

RESPONSIBILITIES – ALL EMPLOYEES

The California Government Code (Section 3100) specifies that, after a disaster, Public Employees can be declared as disaster workers and assigned such activities as deemed necessary by their supervisors. The term “Public Employees” applies to all persons employed by the state or any County, City and County, or Public District. Employees are strongly encouraged to make advanced emergency plans with their families in preparation for disasters so that their attention may be focused on assisting others at the college. It is important that you become thoroughly familiar with the procedures and responsibilities outlined in this plan as well as the locations of the various evacuation zones on the campus map. This will help to avoid confusion and insure a safe and orderly evacuation during an emergency.

Superintendent/President or Designee

The Superintendent/President or designee is responsible for establishing and maintaining a central command post for the purpose of coordinating communications and support efforts. Depending on the type of emergency, the central command post may be established in the President’s Office, the Security Office or the Physical Plant Division Office where the primary radio dispatch system is located.

The command post shall consist of the following individuals:

**Superintendent/President or Designee - Vice President for Academic and Student Affairs
Vice President of Administrative Services – Vice President of Student Affairs
Director Physical Plant Services, Director Student Development, Security Supervisor, Fire Chief,
Public Information Officer**

The responsibility for the decision to evacuate and to reoccupy buildings and the campus rests with the Superintendent/President or designee. The Superintendent/President or designee is responsible to act as the district’s spokesperson when addressing the various media regarding campus emergencies.

Faculty Responsibilities

Faculty are responsible for ensuring that all students leave the classrooms immediately with their personal property (e.g., briefcases, backpacks, etc.) and proceed to the nearest evacuation zone. Faculty are to proceed to the nearest evacuation zone and wait for further direction from their designated Evacuation Coordinator.

Classified Responsibilities

Classified staff are to lock offices, proceed to the nearest evacuation zone and wait for further direction from their designated Evacuation Coordinator. The Physical Plant staff and Security staff may be radio dispatched to provide other support as needed.

Primary Evacuation Coordinators and Assistant Coordinators

The Primary Evacuation Coordinators and Assistant Coordinators are responsible for carrying out a final check of the buildings to ensure that everyone has evacuated and that all exterior doors are locked. The central command post will contact the Primary Evacuation Coordinator for each area to confirm that all buildings have been evacuated and secured.

Transportation

In the event that a Shasta college bus is needed to temporarily contain and/or transport toddler and preschool aged children enrolled in the Children’s Campus, a request will be made by the Primary Coordinator to the central command post via portable radio (channel 5). Once approved, the central command post will contact the Transportation Department and request a bus for the Children’s Campus.

BUILDING EVACUATION PROCEDURES

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location of the evacuation zone nearest your building. Should such an emergency situation occur the alarm bell will be sounded and you will need to do the following:

Faculty

Faculty are to direct the students to gather their personal property and to proceed to the nearest evacuation zone without hesitation. Faculty are to proceed to the nearest evacuation zone and wait for further direction from the designated Evacuation Coordinator. Note any suspicious objects and report this information to the Evacuation Coordinator.

Classified Staff

Classified staff are to lock offices, proceed to the nearest evacuation zone and wait for further direction from the designated Evacuation Coordinator. Note any suspicious objects and report this information to the orange vested Evacuation Coordinator. The Physical Plant staff and Security staff may be radio dispatched to provide other support as needed.

Primary Evacuation Coordinators and Assistant Coordinators

The Primary Evacuation Coordinators and Assistants Coordinators are responsible for carrying out a final check to ensure that everyone has evacuated the buildings. All exterior doors are to then be locked and any stray students or staff directed to the evacuation zone. **No one should be allowed near the buildings until the all-clear siren has sounded.** The central command post will contact the Primary Evacuation Coordinator for each area to confirm that all buildings have been evacuated and secured.

Superintendent/President or Designee

The Superintendent/President or designee will provide further direction via the central command post or initiate the following procedures: If it is safe to return to the buildings, the campus siren will be sounded continuously for a period of one minute. If it is not safe to return to the buildings, the Evacuation Coordinators will be contacted to coordinate the procedures outlined in the section **CAMPUS EVACUATION PROCEDURES**.

Evening Classes

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate a building or all campus buildings. Should the decision be made to evacuate all campus buildings, the Superintendent/President or designee will notify those individuals who make up the central command post to assist campus security in the evacuation efforts.

CAMPUS EVACUATION PROCEDURES

In the event of an emergency in which campus buildings have been evacuated, it may be necessary to immediately evacuate the campus as well. Should such a situation occur the following procedures will go into effect:

Superintendent/President or Designee

The Superintendent/President or designee will direct the central command post to coordinate the evacuation of the campus.

Central Command Post

The central command post will contact the Primary Evacuation Coordinator for each zone to direct students and staff to leave the campus. This notification will be done sequentially in order to avoid traffic jams by those exiting the campus or if immediate evacuation is necessary the all campus alarm will be activated.

Primary Evacuation Coordinators

The Primary Evacuation Coordinators will be contacted by the central command post to verify that their zone has been evacuated. Situation status will be communicated by the central command.

Evening Classes

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate the campus. Should the decision be made to evacuate the campus, the Superintendent/President or designee will notify those individuals who make up the central command post to assist campus security in the evacuation efforts.

RECEIVING A BOMB THREAT PROCEDURES

If an anonymous telephone call is received by district personnel regarding the placement of explosives, it is important to try and get as much information as possible. While this may not be possible it is important to try and document the following:

- 1. Time the call was received**
- 2. Ask the caller where the bomb has been placed**
- 3. Ask the caller what time the bomb is to go off**
- 4. Ask the caller the reason for placing the bomb**
- 5. If possible try and note the sex of caller, accent as well as any background noise**

Contact the office of the Superintendent/President at 242-7510 with this information immediately. For evenings call Campus Security at 242-7910 who will then contact the Superintendent/President.

If a bomb threat is received by the district personnel in the form of a letter, please document the following:

- 1. Manner in which the letter arrived**
- 2. Time**
- 3. Where found and by whom**

Contact the office of the Superintendent/President with this information immediately. For evenings call campus security at 242-7910 responsibility for the decision as to the need to evacuate and reoccupy buildings or the campus rests with the Superintendent/President or designee.

EXPLOSION, FIRE, EARTHQUAKE, POWER FAILURE PROCEDURES

Explosion and/or Fire

In the event of an explosion and/or fire it will be necessary to evacuate the building. It is important that you become familiar with the various locations of fire alarm pull stations within your area. If such a situation occurs, pull the fire alarm panel to sound the alarm bell and do the following:

1. Call (9) 911. When calling, be sure to indicate an explosion or fire noting the building or room number if possible. This information is important to the fire department in determining how they prepare themselves to respond to the situation.
2. Pull the fire alarm and follow the procedures outlined on page 2 for **BUILDING EVACUATION.**

NOTE: In the event that injuries have occurred, those with life threatening injuries should not be moved unless it is necessary to prevent loss of life due to falling debris or fire. For less critical injuries, the Wellness Center located in room 2020 may be used to provide medical assistance until emergency services arrive.

Earthquake

In the event of an earthquake, it may be necessary to remain at the college for a period of time or evacuate the campus depending on the magnitude of the quake and the amount of damage to buildings, utilities and roadways.

1. During an earthquake each person should assume the “duck, cover, and hold position” (head tucked, face covered by arms and hands with backs to windows.) If possible, position yourself under a desk or table and away from any glass.
2. When it is safe to do so, follow the procedures outlined on page 2 for **BUILDING EVACUATION.**

NOTE: In the event that injuries have occurred, those with life threatening injuries should not be moved unless it is necessary to prevent loss of life due to falling debris or fire. For less critical injuries, the Wellness Center located in room 2020 may be used to provide medical assistance until emergency services arrive.

POWER FAILURE, WINDSTORM, SNOWSTORM, FLOODING PROCEDURES

Power Failure

In the event of a campus wide power failure, action will be taken by the Physical Plant Division to immediately investigate the cause. Should such a situation occur the following procedures would go into effect:

1. The Director of Physical Plant or designee will advise the Vice President of Administrative Services as to the cause for the disruption as well as the method and progress of corrective actions. The Vice President of Administrative Services will advise the Superintendent/President.
2. The Physical Plant Division office will then contact the Campus Fire Department, Campus Security, Dorm, Child Care and each center office thereafter advising them of the estimated time for the restoration of electrical power. **NOTE:** When a power failure occurs, due to a problem on campus, the phone systems typically remain operational as they are powered independently. This is not always the case when the college is affected by an off-campus power failure. In this situation, the Physical Plant Division and the Campus Security Departments will use hand held radios to dispatch staff out to inform all areas.
3. If it appears that power will be off for several hours during the day or night the Physical Plant Division's support staff will set up emergency generators at the fire department, sewer pump station, dorm facilities, child care, and the cafeteria. If it becomes necessary to evacuate the campus (day or night) you will be notified to follow the procedures as outlined on page 3 for **CAMPUS EVACUATION**.

Windstorm, Snowstorm, Flooding

In the event of high winds and extreme snowstorms or flooding, it may be necessary to remain on campus for a period of time until it is safe to leave. Should such a situation occur the following procedures would go into effect:

1. The Superintendent/President or designee will establish and maintain a central command post in the Administration Building Board Room for the purpose of coordinating communications and tracking support efforts.
2. Each building office will be notified to keep students in the buildings in order to avoid injury.
3. When it becomes safe to evacuate the campus (day or night) you will be notified to follow the procedures outlined on page 3 for **CAMPUS EVACUATION**.

CHEMICAL ACCIDENT - INTERIOR AND EXTERIOR OF CAMPUS

Chemical Accident - Interior

In the event of a large chemical spill you will need to do the following:

1. **Notify** Shasta College Fire Department **9-911** and Security **242-7910**

Give the following information:

- Location (including room number if inside a building)
- Name of material (description, if qualified to do so)
- Injuries
- Your name and phone number

NOTE: In the event that injuries have occurred, those with life threatening injuries should not be moved unless it is necessary to prevent loss of life. For less critical injuries, the Wellness Center located in room 2020 may be used to provide medical assistance until emergency services arrive.

IMPORTANT!

All spills must be reported to the Shasta College Fire Department Hazardous Materials Coordinator. This can be done through filing directly with the Shasta College Fire Department or reporting the incident to the Security Department.

2. Action to take until Fire Department arrives:

- Clear the affected area at once. Seal it off to prevent further contamination. Send students and staff to control area and do not allow them to leave.
- In the event of a gas leak, stop all operations and evacuate the building.
- Do not switch lights or electrical equipment of any kind on and off.
- Electrical arcing may trigger an explosion.

Chemical Accident - Exterior

In the event that the district is notified of a large chemical spill near the College causing closure of roadways, it may be necessary for everyone to remain on the campus for a period of time. Should such a situation occur the following procedures would go into effect:

1. The Superintendent/President or designee will establish and maintain a central command post in the Administration Building Board Room for the purpose of coordinating communications and tracking support efforts.
2. Each building office will be notified to keep students in the buildings in order to avoid injury.
3. When it becomes safe to evacuate the campus (day or night) you will be notified as to which roads are safe to travel and to follow the procedures outlined on page 3 for **CAMPUS EVACUATION.**

CLASSROOM/OFFICE DISRUPTION OR CRIMINAL BEHAVIOR

Classroom/Office Disruption

If a student is causing a disruption in or around a classroom, contact Campus Security at 242-7910. As in all cases, if the situation has escalated to an emergency level, call **9-911** and College Security at **242-7910**.

Criminal Behavior

Everyone is asked to assist in making the campus a safe learning and working environment by being alert to suspicious situations and by reporting such observations immediately. The College has a **zero tolerance** policy regarding drugs and or alcohol on the campus and these matters will be strictly dealt with. The State Education code strictly forbids any sale, use or possession of drugs and/or alcohol on public property. Should you observe any suspicious activity or behavior, do the following:

1. During the hours of 8:00 AM to 12:00 midnight Monday through Friday and 9:30 a.m. to 5:30 p.m. on Saturday, contact the Campus Security Department at **242-7910**. If you are unable to contact the Campus Security Department because it is after hours, immediately call the Redding Police Department at 9-911. **NOTE:** If this is a dormitory issue, please contact the dorm supervisor at Extension 4824.

ACTIVE SHOOTER RESPONSE AND PROCEDURES

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved, in the same situation. If you find yourself involved in active shooter situations, try and remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:

Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him of your location; remain in place until the police, or a campus administrator known to you, give the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice command until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are:

Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current locations, be sure to follow the instruction outlined below.

If an active shooter enters your office or classroom:

Try to remain calm. Dial 911, if possible and alert police to the shooter's locations; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

What to expect from responding police officers:

Police officers responding to an active shooter are trained in a procedure known as Rapid Deployment and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officer. The first officers to arrive will not stop to aid injured people, *their goal is to respond to the shooter's location to neutralize or isolate them as quickly as possible*; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove

injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned. Since the police do not know who the suspect is, they may stop, question, or search you. Cooperate fully with them. Until you are released, remain at whatever assembly point authorities designate.

Police supervisors/commanders will establish a Command Post at a location out of danger. This may or may not be on campus. It is imperative that timely communications be established to relay real-time information either through Shascom dispatch or directly with the Command Post (if that can be established). It is suggested that one administrator be assigned to be the focal point of all information coming in (preferably with staff assistance). Cell phones and landlines may be unreliable due to call loads. Alternative communications (Personal devices/ "walkie-talkies") may help campus staff relay information.

EMERGENCY PHONE NUMBERS

*When dialing out from a campus office phones dial **9 first** and then the number. If calling from a campus pay phone, **you do not need to dial 9 first**. Remember that no coins are necessary when dialing **911** from a pay phone.*

Campus Security Emergency.....	242-7910
Fire Emergency	911
Police Emergency	911
Medical Emergency	911
Shasta Regional Medical Center.....	244-5400
Mercy Medical Center	225-6000
County Health Department	225-5591
American Red Cross	243-3021
County Office of Emergency Services	245-6175
Poison Control Center	1-800-376-4766
Suicide Prevention	225-5252
Road Conditions	1-800-427-7623