawing Legend

Used to identify evacuation assembly points.

Used to identify the electrical shutoff for a building.

Used to identify the water shutoff for a building.

Used to identify the gas shutoff for a building.
SECTION C1: IWV

CERRO COSO COMMUNITY COLLEGE
INDIAN WELLS VALLEY CAMPUS
3000 COLLEGE HEIGHTS BLVD.
RIDGE CREST, CA 93555
PHONE: 760-384-6100
FAX: 760-375-4776

Emergency Evacuation Assembly Areas

OCCUPATIONAL LABS

- North lawn.

NURSING DEPARTMENT AND EAST WING

- Dirt lot east of the East Wing.

EAST END OF THE MAIN BUILDING (ALL FLOORS) AND EAST VILLAGE

- Dirt area east of the LRC.

WEST END OF MAIN BUILDING (ALL FLOORS)

- South west parking lot.

GYMNASIUM AND WEST VILLAGE

- Gym parking lot and West Village parking lot.

Specific Evacuation Duties

FIRST FLOOR (UNDER CONSTRUCTION)

SECOND FLOOR (UNDER CONSTRUCTION)

SECOND FLOOR EAST WING

Staff on duty will check this area.

THIRD FLOOR (UNDER CONSTRUCTION)

OCCUPATIONAL LABS

Staff from 145a or 145b will check welding/RET, and 145a and 145b.

Art department will check the art lab area.
GYMNASIUM

Staff on duty will check the gym area.

In the event the responsible office persons are not present, the Person-In-Charge or Maintenance and Operations Manager will ensure that all areas are properly checked.

EAST VILLAGE

Staff from Unit #9 and #10 will check the East Village Modular buildings.

WEST VILLAGE

Staff from Unit #1 will check the West Village Modular buildings.

Material Safety Data Sheets (MSDS)

- Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES

911

LAW ENFORCEMENT

Ridgecrest Police Department .................................................................................................................. 760-499-5100
Kern County Sheriff’s Office .................................................................................................................. 800-861-3110
Kern County Sheriff’s Office - Ridgecrest Substation .............................................................................. 760-384-5800
California Highway Patrol - Barstow ..................................................................................................... 760-256-1727

FIRE DEPARTMENT

Kern County Fire Department ............................................................................................................... 661-324-6551
Kern County Fire Department - Ridgecrest - Station 74 ........................................................................ 760-371-8466
Kern County Fire Department - Ridgecrest Heights - Station 77 .............................................................. 760-371-2181

AMBULANCE

Liberty Ambulance ................................................................................................................................. 760-375-6565

HOSPITAL

Ridgecrest Regional Hospital ................................................................................................................. 760-446-3551

ANIMAL CONTROL

Ridgecrest Animal Control ....................................................................................................................... 760-375-8157
Kern County Animal Control ............................................................................................................ 760-379-1091

**ALARMSecurity/Fire System Company**

Tel-Tec ........................................................................................................................................... 800-292-9227
Toss Security Services ................................................................................................................... 760-446-8677

**GAS COMPANY**

Pacific Gas and Electric .................................................................................................................. 800-743-5000
.................................................................................................................................................. 800-743-5087

**ELECTRIC COMPANY**

Southern California Edison ............................................................................................................ 800-655-4555

**WATER COMPANY**

Indian Wells Valley Water District ................................................................................................. 760-375-5087

**RADIO/TV STATIONS**

KLOA/KRAJ ......................................................................................................................................... 760-384-4937
KSSI .................................................................................................................................................. 760-446-5774
KYYT ............................................................................................................................................... 760-384-4937

**CCCD Senior Site Official and other Contact Information**

1. President ........................................................................................................................................ 760-384-6212
2. Maintenance and Operations Manager ....................................................................................... 760-384-6369
.................................................................................................................................................. 760-382-0571 (C)
3. Vice President, Finance & Administrative Services ................................................................. 760-384-6215
4. Vice President, Student Services ............................................................................................... 760-384-6354
5. Vice President, Academic Affairs .............................................................................................. 760-384-6202
6. Public Information ....................................................................................................................... 760-384-6260
7. Safety/Security Coordinator ......................................................................................................... 760-384-6367
8. Site Supervisor (Child Care) ........................................................................................................ 760-384-6362
SECTION C2: ESCC BISHOP

CERRO COSO COMMUNITY COLLEGE
EASTERN SIERRA COLLEGE CENTER
BISHOP CAMPUS
4090 W. LINE STREET
BISHOP, CA 93514-7306
PHONE: 760-872-1565
FAX: 760-872-5328

Specific Evacuation Duties

- Staff on duty will check this area.

Material Safety Data Sheets (MSDS)

- Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES  911

LAW ENFORCEMENT
Bishop Police Department ................................................................. 760-873-5823
Inyo County Sheriff’s Office .............................................................. 760-873-7887
California Highway Patrol - Bishop .................................................. 760-872-5960

FIRE DEPARTMENT
Bishop Fire Department ..................................................................... 760-873-5485

AMBULANCE
Symons Ambulance ........................................................................... 760-873-8904

HOSPITAL
Northern Inyo Hospital ..................................................................... 760-873-5811

ANIMAL CONTROL
Inyo County Animal Control .............................................................. 760-873-7852
ALARM/SECURITY/FIRE SYSTEM COMPANY
Tel-Tec ........................................................................................................... 800-292-9227

GAS COMPANY
Pacific Gas and Electric ................................................................................... 800-743-5000
...................................................................................................................... 800-743-5087

ELECTRIC COMPANY
Southern California Edison ................................................................................ 800-655-4555

WATER COMPANY
Water District .................................................................................................... 760-873-8624

RADIO/TV STATIONS
KWTW 88.5 FM ................................................................................................. 866-466-5989
KSRW 92.5 FM ................................................................................................ 760-873-5329
KIBS 100.7 FM ................................................................................................. 760-873-6324

CCCC Senior Site Official and other Contact Information
1. Director ........................................................................................................... 760-872-5301
2. Maintenance and Operations Manager ......................................................... 760-384-6369
...................................................................................................................... 760-382-0571 (C)
3. Campus Manager .......................................................................................... 760-872-5334
4. Safety/Security Coordinator ........................................................................... 760-384-6367
SECTION C3: ESCC MAMMOTH LAKES

CERRO COSO COMMUNITY COLLEGE
EASTERN SIERRA COLLEGE CENTER
MAMMOTH LAKES CAMPUS
101 COLLEGE PARKWAY
MAMMOTH LAKES, CA 93546-1865
PHONE: 760-934-2875
FAX: 760-924-1627

Specific Evacuation Duties

• Staff on duty will check this area.

Material Safety Data Sheets (MSDS)

• Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES 911

LAW ENFORCEMENT

Mammoth Lakes Police Department ................................................................. 760-934-2011
Mono County Sheriff’s Office ........................................................................ 760-932-7549
California Highway Patrol ................................................................................ 760-872-5960

FIRE DEPARTMENT

Mammoth Lakes Fire Department ................................................................. 760-934-2300

AMBULANCE

Ambulance ........................................................................................................ 760-934-5198

HOSPITAL

Mammoth Hospital ......................................................................................... 760-934-3311

ANIMAL CONTROL

Mono County Animal Control ........................................................................ 760-932-5630
CERRO COSO COMMUNITY COLLEGE
EMERGENCY ACTION PLAN

ALARM/SECURITY/FIRE SYSTEM COMPANY
Tel-Tec .................................................................................................................................. 800-292-9227

GAS COMPANY
Pacific Gas and Electric........................................................................................................ 800-743-5000
........................................................................................................................................ 800-743-5087

ELECTRIC COMPANY
Southern California Edison .................................................................................................... 800-655-4555

WATER COMPANY
Water District ........................................................................................................................ 760-375-5087

RADIO/TV STATIONS
KSRW 92.5 FM .................................................................................................................. 760-873-5329
KMMT 106.5 FM ................................................................................................................ 760-934-8888

CCCC Senior Site Official and other Contact Information
1. Director ............................................................................................................................. 760-872-5301
2. Maintenance and Operations Manager ........................................................................ 760-384-6369
........................................................................................................................................ 760-382-0571 (C)
3. Campus Manager ......................................................................................................... 760-872-5334
4. Safety/Security Coordinator ......................................................................................... 760-384-6367
SECTION C4: KERN RIVER VALLEY

CERRO COSO COMMUNITY COLLEGE
KERN RIVER VALLEY CAMPUS
5520 LAKE ISABELLA BLVD.
LAKE ISABELLA, CA 93240-3204
PHONE: 760-379-5501
FAX: 760-379-5547

Specific Evacuation Duties

• Staff on duty will check this area.

Material Safety Data Sheets (MSDS)

• Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES .......................................................... 911

LAW ENFORCEMENT

Kern County Sheriff’s Office ................................................................. 800-861-3110
Kern County Sheriff’s Office - Lake Isabella Substation ............................... 760-549-2100
California Highway Patrol ....................................................................... 661-823-5500

FIRE DEPARTMENT

Kern County Fire Department ................................................................ 661-324-6551
Kern County Fire Department - Lake Isabella ......................................... 760-379-2626

AMBULANCE

Ambulance (from Bakersfield) ................................................................. 661-327-4111

HOSPITAL

Kern Valley Hospital ............................................................................... 760-379-2681

ANIMAL CONTROL

Kern County Animal Control .................................................................. 661-326-3436
ALARM/SECURITY/FIRE SYSTEM COMPANY

Tel-Tec ........................................................................................................................................ 800-292-9227

GAS COMPANY

Pacific Gas and Electric........................................................................................................ 800-743-5000  
........................................................................................................................................... 800-743-5087

ELECTRIC COMPANY

Southern California Edison ..................................................................................................... 800-655-4555

WATER COMPANY

Indian Wells Valley Water District..................................................................................... 760-375-5087

RADIO/TV STATIONS

KCNQ 102.5 FM, KVLI 1140 AM, KRVQ 104.5 FM ............................................................ 760-376-4500

CCCC Senior Site Official and other Contact Information

1. Director ............................................................................................................................... 760-379-5547

2. Maintenance and Operations Manager ........................................................................ 760-384-6369  
........................................................................................................................................ 760-382-0571 (C)

3. Safety/Security Coordinator .......................................................................................... 760-384-6367
SECTION C5: EAST KERN - TEHACHAPI

CERRO COSO COMMUNITY COLLEGE
EAST KERN CENTER
TEHACHAPI CAMPUS
TEHACHAPI EDUCATION CENTER/MONROE HIGH SCHOOL
126 S. SYNDER AVE.
TEHACHAPI, CA 93561
PHONE: 661-823-4986
FAX: 661-823-4987

Specific Evacuation Duties

- Staff on duty will check this area.

Material Safety Data Sheets (MSDS)

- Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES 911

LAW ENFORCEMENT

Tehachapi Police Department ........................................................................................................ 661-822-2222
Kern County Sheriff’s Office - Tehachapi ..................................................................................... 661-823-6060
California Highway Patrol ............................................................................................................... 661-523-5500

FIRE DEPARTMENT

Kern County Fire Department ...................................................................................................... 661-822-5533 or 661-823-4881

AMBULANCE

Ambulance ...................................................................................................................................... 661-327-4111

HOSPITAL

Tehachapi Hospital ......................................................................................................................... 661-823-3000

ANIMAL CONTROL

Kern County Animal Control ........................................................................................................... 661-823-0699
ALARM/SECURITY/FIRE SYSTEM COMPANY
Tel-Tec .......................................................................................................................... 800-292-9227

GAS COMPANY
Pacific Gas and Electric.............................................................................................. 800-743-5000
.................................................................................................................................. 800-743-5087

ELECTRIC COMPANY
Southern California Edison .......................................................................................... 800-655-4555

WATER COMPANY
Indian Wells Valley Water District .............................................................................. 760-375-5087

RADIO/TV STATIONS
KBLV 88.7 FM ........................................................................................................... 800-525-5683
KUZZ 107.9 FM ......................................................................................................... 661-328-7505

CCCC Senior Site Official and other Contact Information
1. Director ..................................................................................................................... 760-379-5547
2. Manager .................................................................................................................. 661-823-4986
3. Maintenance and Operations Manager ................................................................. 760-384-6369
................................................................................................................................. 760-382-0571 (C)
4. Safety/Security Coordinator .................................................................................. 760-384-6367
SECTION C6: EAST KERN - CAL CITY/EDWARDS/MOJAVE

CERRO COSO COMMUNITY COLLEGE
EAST KERN CENTER
CALIFORNIA CITY CAMPUS
10179 HEATHER AVE.
CALIFORNIA CITY, CA 93505
PHONE: 760-383-1070
FAX: 760-373-2664

Specific Evacuation Duties

- Staff on duty will check this area.

Material Safety Data Sheets (MSDS)

- Located in labs, custodial closets, and Maintenance and Operations building

Emergency Telephone Numbers

ALL EMERGENCIES ................................................................. 911

LAW ENFORCEMENT

California City Police Department ................................................................. 760-373-8606
Kern County Sheriff’s Office - Mojave ............................................................ 661-824-7130
California Highway Patrol - Mojave .............................................................. 661-823-5500

FIRE DEPARTMENT

Mojave Fire Department .............................................................................. 661-824-4581
Kern County Fire Department ................................................................. 661-324-6551

AMBULANCE

Hall Ambulance ......................................................................................... 760-373-2869

HOSPITAL

Antelope Valley Hospital ............................................................................ 661-949-5000
ANIMAL CONTROL
Kern County Animal Control ................................................................. 760-373-8606

ALARM/SECURITY/FIRE SYSTEM COMPANY
Tel-Tec ........................................................................................................ 800-292-9227

GAS COMPANY
Pacific Gas and Electric ........................................................................... 800-743-5000
................................................................................................................. 800-743-5087

ELECTRIC COMPANY
Southern California Edison ...................................................................... 800-655-4555

WATER COMPANY
Mojave Public Utility District .................................................................. 661-824-4161
California City Water Department .......................................................... 760-373-7199

RADIO/TV STATIONS
KLOA/KRAJ ............................................................................................... 760-384-4937
KSSI ............................................................................................................. 760-446-5774
KYYT .......................................................................................................... 760-384-4937

CCCC Senior Site Official and other Contact Information
1. Director .................................................................................................. 760-379-5547
2. Manager ............................................................................................... 661-823-4986
3. Site Supervisor (Child Care) ................................................................. 760-373-1070
4. Maintenance and Operations Manager ............................................... 760-384-6369
................................................................................................................. 760-382-0571 (C)
5. Safety/Security Coordinator ............................................................... 760-384-6367