

MENDOCINO COLLEGE

Emergency Preparedness Plan

Steve Oliveria

3/7/2013

Adopted March 7, 2013
Security 707-468-3155
Facilities 707-468-3076

REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either 9-1-1, Facility Services at 468-3076, or Security @468-3155. The chart below will help you decide which action is appropriate. (Also, see section on specific emergency procedures, page 48), (See emergency call list on page 5):

<p>Call 9-1-1: (Also call Facility Services at 468-3076 or 468-3155, to notify them that you have called 9-1-1.)</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency such as: severe chest pains respiratory distress or cessation of breathing shock severe burns uncontrolled bleeding unconsciousness (except for seizures) choking poisoning overdose suspected fracture of back, neck, or spine • ANY Fire • Hazardous material release IF it has high potential to injure someone or cause a fire
<p>Call Facility Services at 468-3076/3155: 7 AM – 5 PM Monday – Friday (Spring & Fall Semesters) 7 AM – 5 PM Monday – Friday (Summer)</p>	<ul style="list-style-type: none"> • Any other serious medical emergency • A Hazardous material release with low potential for fire or injury. • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency, or incident
<p>Call Facility Services / Security 468-3155</p>	<ul style="list-style-type: none"> • Non-urgent emergency whenever the Facility Services office doesn't answer.
<p>Call Facility Services 468-3076 or Security: 468-3155</p>	<ul style="list-style-type: none"> • Utility failure.
<p>Call President's Office, 468-3071, (daytime) Evening and weekends call Security: 468-3155</p>	<ul style="list-style-type: none"> • Any incident with potential for adverse publicity to the college.
<p>Call Evening supervisor 468-3155 5 – 10 PM, Monday – Thursday</p>	<ul style="list-style-type: none"> • Student or faculty issue during evening hours.

EMERGENCY GUIDELINES

PURPOSE

The California Administrative Code, Title 5, Education Chapter 3, Article 2, Section 560 requires public schools, kindergarten through community college, to have written civil defense and disaster plans that are reviewed annually by local governing boards. This plan is prepared in compliance with this law.

The basic emergency procedures outlined in this guide are intended to protect lives and property through effective use of college resources. Since an emergency may come without warning, these procedures are designed to be flexible in order to accommodate situations of varying severity.

When any emergency reaches proportions *that cannot be handled by routine measures*, the College President or his or her designated representative may declare a state of emergency and implement incident command system procedures summarized starting on page 11.

There are two general types of emergencies that may result in the use of the incident command system. These are: 1) widespread disorder and 2) large-scale natural or human-made disaster.

SCOPE

These procedures apply to all Mendocino-Lake Community College District personnel, and all buildings and grounds owned and operated by the district, including all satellite campuses.

TYPES OF EMERGENCIES

This manual gives instructions for the following:

- Bomb
- Civil Disturbances or Demonstrations Incident
- Earthquake
- Explosion, Downed Aircraft [crash] on Campus
- Fire
- Hazardous Material Release
- Media Relations Guidelines
- Medical and First Aid Guidelines
- Psychological Crises
- Utility Failure
- Violent or Disruptive Behavior/Crime in Progress

In addition there are sections on how to report emergencies, and building evacuations. For first aid information, refer to your Mendocino College First Aid and Emergency Procedure Flip Chart.

ASSUMPTIONS

The college emergency preparedness plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The following are general guidelines:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

Since events in an emergency are not predictable, published emergency plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.

Disasters may affect widespread areas; therefore city, county and federal emergency services may not be available. We may expect a delay of up to 48 to 72 hours in off-campus emergency services.

A major emergency may be declared if information indicates that such a condition is developing or is probable. Only the college president or other authorized official in his absence may declare a campus state of emergency when conditions warrant. Declaring a state of campus emergency gives the college the right to restrict access to the campus to authorized persons under the penal code. Violators who do not leave when requested might be arrested.

DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist staff in determining the appropriate response:

LIFE THREATENING MEDICAL EMERGENCY:

Includes severe chest pains, respiratory distress or cessation of breathing, shock, severe burns, uncontrolled bleeding, unconsciousness except from seizures, choking, poisoning, overdose, suspected fracture of back, neck or spine.

Appropriate Response:

Always call 9-1-1 (!) Also call Facility Services (468-3076) , (security 468-3155) and follow first aid instructions in emergency flip chart.

For a medical emergency, which is **not** life threatening, call Facility Services (468-3076). Facility Services is the designated first-responder.

MINOR EMERGENCY:

A potential or actual incident which will not seriously affect over all operations of the college.

Appropriate Response:

If minor emergency is a fire or a hazardous material release with potential for fire or injury, **always** call 9-1-1. Also call Facility Services (468-3076),(Security 468-3155).

Report all others to Facility Services (468-3076)

MAJOR EMERGENCY:

A potential or actual event that affects an entire building or buildings, ... disrupts the over all operations of the college, ...involves probable need for outside emergency services, ...requires the college administration to make major policy decisions.

Appropriate Response:

Call Facility Services (468-3076) if you need assistance or have information about the emergency conditions. In case of fire or a hazardous material release which has potential for fire or injury, Call 9-1-1.

DISASTER:

A disaster seriously impairs or halts operations of the college, ...causes numerous casualties and severe property damage, ...requires coordinated effort of all campus resources, ...and outside emergency services are essential.

Appropriate Response:

President's Office and Facility Services (468-3076) will activate Emergency Operations Center and Incident Command System. See "Staff Responsibilities" on pages 6-7.

SENSITIVE INCIDENT:

Any incident with potential for adverse publicity to the college.

Appropriate Response:

Call President's Office (468-3071) during daytime, the evening supervisor (468-3155) during night classes, and Facility Services (468-3076) during non-business hours.

DECLARATION OF CAMPUS STATE OF EMERGENCY

Declaring an official state of emergency gives the college the right to control access to campus facilities, including removing or arresting non-campus personnel who may interfere with emergency response or engage in criminal activities such as looting.

The authority to declare a campus state of emergency rests with the College President, but in his/her absence the authority may be designated using the following order:

DURING REGULAR SCHOOL HOURS (M - F, 8 A.M. - 5 P.M.)

1. College President
2. V.P. Administrative Services
3. V.P. Instruction
4. Director of M&O / Security
5. Dean Student Services
6. Dean of Instruction
7. CTE Dean

DURING THE WEEKDAY EVENING HOURS, (M - FR., 5 P.M. - 10 P.M.)

1. Evening Supervisor (468-3155)
2. Director of M&O / Security (cell)

DURING OFF HOURS (M - TH, 10 P.M. - 8 A.M.; FRIDAY EVENING; WEEKENDS; HOLIDAYS)

1. Director of M&O / Security (cell)

In the President's absence, the person that is reached will be the acting Incident Commander until the College President or his/her designate is able to assume the position.

During any campus major emergency Facility Services shall immediately begin appropriate procedures to meet the emergency, safeguard persons and property, and maintain educational facilities. Facility Services shall also consult with the College President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Facility Services will ask those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Facility Services will be allowed to enter the immediate disaster site.

In the event of earthquakes, after shocks, fires, storms or major disasters occurring in or about the campus, or which involve college property, Facility Services will assign officers to determine the extent of any damage to college property.

NOTIFICATION IN AN EMERGENCY

The Facility Services officer on duty will delegate an assistant to notify the senior maintenance staff member of any campus emergency, using the maintenance department emergency call list.

The Facility Services officer on duty will also initiate the administrative notification system by calling the following as appropriate:

POSITION	NAME	EXT. HOME/CELL
President	Arturo Reyes	3039 (cell)
Director of M&O / Security	Steve Oliveria	3081 (cell)
Vice President of Academic Affairs	Virginia Guleff	3075 (home)
Vice President of Administrative Services	Larry Perryman	3069 (cell)
Dean of Student Services	Cary Templeton	3110 (cell)
CTE Dean	Sue Goff	
Assistant Dean of Lake Center And Willits Center	Mark Rawitsch	3084 3082
Public Relations		
Child Development Center Supervisor	Pat Thygesen	3201 (cell)

The M&O / Security Department coordinates emergency telephone notifications of college administrators. Each college administrator, when notified of a campus emergency, will pass the same information along to all departments and offices under his or her direction. See telephone tree form on page 8.

Mutual Aid Agreement

The Mendocino-Lake Community College District is a part of the North Coast Regional Mutual Aid group that includes the following seven community college districts: Sonoma (SRJC), College of the Redwoods (CR), Napa, Solano, Marin, Sonoma State and Mendocino.

The following are the contact persons at those institutions to initiate mutual aid requests:

DISTRICT - POSITION	NAME	PHONE
Mendocino County OES	Sgt. Shannon Barney	(707)463-5667
Humbolt State Univ. - Chief of Police	Lynne Soderberg	(707)826-5023
Marin - Chief of Police	Mitchell Lemay	(415)485-9467
Napa - Chief of Police	Kenneth Arnold	(707)253-3331
Solano - Chief of Police	Stephen Dawson	(707)864-7131
Sonoma County Jr. College - Police Officer	Joseph Palla	(707)527-4999 x 2397
Sonoma State Univ. - Chief of Police	Sally Miller	(707)664-2143
Redwoods - Director Public Safety	Rich Rohweder	(707)476-4112
Ukiah - Chief of Police	Chris Dewey	(707)463-6262
Mendocino County Sheriff's Office	Tom Allman	(707)463-4085

Facility Services emergency call list:

NAME	POSITION	PHONE
Steve Oliveria	Director of M&O	(707)(home) (707) (cell)
Mark Rauch	Maintenance Technician I	(707)
Steve Oliveria	Head of Security	(707)468-3155

Computing Services emergency call list:

NAME	POSITION	PHONE
Karen Christopherson	Director of Computing Services	(707) (cell)
Steve Frick	Computer Support Technician	(707)
John Loucks	Telecommunications/PC specialist	(707) (cell)
Lois O'Rourke	Computer Operator	(707)

Tim Todd	Senior Programmer Analyst	(707) (cell)
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EMERGENCY KIT LOCATIONS



Mendocino College

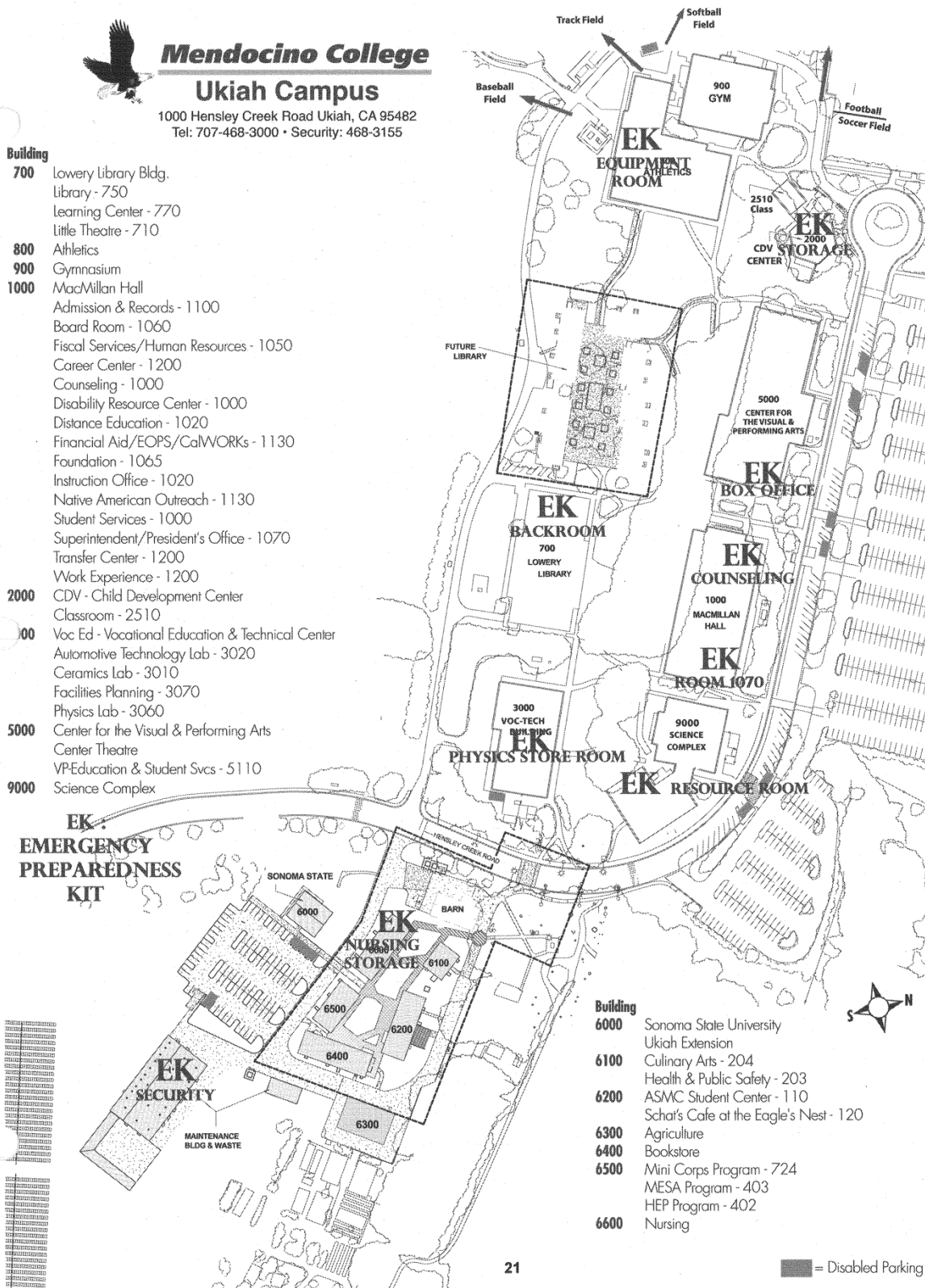
Ukiah Campus

1000 Hensley Creek Road Ukiah, CA 95482
Tel: 707-468-3000 • Security: 468-3155

Building

- 700** Lowery Library Bldg.
Library - 750
Learning Center - 770
Little Theatre - 710
- 800** Athletics
- 900** Gymnasium
- 1000** MacMillan Hall
Admission & Records - 1100
Board Room - 1060
Fiscal Services/Human Resources - 1050
Career Center - 1200
Counseling - 1000
Disability Resource Center - 1000
Distance Education - 1020
Financial Aid/EOPS/CalWORKs - 1130
Foundation - 1065
Instruction Office - 1020
Native American Outreach - 1130
Student Services - 1000
Superintendent/President's Office - 1070
Transfer Center - 1200
Work Experience - 1200
- 2000** CDV - Child Development Center
Classroom - 2510
- 3000** Voc Ed - Vocational Education & Technical Center
Automotive Technology Lab - 3020
Ceramics Lab - 3010
Facilities Planning - 3070
Physics Lab - 3060
- 5000** Center for the Visual & Performing Arts
Center Theatre
VP-Education & Student Svcs - 5110
- 9000** Science Complex

EK: EMERGENCY PREPAREDNESS KIT



Building

- 6000** Sonoma State University
Ukiah Extension
- 6100** Culinary Arts - 204
- 6200** Health & Public Safety - 203
ASMC Student Center - 110
Schar's Cafe at the Eagle's Nest - 120
- 6300** Agriculture
- 6400** Bookstore
- 6500** Mini Corps Program - 724
MESA Program - 403
HEP Program - 402
- 6600** Nursing



■ = Disabled Parking

STAFF RESPONSIBILITIES

PRESIDENT

The College President, or designated alternate as Incident Commander, is responsible for the overall direction of campus emergency operations as outlined in the Incident Command section of this guide.

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Develop and maintain a “telephone tree” for notifying all departmental employees at home in case of an emergency. (See form on page 8.) Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current roll list.
- Develop site or building specific disaster plans and distribute to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures for alerting students, coordinating evacuation, head count, emergency supplies, and other items appropriate to each building.
- Allow time for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Facility Services (468-3076) for assistance in developing and implementing a site-specific disaster plan.

Emergency Situations:

- Inform all employees under your direction of the emergency condition (See page 8).
- Evaluate the impact the emergency has on your activity and take appropriate action. This may include ceasing operations and initiating building evacuation. Evaluation should include:
 - injuries: first aid needs, employees or students trapped or missing,
 - facility damage: unsafe conditions, blocked access, leaks of gas or water, electric problems
 - hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency telephone or other communications with Incident Command Units, via the Facility Services office (468-3076). Designated person should remain in charge of the area until directed otherwise.
- Have all employees under your supervision keep a log of activities and hours worked for FEMA (Federal Emergency Management Agency) reimbursement. See the sample log on page 9. We have included a blank form on page 10.

FACULTY AND SUPERVISORS—EACH FACULTY MEMBER AND STAFF SUPERVISOR HAS THE RESPONSIBILITY TO:

Before the Emergency:

- Educate yourself, your students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- Inspect and evaluate your assigned building facility or activity to determine the impact a fire or earthquake could have. Report all safety hazards to Facility Services (468-3076).
- Keep a copy of teaching syllabus/notes at home to use if you are unable to re-enter your office.

Emergency Situations:

- Inform your students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- Account for all students in case of evacuation. (Take roll in evacuation assembly area before students disperse.) Inform Facility Services (468-3076) or other emergency personnel if you believe someone is trapped inside.
- Keep a log of hours worked and your activities for FEMA (Federal Emergency Management Agency) reimbursement. See the sample log on page 9. We have included a blank form on page 10.

INDIVIDUAL RESPONSIBILITIES—INSTRUCTIONS FOR EVERY COLLEGE EMPLOYEE:

Before the Emergency

- Arrange to have an out-of-area telephone contact number for family members to call in case our local phone system shuts down lines within the immediate area. Keep the number with you.
- Personal preparedness: maintain emergency supplies at home, in vehicle, and at desk: food, water, cash, sturdy shoes, gasoline in vehicles, transistor radio and flashlights with plenty of fresh batteries, first aid supplies.
- Plan what arrangements you would need to make if you were to be unable to return home for three days after a disaster. (Alternate childcare or elder care arrangements, designated person to whom schools can release your children, etc.)

Emergency Situations:

- Assist in immediate emergency response in your area, e.g. help with evacuation, rescue, medical assistance (if properly trained), procurement of supplies, etc.
- Realize that in a major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable roads.
- Stay on campus unless released. Return to campus to assist in disaster response especially if you have specialized knowledge or training (Buildings & Grounds employees, medically trained employees, etc.). Much work will need to be done to provide assistance to injured or stranded people, open Red Cross Shelters if requested, ensure the security and safety of the buildings, and ultimately reopen the campus. The special skills that Mendocino College employees possess will be required to accomplish these goals.
- Keep a log of hours worked in disaster response and your activities. The log will enable the college to obtain reimbursement from FEMA (Federal Emergency Management Agency) for emergency response expenses. The log will also make a permanent record of the disaster response effort, which is necessary for future emergency planning and legal challenges, which may result from the college's method of handling the disaster. See the sample log on page 9. We have included a blank form on page 10.

TELEPHONE TREE FORM

Annual Revision Date: 7/1/20__

Each department should set up a simple “telephone tree” in which some employees are assigned to call others (who would also call others) so that in an emergency all employees can be quickly notified at home or at work. This form is for each Manager, Department Chair and/or Supervisor to fill out with a list of the employees under him or her. Keep it up to date and with the plan in case you need to contact those you supervise.

π **DEPART. CHAIR** _____ **DEPARTMENT** _____
 π **MANAGER** _____ **AREA** _____
 π **SUPERVISOR** _____

EMPLOYEE NAME	CAMPUS EXTENSION	HOME PHONE	WHO WILL CALL THIS PERSON?	CONTACTED? YES OR NO

EMERGENCY RESPONSE LOG (SAMPLE)

REQUIRED FOR FEMA REIMBURSEMENT

Name and Title Joe Doe, Buildings and Grounds Supervisor

Department

Date	Time	Action
2/7/12	10 A.M.	Report to work, start excavation at Library
	11 A.M.	Ordered 30 shovels Friedman Bros.
	11:30 A.M.	Received rental back hoe, Big 4 Rents
	2 P.M.	Received okay from County Building Inspector, John Smith, to open Administration Building
	3 P.M.	Mendocino County Public Works inspect plumbing at Cafeteria—o.k.
	3:30 P.M.	Continue excavation.
	5:00 P.M.	Return rental backhoe.
	6:00 P.M.	Go home.

**EMERGENCY RESPONSE LOG
REQUIRED FOR FEMA REIMBURSEMENT**

Name and
Title: _____

Department: _____

DATE	TIME	ACTION

INCIDENT COMMAND SYSTEM (ICS)

BACKGROUND

In normal circumstances, each college department functions with its own organizational system. These everyday organizational systems will interact adequately in minor emergencies. In a large-scale emergency or disaster, college departments must work smoothly with outside agencies and each other. In these circumstances, different systems cause confusion, and one common system is needed.

Most emergency agencies in the state of California use the Incident Command System (ICS) to provide a common organizational system in a disaster. Using a common system results in coordinated management and teamwork. This system has demonstrated its value in the Oakland Hills fire and the Loma Pieta and Northridge earthquakes. The ICS is based on simplicity, flexibility and sound management practices as applied to a disaster environment. Since assisting outside agencies (Fire Dept., Office of Emergency Services, etc.) will also be using a similar Incident Command System, language and procedures will be compatible.

The State of California now requires Mendocino College to use the Incident Command System in a widespread disaster where communication and coordination between outside agencies are crucial. Districts that don't use the ICS will not be eligible for Federal Emergency Management Agency (FEMA) reimbursement funds.

In a disaster the President of the Mendocino College, in conjunction with Facility Services, will activate the Incident Command System (ICS) and emergency operations center (EOC) if coordination with outside agencies will be necessary.

DESCRIPTION

When a campus emergency reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the College President or his or her designate may declare a state of emergency, and implement the incident command system procedures. There are two general types of emergencies that may result in the implementation of the incident command system. These are: 1) widespread disorder, and 2) large-scale nature/human-made disaster. Since an emergency may come without warning, these procedures are designed to be flexible and to accommodate situations of varying severity.

The Incident Command System (ICS) answers the basic questions for those involved in disaster response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Who do I report to?

Who is in charge?

The entire disaster operation is under the authority of the Incident Commander, who is the President of the college.

What is my role? What are my specific tasks?

Position descriptions are provided for each ICS position to identify basic roles, responsibilities, and specific tasks to accomplish. See ICS Organization Chart and Position Descriptions beginning on page 15.

Where do I fit in the overall organization? Who do I report to?

The Incident Command Organizational Chart shows where specific positions fit into the overall organization and who reports to whom. See ICS Organizational Chart, page 15.

Note: Employees who have no specific ICS assignment should follow "Staff Responsibilities" listed on pages 6-7 and report to their supervisor/department head.

The ICS Organizational Chart is broken down into five major sections:

C O M M A N D

OPERATIONS

PLANS

LOGISTICS

FINANCE

The ICS structure builds from the top down with all responsibility and duties initially placed with the Incident Commander.

As the needs of a disaster are identified, the Incident Commander will activate any of the four other major sections **as needed**. Next, each major section will activate units within their section **if needed**. If one individual can simultaneously manage all positions within his or her responsibility, no other positions would be activated.

Employees who are assigned roles in the Incident Command System will need advance training and practice to perform their tasks smoothly in an emergency.

EMERGENCY OPERATIONS CENTER (EOC)

When the College President activates the Incident Command System, Facility Services (468-3076) will set up and staff an Emergency Operations Center (EOC). The regular M&O / Security (468-3076) office in the Warehouse/Shipping and Receiving building (6000) will also be kept fully operational at all times.

FIELD EMERGENCY OPERATIONS CENTER

If the emergency involves only one building or a small part of the campus, a Facility Services (468-3076) vehicle will be placed as near the emergency scene as is safe to provide a field emergency operations center (EOC). At least one uniformed officer or dispatcher will staff the field EOC until the emergency ends.

Field Emergency Operations Center equipment will include:

- Barricades and barrier tape, and signs for the scene.
- Two Portable hand radios.
- Two Cellular phones.
- Portable public address system.
- First aid kit.
- Campus telephone directory, Emergency Preparedness Plan, and local Pacific Bell Telephone Directory including Yellow Pages.

LARGE SCALE EMERGENCY OPERATIONS CENTER

If the emergency involves a large part of the campus, the **EOC** will be set up in the **Board Room** (1060).

Alternate locations in the order of priority will be room **700** in the Lowry Library building, and room **6010** in the Sonoma State building.

At least one uniformed officer or assigned dispatcher is to staff the EOC at all times until the emergency situation ends. Facility Services (468-3076) Office will coordinate outside and local agency assistance with on-site emergency resource team. This will normally also take place at the Facility Services office which has facilities for emergency teams or media crews, and is designed to accommodate multiple telephone and/or electrical appliances.

SUMMARY OF THE ICS SECTION FUNCTIONS

POLICY/INCIDENT COMMAND SECTION

The Superintendent/President is the Incident Commander in any disaster, and is responsible for leading the Policy/Incident Command Section. In the President's absence, the next available person listed on the notification list on page 5 will serve as the incident commander until the President returns.

This section determines priorities and strategies for controlling the situation after considering social, economic, legal, and political ramifications.

In addition to the Superintendent/President, the Public Information Officer, the Board of Trustees and other advisors will be included in this section. Though not a standing body, this group will meet when needed to discuss issues of concern.

OPERATIONS SECTION

The head of the Operations Section is the Director of Facility Services.

The Operations Section is responsible for carrying out all first-hand response to the disaster. It includes Campus Security, Buildings & Grounds, Health Services and the Environmental Health & Safety Departments. The Operations Section carries out assignments prioritized by the Incident Commander.

PLANNING SECTION

The head of the Planning Section is the Vice-President of Academic Affairs.

The Planning Section collects, analyzes, displays and disseminates incident information. The Planning Section displays current status boards that show how resources are allocated. The Planning Section may create strategic plans, which are implemented by other sections (e.g. Operations). The Planning Section also summarizes information regarding possible developments and their effects.

LOGISTICS SECTION

The head of the Logistics Section is the Director of Personnel Services.

The Logistics Section provides all resources needed for managing the disaster situation, including staff, medically-trained staff, volunteers, equipment, facilities, materials, supplies and contracted services. The Logistics Section also sets up and maintains emergency communications.

Operations or Planning Sections send requests for resources to the Logistics Section. Close coordination between Operations, Planning, and Logistics will provide efficient ordering without duplication.

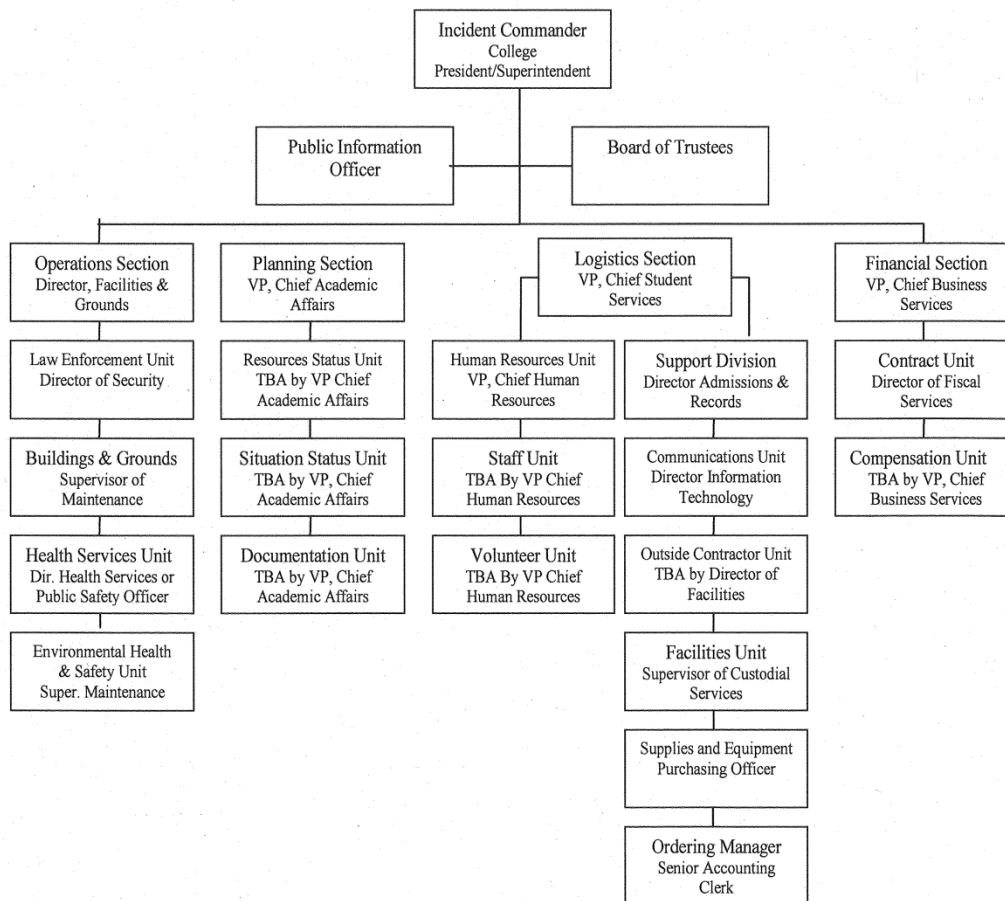
FINANCE SECTION

The head of the Finance Section is the Vice-President of Administrative Services.

The Finance Section provides financial and cost analysis services. This section supervises negotiation and administration of vendor contracts. It will start special payroll services if necessary and maintain records for Federal Emergency Management Agency (FEMA) reimbursement, working closely with the Logistics Human Resources Division to obtain information about the emergency response work hours of staff.

NOTES

INCIDENT COMMAND SYSTEM ORGANIZATION CHART



POLICY/INCIDENT COMMAND SECTION

ICS POSITION DESCRIPTIONS

INCIDENT COMMANDER - COLLEGE PRESIDENT

The Incident Commander determines priorities and strategies for managing the situation.

Tasks:

- A. Assess situation.
- B. Activate necessary sections and levels of the Incident Command System.
- C. Brief ICS staff.
- D. Brief the Policy/Incident Command Section.
- E. Instruct all staff in Incident Command Section to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Finance Section.
- F. Authorize Planning Section to prepare Incident Action Plan if necessary.
- G. Authorize other sections to implement Incident Action Plan when it is available.
- H. Determine information needed and assign command section personnel to get it.
- I. Coordinate staff activity.
- J. Manage incident operations.
- K. Authorize information released to media.
- L. Approve demobilization plan.

PUBLIC INFORMATION OFFICER - DIRECTOR OF PUBLIC INFORMATION

The Public Information Officer serves as a member of the policy group and formulates and releases information about the incident to the media, appropriate agencies and organizations.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Contact ICS section leaders and departments to coordinate public information activities.
- C. Establish a single incident information center whenever possible.
- D. Arrange for necessary work space, materials, telephones, and staffing.
- E. Prepare initial information summary as soon as possible after arrival.
- F. Ask Incident Commander to approve information release.
- G. Release information to the media and post information in appropriate locations.
- H. Attend meetings to update information releases.
- I. Arrange meetings between media and incident personnel.
- J. Respond to special requests for information.
- K. Maintain a log of your activities.

OPERATIONS SECTION

OPERATIONS SECTION CHIEF - DIRECTOR OF FACILITY SERVICES

The Operations Section Chief manages all operations involved in the disaster response, following the Incident Action Plan, which has been developed. The Operations Chief supervises Operations Unit Leaders, directs preparation of each unit's operational plans, and requests or releases resources. If changes in the Incident Action Plan are necessary, the Operations Chief will report them to the Incident Commander.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Develop operations portion of Incident Action Plan.
- C. Brief and assign Operations Unit Leaders.
- D. Instruct all staff in Operations Section to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Finance Section.
- E. Supervise operations.
- F. Report status of equipment, supplies and staff to Planning Section.
- G. Approve requests for additional resources from Unit Leaders.
- H. Report resource requests to Logistics and Finance Sections.
- I. Release resources to Operations Sections Unit Leaders when received.
- J. Inform Planning Section when resources are received or reallocated.
- K. Provide periodic updates and report special occurrences to the Incident Commander.

OPERATIONS UNITS

The four operations units are Law Enforcement, Buildings & Grounds, Health Services, and Environmental Health & Safety. All Operations Unit Leaders are under the direction of the Operations Section Chief, and are responsible for implementation of the portion of the plan appropriate to their unit.

OPERATIONS LAW ENFORCEMENT UNIT LEADER

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within each Operations Unit.
- I. Maintain log of activities.
- J. Direct operations of the M&O / Security (468-3076) office.
- K. Take immediate appropriate action to protect life, property, and district records as necessary.
- L. Get assistance from City, County, and Federal Government as required.
- M. Provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- N. Provide and equip an Emergency Command Post.

OPERATIONS BUILDINGS & GROUNDS UNIT LEADER

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within each Operations Unit.
- I. Maintain log of activities.
- J. Provide equipment and personnel to shutdown utilities, control hazardous areas, set up barricades, assess damage, clear debris, make emergency repairs and protect equipment.
- K. Provide vehicles, equipment and operators to move personnel and supplies; assign vehicles as required to the Operations Units for emergency use.
- L. Facilitate release of equipment to outside agencies when approved by Operations Section Chief.
- M. Get help from utility companies as required for emergency operations.
- N. Furnish emergency power and lighting systems as required.
- O. Work with resource status unit of the Planning Section to make recommendations to Operations Chief about relocating essential services and functions, such as food services or shelter.
- P. Provide facilities for emergency generator fuel during actual emergency or disaster periods.
- Q. Provide for storage of vital records at an alternate site; coordinate with building and area coordinators for liaison and necessary support.

OPERATIONS HEALTH SERVICES UNIT LEADER

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within each Operations Unit.
- I. Maintain log of activities.
- J. Plan, coordinate and provide emergency care, first aid, and communicable disease control measures for campus personnel and students.
- K. Direct other key health workers in providing necessary services.
- L. Establish and maintain casualty collection point.
- M. Coordinate transportation of injured persons with Facility Services.
- N. Act as a liaison with off-campus medical agencies.

OPERATIONS ENVIRONMENTAL HEALTH & SAFETY UNIT LEADER

Tasks:

- A. Get briefing from Operations Section Chief.
- B. Attend Operations Section planning meetings when requested by Operations Chief.
- C. Assign specific work tasks to subordinates.
- D. Resolve logistics problems reported by subordinates.
- E. Inform Operations Chief when Incident Action Plan needs to be modified.
- F. Inform Operations Chief when additional resources are needed, surplus resources are available, hazardous situations are encountered or significant events occur.
- G. If additional agency resources are requested and the Operations Chief approves, resources will be ordered by the appropriate Logistics Ordering Manager.
- H. Approve accident and medical reports originating within each Operations Unit.
- I. Maintain log of activities.
- J. Evaluate and coordinate response to hazardous material incidents.
- K. Provide safety equipment and supplies for crews responding to hazardous situations.

OPERATIONS OUTSIDE CONTRACTOR UNIT LEADER - AS ASSIGNED BY DIRECTOR OF FACILITY SERVICE

Tasks:

- A. Get information from Logistic Support Division Head.
- B. Participate in Logistics Support Division planning activities.
- C. Make arrangements with outside contractors for their services, as requested by Operations Section Chief.
- D. Coordinate with Finance Section to insure that proper contracts are signed and funded.
- E. Keep records of all outside contractors used.
- F. Inform Planning Resource Status Section on outside contractors in use.
- G. Submit reports to Operations Section Chief as required.

OPERATIONS FACILITIES UNIT LEADER - AS ASSIGNED BY DIRECTOR OF FACILITY SERVICE

Tasks:

- A. Get information from Operations Section Chief.
- B. Participate in Operations planning activities.
- C. Survey habitable spaces and report to Planning Resource Status Unit. Reports will include room capacity and amenities available (bathrooms, cooking, facilities, beds, etc.).
- D. Acquire additional off-campus facilities as requested by Operations Section Chief.
- E. Coordinate shelter operations with the Red Cross-if the college is asked to provide shelters.
- F. Submit reports to Operations Section Chief.

OPERATIONS COMMUNICATION UNIT LEADER - DIRECTOR OF COMPUTING SERVICES

Tasks:

- A. Get information from Operations Section Chief.
- B. Participate in Operations Section planning.
- C. Establish and maintain emergency communications as required by Operations Section Chief.
- D. Maintain liaison with Pacific Bell or other telecommunications companies for support as necessary.
- E. Submit reports to Operations Section Chief as required.

PLANNING SECTION

PLANNING SECTION CHIEF - VICE PRESIDENT OF ACADEMIC AFFAIRS

The Planning Section Chief is responsible for collecting, evaluating, disseminating and using information about how the incident is developing and the status of resources. The ICS team needs information to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Activate Planning Section units.
- C. Supervise Planning Section Units.
- D. Determine what information the other sections (Operations, Logistics, and Finance) need.
- E. Notify the Planning Resources Status Unit Leader which ICS positions are activated, including names and locations of assigned personnel.
- F. Instruct all staff in Planning Section to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Finance Section.
- G. Work with the other sections to prepare the Incident Action Plan.
- H. Assemble information on alternative strategies.
- I. Identify resource needs.
- J. Provide periodic predictions of potential developments or incidents. Communicate these to appropriate sections.
- K. Compile and display incident status summary information.
- L. Advise Incident Commander and the other sections (Operations, Logistics, and Finance) of significant changes in incident condition.
- M. Instruct Planning Section units how to distribute incident information.
- N. Prepare recommendations for release of resources (and submit them to the Operations Chief and Incident Commander.)

PLANNING RESOURCE STATUS UNIT LEADER - DEAN OF INSTRUCTION

The Planning Resource Status Unit Leader is responsible for 1) establishing a tracking system for resources; 2) maintaining the master list of assigned resources; 3) preparing and maintaining displays, charts and lists which reflect the current status and location of all resources; and 4) updating records and displays when resource status changes.

Tasks:

- A. Get briefing and instructions from Planning Section Chief.
- B. Participate in Planning Section meetings as required by the Planning Section Chief.
- C. Prepare and maintain a status board in the Emergency Operations Center (EOC) showing how resources are allocated and which are available.
- D. Assign duties to Resources Status Unit personnel.
- E. Establish contact with departments involved in the incident by telephone or through communications center. Get frequent updates from these departments and update the status board.
- F. Gather, post, and maintain information on the status of incident resources, including supplies, equipment, vehicles, and personnel.
- G. Maintain a master roster of all resources at the incident.
- H. Provide summary information about resources to the Situation Unit as requested.
- I. Maintain Unit Log.

PLANNING SITUATION STATUS UNIT LEADER - DEAN OF INSTRUCTION

The Planning Situation Status Unit Leader, is responsible for collecting and organizing information about the status of the incident and evaluating, analyzing and displaying that information for command personnel to use.

Tasks:

- A. Get briefing from Planning Section Chief.
- B. Assign duties to Situation Unit personnel.
- C. Prepare and maintain a status board in the Emergency Operations Center (EOC) showing incident status.
- D. Collect and display incident data as quickly as possible and continue for as long as incident lasts.
- E. Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- F. Post data showing status of each operations unit, outside agencies, transportation routes, and utilities.
- G. Participate in incident planning meetings as required by the Incident Commander.
- H. Provide situation status information in response to specific requests.
- I. Maintain Situation Unit records.
- J. Maintain Unit Log.

PLANNING DOCUMENTATION UNIT LEADER - DEAN OF INSTRUCTION

The Planning Documentation Unit Leader: 1) maintains accurate and complete incident files; 2) provides copy services for incident personnel; and 3) packs and stores incident files for legal, analytical and historical purposes.

Tasks:

- A. Get briefing from Planning Section Chief.
- B. Establish work area.
- C. Establish and organize incident files.
- D. Set up copy service and make copies as requested.
- E. Make and file copies of official forms and reports.
- F. Organize and file reports and forms submitted to the documentation unit by other members of the incident team.
- G. Check the accuracy and completeness of records submitted for files.
- H. Correct errors or omissions by contacting appropriate ICS units.
- I. Provide duplicates of forms and reports to authorized persons when requested.
- J. Prepare incident documentation for the Planning Section Chief when requested.
- K. Maintain, retain, and store incident files for use after incident.
- L. Maintain Unit Log.

PLANNING RECOVERY UNIT LEADER - DEAN OF INSTRUCTION

The Planning Recovery Unit Leader: 1) Develops plan for recovery of instructional programs; 2) Schedules instruction programs; and 3) implements instructional delivery.

Tasks:

- A. Get briefing from Planning Section Chief.
- B. Establish work area.
- C. Identify facility and equipment needs.
- D. Work with Operations Chief to identify ability to meet needs.
- E. Develop plan for reestablishment of instructional programs.
- F. Implement instructional delivery plan.
- G. Provide situation status information in response to specific requests.
- H. Maintain Situation Unit records.
- I. Maintain Unit Log.

LOGISTICS SECTION

LOGISTICS SECTION CHIEF - DIRECTOR OF PERSONNEL SERVICES

The Logistics Section Chief provides facilities, contract services, material, and human resources to support the incident response. The Logistics Section Chief activates and supervises the divisions and units within the Logistics Section as necessary.

Close coordination of Logistics Section activities with Planning and Operations Sections will provide the best utilization of resources.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Help in preparation of Incident Action Plan—determine level of service required for the section.
- C. Plan Logistics Section organization and operations with support and Human Resources Division Heads.
- D. Through Division Heads, instruct all staff in Logistics Section to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Finance Section.
- E. Notify Planning Resources Status Unit Leader which Logistics Section units have been activated.
- F. Identify requirements for planned and expected operation.
- G. Coordinate and process requests for additional resources. Prepare assignments.
- H. Advise Incident Commander on current human resources and support capabilities.
- I. Coordinate estimates of future human resources and support requirements from Division Heads.

LOGISTICS HUMAN RESOURCES DIVISION HEAD

The Support Division Head of the Logistics Section manages the facilities, communications, outside contractor and supplies/equipment units, under the direction of the Logistics Section Chief. This division works closely with Operations and Planning Sections to provide needed resources.

Tasks:

- A. Meet with Logistics Section Chief for Briefing.
- B. Identify support branch personnel dispatched to incident.
- C. Determine initial support operations in coordination with Logistics Section Chief and Human Resources Division Head.
- D. Prepare initial organization and assignments for support operations.
- E. Assemble and brief Unit Leaders, assign tasks.
- F. Instruct all staff in the Support Division to complete payroll time sheets.

LOGISTICS HUMAN RESOURCES STAFF UNIT LEADER - AS ASSIGNED BY DIRECTOR OF PERSONNEL

The Staff Unit Leader coordinates emergency allocation of Mendocino College Staff members and required paperwork.

Tasks:

- A. Get information from Human Resources Division Head.
- B. Participate in Human Resources Division planning activities.
- C. Contact Mendocino College personnel with job assignments as directed by Director of Personnel Services.
- D. Direct each staff member working in a disaster to complete payroll time records and a FEMA emergency response log. Employees must keep records of hours worked and activities completed for FEMA records (see Sample Log on page 9) and for payroll.
- E. Update Planning Resource Status Unit on staff utilization.
- F. Collect emergency response logs and time sheets and turn over to Finance Section.
- G. Submit reports to Human Resources Division Head as required.

LOGISTICS HUMAN RESOURCES MEDICALLY TRAINED PERSONNEL UNIT LEADER - AS ASSIGNED BY DIRECTOR OF PERSONNEL

The Medically-trained Personnel Unit Leader coordinates emergency allocation of Medically-trained Mendocino College Staff members and their required paperwork. These staff will include Health Science Instructors, Physical Education Instructors, and others who are trained for first aid. These employees will be assigned to areas in response to requests from the Operations Health Services Unit.

Tasks:

- A. Get information from Human Resources Division Head.
- B. Participate in Human Resources Division planning activities.
- C. Receive requests for medical first aid responders from Human Resources Division Head.
- D. Organize and assign medically-trained Mendocino College personnel to areas where first aid response is needed.
- E. Direct each staff member working in a disaster to complete a time sheet and emergency response log. Employees must keep records of hours worked and activities completed for FEMA records (see Sample Log on page 9) and for payroll.
- F. Update Planning Resource Status Unit on staff utilization.
- G. Collect emergency response logs and time sheets from responders and turn over to Finance Section.
- H. Submit reports to Human Resources Division Head as required.

LOGISTICS HUMAN RESOURCES VOLUNTEER UNIT LEADER - AS ASSIGNED BY DIRECTOR OF PERSONNEL

The Volunteer Unit Leader will organize and allocate volunteer response. Many volunteers may be students.

Tasks:

- A. Get information from Human Resources Division Head.
- B. Participate in Human Resources Division planning activities.
- C. Recruit, receive, and coordinate volunteer assistance.
- D. Assign responsibilities to volunteers as directed by Human Resources Division Head.
- E. Periodically report on the volunteer assignments to Planning Resource Status Unit.
- F. Periodically inform Planning Resource Status Unit how volunteers are being used.
- G. Submit reports to Human Resources Division Head as required.

LOGISTICS SUPPORT DIVISION HEAD - AS ASSIGNED BY DIRECTOR OF PERSONNEL

The Human Resources Division Head of the Logistics Section manages human resources at the incident including the Staff and Volunteer Units and the Medically-Trained Unit as directed by the Logistics Section Chief.

This division works closely with the Finance Section to make sure that all FEMA and other documentation is completed for staff working at the incident. It works closely with Operations and Planning Sections to provide needed human resources.

Tasks:

- A. Meet with Logistics Section Chief for briefing.
- B. Determine level of service required for the Human Resources Division.
- C. Plan Human Resources Division organization.
- D. Assemble Unit Leaders and assign tasks.
- E. Instruct all staff in Human Resources Division to complete payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Finance Section.
- F. Notify Planning Resources Unit Leader which Human Resources Division units have been activated.
- G. Coordinate and process requests for human resources. Assign request to appropriate unit.
- H. Advise Logistics Section Chief on current human resource capabilities.
- I. Coordinate activities of Human Resources Division Units and resolve problems.
- J. Estimate future human resource requirements.

LOGISTICS PAYROLL UNIT LEADER - AS ASSIGNED BY DIRECTOR OF FISCAL SERVICES

The Logistics Payroll Unit Leader coordinates all payroll activities.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.
- C. Coordinate staff payroll procedures with the Logistics Human Resources Units.
- D. Follow standard policy for payroll disbursements.
- E. Have payroll transactions approved by Finance Section Chief.
- F. Submit reports to Finance Section Chief as required.

FINANCE SECTION

FINANCE SECTION CHIEF - VICE PRESIDENT ADMINISTRATIVE SERVICES

The Finance Section Chief provides financial and cost analysis services during the disaster response.

Tasks:

- A. Meet with Incident Commander for briefing.
- B. Attend planning meeting to gather information for development of Incident Action Plan.
- C. Develop an operating plan for the Finance Section.
- D. Prepare work objectives for subordinates, brief staff and make assignments.
- E. Instruct all staff in Section to complete personal payroll time records and FEMA emergency response logs. Instruct staff to turn these records in to Payroll and Compensation units of section.
- F. Determine need for food service.
- G. Inform Incident Commander and other Section Chiefs when Finance Section is fully operational.
- H. Meet with representatives of assisting outside agencies, such as FEMA (Federal Emergency Management Agency) or Chancellor's Office, as required.
- I. Provide financial and cost analysis information at planning sessions.
- J. Maintain daily contact with Incident Commander on Finance matters.
- K. Supervise payroll operations.
- L. Make sure obligation documents and contracts from the incident are properly prepared.
- M. Help plan demobilization.
- N. Keep worker's compensation reports.
- O. Keep records for federal and state agency reimbursement programs, such as FEMA (Federal Emergency Management Agency).
- P. Inform Business Services personnel of all incident-related business management issues needing attention and follow-up prior to leaving incident.

FINANCE CONTRACT UNIT LEADER- DIRECTOR OF FISCAL SERVICES

The Finance Contract Unit Leader insures that all contracts are properly designed and approved.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.
- C. Have contracts related to disaster operations properly approved.
- D. Document expenditures, purchasing authorizations, and contracts with vendors.
- E. Submit reports to Finance Section Chief as required.

FINANCE COMPENSATION UNIT LEADER - AS ASSIGNED BY DIRECTOR OF FISCAL SERVICES

The Finance Compensation Unit Leader keeps records of all events, which may involve future financial obligations.

Tasks:

- A. Get information from Finance Section Chief.
- B. Participate in Finance Section planning activities.
- C. Document damages to property, equipment, and other physical resources.
- D. Maintain worker's compensation reports.
- E. Keep records of information needed for Federal and State Agency reimbursement.
- F. Make sure the district follows proper procedures for Federal Emergency Management Agency (FEMA) reimbursement.
- G. Submit reports to Finance Section Chief as required.

FINANCE SUPPLIES AND EQUIPMENT UNIT LEADER - AS ASSIGNED BY DIRECTOR OF FISCAL SERVICES

The Logistics Supplies and Equipment Unit Leader orders equipment and supplies (including food); receives and stores all supplies for the incident; maintains an inventory of supplies; and services equipment.

Tasks:

- A. Get information from Logistics Support Division Head.
- B. Participate in Logistics Support Division planning activities.
- C. Determine the type and amount of supplies en route.
- D. Coordinate ordering, receiving, distribution, and storage of supplies and equipment.
- E. Receive and respond to requests for supplies and equipment.
- F. Maintain inventory of supplies and equipment.
- G. Service reusable equipment.
- H. Submit reports to the Logistics Support Division Head as required.

FINANCE ORDERING MANAGER - AS ASSIGNED BY DIRECTOR OF FISCAL SERVICES

The Logistics Ordering Manager places all orders for supplies and equipment for the incident. The Logistics Ordering Manager reports to the Logistics Supplies and Equipment Unit Leader.

Tasks:

- A. Get information from Logistics Supplies and Equipment Unit Leader.
- B. Set up ordering procedures.
- C. Determine the name and telephone numbers of college personnel who will be receiving orders.
- D. Setup filing system.
- E. Get the names of incident personnel who have authority to place orders.
- F. Find out what has already been ordered.
- G. Place orders in a timely manner.
- H. Consolidate orders when possible.
- I. Determine delivery times and locations for ordered supplies and equipment.
- J. Turn in all ordering documents to the Planning Documentation Control Unit before demobilization.
- K. Keep the Planning Resources Status Unit informed of major orders of equipment and personnel as placed.

COMMUNICATIONS

The following is a summary of District communication systems and their limitations as of 5/01. This section is intended for informational use during normal campus operations as well as during times of disaster.

	Power Failure	Power Failure AND Main Campus Battery Failure	PBX Switch Failure on Main Campus	AT&T shut down of non-essential lines after disaster
Main Campus Phone Extensions	Normal operation during eight -hour battery back-up	Multiple line sets will not operate. Single line individual units will.	Regular extensions will not operate.	Extensions can call other campus extensions, but not off campus.
Emergency back-up phone lines on main campus (see list) — locations not designated by Pac Bell.	Normal operation, but these numbers not needed during eight-hour battery back-up	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Will be shut down by Pac Bell.
Emergency back-up phone lines on main campus—Pac Bell designated locations (Facility Services, President’s Office only)	Normal operation, but these numbers not needed during battery back-up	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.
Lake Center	Normal operation	Normal operation	Normal operation	Will not work if not allocated by Pac Bell.
Willits Center	Normal operation	Normal operation	Normal operation	Will not work if not allocated by Pac Bell.
Pt Arena Field Station	Normal operation	Normal operation	Normal operation	Will not work if not allocated by Pac Bell.
Pay Phones—except Pt. Arena	Normal operation Need coins.	Normal operation Need coins.	Normal operation Need coins.	Normal operation Need coins.
Cellular Phones	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.
Campus Radio	NONE	NONE	NONE	NONE
Electronic Mail (e-mail)	Will not work without power.	Will not work without power.	Normal operation with the exception of possible disruption of remote centers.	Normal operation

SUMMARY CHART OF COMMUNICATIONS OPERATIONS, CONTINUED

	Power Failure	Power Failure AND Main Campus Battery Failure	PBX Switch Failure on Main Campus	AT&T shut down of non-essential lines
Pagers	Cells on external systems (Computing Services, Health Sciences) will be o.k. Maintenance cells will work.	Cells on external systems (Computing Services, Health Sciences) and Maintenance system will work	Maintenance cells on external systems (Computing Services, Health Sciences) will work.	All internal-based cell phones: (Maintenance, Custodian/Grounds, and all Facility Services-based cells) will operate normally as long as power is available.
Voice Mail	Will not work.	Will not work.	Will not work.	Will not work.
FAX	Will not work.	Will not work.	Will not work.	Will not work.
Ham Radio	Normal operation	Normal operation	Normal operation	Normal operation

TELEPHONES

During an emergency, campus phones are restricted to official communications only. In case of electrical failure

LAKE CENTER - Normal phones will fail after power loss, with the exception of the 263-4944 line, which is a single line, which will work unless AT&T shuts down non-essential lines.

WILLITS CENTER - The lab and faculty office phones are AT&T single lines and will operate normally after power failure unless AT&T shuts down non-essential lines. If lines are shut down, only pay phones will operate.

MAIN CAMPUS

Mendocino College has a modern Private Branch Exchange (PBX) with DID (direct inward dial) trunks connected to the Ukiah Central Office. The Ukiah campus is connected to the Lakeport and Willits centers via VOIP trunks. The Ukiah campus pbx is protected by a UPS and natural gas generator, and the centers are protected by 4 hour UPS. All Ukiah campus numbers are available for use, as long as:

1. We have natural gas to the Lowery building (no interruption of gas service)
2. We retain our fiber based connection to the Ukiah central office (no interruption of service from AT&T)

EMERGENCY BACK-UP TELEPHONE LINES

These are dedicated Pacific Bell numbers that can be connected in place of the designated main campus extension phones in case of a switch failure or a combination power failure and failure of our phone system back-up battery.

In the case of switch failure or combination power *and* battery failure, special back-up lines connected to the regular jacks will become operational using special numbers. A single-line phone can be plugged into the regular jacks in the listed locations. (Multi-line phones will not work.) The phones will then function for incoming and out-going calls, using the special numbers that correspond to the locations listed below. Other campus extensions will not work under these circumstances.

Department	Normal Extension		Emergency Back-up
President's Office	3071/3073		
Facility Services	3076	3072	489-5980
	3243	3155	489-5984
	3057	3081	489-2195
Security	3155		489-8404
VP Administrative Services	3069		
VP Instruction	3016		
Community Extension	3012		
Dean of Student Services	3105		
Dean of Instruction - Ukiah	3075		468-7872
Dean of Instruction - Lake/Willits	3084/3082		

There is no switchboard at Mendocino College. In case of power failure, the following lines will operate even when power is out. Facility Services (468-3042, 3072, 3155, 3047)

PAY PHONES

In an emergency, when the phone company shuts down most telephone numbers, pay phones will continue to operate because they have been designated as emergency lines which might be needed by emergency personnel. The college could use these phones to maintain contact if other lines failed. See also the note under emergency back-up telephone lines for the designated emergency numbers in Facility Services (x3076) and the president's office.

- TDD = Telephone Device for the Deaf.

Building	Pay Phone Number	Location
Classroom/Administration	468-9928	Outside at Main Entrance
Court Center	462-9868	Outside at Eagle's Nest
• TDD Administration Bldg.	468-3179	In room 1000

SATELLITE CAMPUS PAY PHONES:

Site	Pay Phone Number	Location
Lakeport Center	263-9713	Outside in court yard
Willits Center	459-9929	Outside in court yard

CELLULAR TELEPHONES

Cellular telephones are available to the following college locations that need emergency communications capability. The cellular telephones may be occasionally used out of the office on site for normal department business, but must be returned to the designated storage location every night, except during an emergency. The cellular telephone issued to the President will be carried in his/her vehicle. Once each month, Facility Services (x3076) will check the condition and location of each assigned cellular telephone.

Department	Cellular #	Location
President		Carried by Arturo Reyes
Director of Facility Services		Carried by Steve Oliveria
Maintenance Tech I		Carried by Mark Rauch
Public Relations Manager		Carried by Katie Fairbairn
Security Officer - Utility Worker		Carried by Steve King
Security Officer - Utility Worker		Carried by Chris Risch
Assistant Security Officer	489-3076	Facility Services Office
Dean of Instruction Lake/Willits Centers		Carried by Mark Rawitsch

CAMPUS COMMUNICATION SYSTEMS

Routinely, the campus communication system is the primary means of communication between Facility Services (468-3076) field units and the base station. This system includes pagers and Cellular phones carried by specific personnel. Additionally, portable hand held radios are located at Facility Services and in the Instruction office. During an emergency, all radios may be used to supplement or replace telephone service for communications between disaster responders.

Evaluation of communication system vulnerability:

No electrical power is necessary for the initial use of the portable communication systems. The pager and cellular phones depend on service providers and may be non-operational if the transmitters systems are damaged in an area disaster. The portable hand held radios are dependent on power for recharging of the battery systems. Portable generator power is available for recharging.

PAGERS Q

Pagers are normally used to contact employees for emergencies. In an emergency, they may be reassigned as necessary to contact employees working out in the field. Pager Inventory:

SUMMARY CHART OF MENDOCINO COLLEGE COMMUNICATION SYSTEMS

Number	Type	Location	Capability
1	Cellular phone	Director of Facility Services – Steve Oliveria	Cell Phone number -
1	Cellular phone	Maintenance Technician - Mark Rauch	Cell Phone number –
1	Cellular phone	Facility Services (Utility worker/ Security- Steve King	Cell Phone number -
1	Cellular phone	Facility Services	Cell Phone number –
1	Cellular Phone	VP Education	Cell Phone number-
1	Cellular phone	Superintendent/ President –Arturo Reyes	Cell Phone number –
1	Cellular phone	VP Administrative Service – Larry Perryman	Cell Pager number –

MAY BE USED FOR COMMUNICATIONS IF ELECTRICITY IS OPERATIONAL.

Phone system must be operational under normal power for it to be used.

The facsimile (FAX) system will work when phone system is operational and electric power is on.

RUNNERS/MESSENGERS

MENDOCINO COLLEGE Emergency Preparedness Plan
Revised

GENERAL EMERGENCY PROCEDURES

RESOURCE AND TECHNICAL INFORMATION

Reporting Emergencies	2
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Emergency Shutdown Locations:	
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(b) Electricity Shutdown Map and Table	44-45
(c) Water Main Shutdown Map and Table	46-47
Hazardous Material Safety Data	48
Campus Blueprints	48
Disaster Preparedness Kit	49
Hazardous Material Spill Kits	50
Locations of Emergency Generators	51

REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either Security 468-3155, 9-1-1 or Facility Services, 468-3076. The chart below will help you decide which action is appropriate. (Also, see section on specific emergency procedures, page 48), (See emergency call list on page 5):

<p>Call 9-1-1: (Also call Facility Services (x3076) to notify them that you have called 9-1-1.)</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency such as: severe chest pains respiratory distress or cessation of breathing shock severe burns uncontrolled bleeding unconsciousness (except for seizures) choking poisoning overdose suspected fracture of back, neck, or spine • ANY Fire • Hazardous material release IF it has high potential to injure someone or cause a fire
<p>Call Facility Services, 468-3076: 7 AM – 11 PM Monday – Friday (Spring & Fall Semesters) 7 AM – 10 PM Monday – Friday (Summer)</p>	<ul style="list-style-type: none"> • Any other serious medical emergency • A Hazardous material release with low potential for fire or injury. • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency, or incident
<p>Call Facility Services (468-3076) or Call Security 468-3155</p>	<ul style="list-style-type: none"> • Non-urgent emergency whenever the Facility Services office doesn't answer. (The answering service operator will page the officer on duty.)
<p>Call Facility Services (468-3076) or Call Security 468-3155</p>	<ul style="list-style-type: none"> • Utility failure. (Call Facility Services (468-3076) if Maintenance is closed.)
<p>Call President's Office, (468-3071), (daytime) Call Facility Services, (468-3076), or Evening Supervisor (468-3155) (M-Th 5-10pm, Off hours)</p>	<ul style="list-style-type: none"> • Any incident with potential for adverse publicity to the college.
<p>Call Evening Supervisor, 468-3155 5 – 9:30 PM, Monday – Thursday Facility Services (468-3076) can also contact the Dean on call 5 – 8 PM, Monday – Thursday 8 – 12 noon, Saturday</p>	<ul style="list-style-type: none"> • Student or faculty issue during evening/Saturday hours

SOURCES OF ASSISTANCE DURING EMERGENCIES

FACILITY SERVICES OFFICE468-3076

Facility Services staff are on M-F 7am-10pm, Saturday 7am-5pm,

BUILDINGS AND GROUNDS: TROUBLE/SERVICE.....468-3076

Skilled workers are available from Buildings and Grounds during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

UTILITIES: Repairs to water, gas, electric and sewage systems.

STRUCTURES: Repairs to buildings and mechanical equipment, including heating and cooling systems.

EQUIPMENT: Portable pumps/generators/floodlights, welders, air compressors, tractors, fork lifts, etc.

TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.

GROUND: Landscape related problems, such as limb removal or ruptured sprinkler lines.

Police Assistance is readily available from the Mendocino County Sheriff's Department, 9-1-1

HEALTH SERVICES.....468-3076

There are no health services offered at the College, (Facility Services is designated as first responder for medical emergencies.)

ENVIRONMENTAL HEALTH & SAFETY.....468- 3076

Technical advice and support for handling safety or hazardous material emergencies.

Office open 7:00 A.M.– 5:00 P.M. After hours, contact Facility Services, Ext. 3076.

PURCHASING DEPARTMENT:.....468-3067

Emergency procurement of materials and services can be arranged.

RECEIVING (LOCATED AT FACILITY SERVICES OFFICE):.....468-3076

Emergency procurement of items needed for campus support.

EMERGENCY SHUTDOWN PROCEDURES:468-3076

Note: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities; electricity and natural gas are primary concerns. For Emergency Shutdown Procedures of electricity, gas, and water mains call Facility Services.

OFF-CAMPUS SOURCES OF ASSISTANCE

Staff managing a disaster response may need off-campus resources. The Mendocino County Resource Listing summarizes many resources in the county. (Contact Office of Emergency Services.)

Gas Shutdown Map

Insert

HAZARDOUS MATERIAL SAFETY DATA

The Environmental Health & Safety department keeps a master set of the district's Material Safety Data Sheets (MSDS) in Facility Services Department Bldg. 6000. A copy is also available at the Knox box at the front gate.

CAMPUS BLUEPRINTS

The Facility Services Department Map Room 6000 has a master set of district blueprints. A second set of district blueprints is located in the Barn.

DISASTER PREPAREDNESS KIT

The Disaster Preparedness Kit is designed to meet immediate needs when a major disaster strikes. After an earthquake or other emergency, there is a good chance that the college will be on its own with little or no help from outside agencies. The kit provides first aid supplies for treating injured people, protective wear for a search team, hand tools for shutting off utilities, entry and debris removal tools for rescue, plus other essential emergency gear.

The kits are stored in 40 gal plastic tubs marked "Emergency Supplies". There are 10 complete kits. Three are located on the main campus in the Facility Services (x3076) storage area.

Kit Contents:

4 MAN RESCUE TEAM

- 4 Hard Hats
- 12 Pair, Leather Palmed Gloves
- 4 Eye Guards
- 12 Dust Masks
- 4 Flashlights & Batteries
- 4 Safety Vests
- 4 Whistles
- 4 Grease Markers
- 8 12-hour Lightsticks

ENTRY & DEBRIS REMOVAL TOOLS

- Shovel - 27" D-grip, Sq. or Rnd. Pt.
- Fire Axe - 6 lb.
- Hacksaw + Extra Blades
- Jack - 6 Ton Hydraulic
- Trash Can on Wheels - 45 Gallon
- Rope - 100' x 1/2" Nylon
- GI Pick Mattox
- Folding Shovel
- 2 30" Wrecking Bars
- Bolt Cutters

EMERGENCY HAND TOOLS

- Pipe Wrench - 14"
- Adjustable Wrench - 10"
- Screwdriver Set - 4 pc.
- Pliers Set - 3 pc.
- Hammer - Claw, Wood Handle
- Knife - Electrician's
- Chisel
- Jab Saw
- Short Handle Ax
- Short Handle Sledge Hammer

OTHER EMERGENCY GEAR

- Radio - AM/FM + Batteries
- Tarp - 15' x 19' Heavy Duty
- Duct Tape, 2 Rolls
- Lantern and Candles
- Tool Bag, Nylon
- 1 roll Barrier Tape
- Weatherproof Matches
- 3-Way Can Opener
- Portable Toilet with Bags
- Canvas Bucket

FIRST AID EQUIPMENT

- 4 rls Adhesive Tape
- 1 bx Adhesive Bandages
- 4 ea Sterile Abdominal Pads
- 2 ea Multi Trauma Pads
- 2 bx Sterile Gauze Pads
- 1 bag Gauze Bandage
- 4 ea Instant Ice Packs
- 1 bx Ammonia Inhalants
- 5 ea Triangular Bandage w/ Safety Pins
- 8 ea Eye Pads
- 1 pr Utility Scissors
- 1 pr Kit Tweezers
- 1 ea Penlight
- 2 rls Tensor Bandage
- 1 bx Antiseptic Wipes
- 1 tube Antiseptic Cream
- 1 ea Tourniquet
- 2 ea Padded Splints, Arm
- 1 bx Ex. Lg. Bandages
- 1 pkg Gauze Sponges
- 1 bx Non Aspirin
- 1 ea First Aid Guide
- 1 pkg Tongue Depressors
- 4 ea Disposable Gloves
- 5 ea Emergency Blankets
- 5 ea Solar Blankets
- 1 pkg Water Purification Tablets
- 16 Extra Sterile Abdominal Pads

HAZARDOUS MATERIAL SPILL KIT LOCATIONS

DEPARTMENT	LOCATION
Court Center Custodial Closet.....	Bldg. 6400
Lowery Custodial Closet.....	Bldg. 700
Physical Education Custodial Closet.....	Bldg. 800
Gymnasium Custodial Closet.....	Bldg. 900
Classroom/Administration Custodial Closet	Bldg. 1000
Child Development Lab Custodial Closet	Bldg. 2000
Vocational/Technical Custodial Closet	Bldg. 3000
Facility Services/Horticulture Custodial Closet	Bldg. 6300
Center for Visual and Performing Arts Custodial Closet	Bldg. 5000
Red Barn, Hazardous Waste Cage.....	Bldg. 6000
LLRC Custodial Closet.....	Bldg. 4000

SPILL KIT TEAM CONSISTING OF, BUT NOT LIMITED TO:

Director of M&O / Security (468-3081)
Chemistry Laboratory Technician (467-1005)
Chemistry Instructor(s) (468-3127)

LOCATIONS OF EMERGENCY GENERATORS

Building	Location	Description	Fuel
MC Warehouse	Maintenance/Repair	Kubota 1600	gas
MC Warehouse	Wood shop	Dayton 6500	Gas
MC Warehouse	Grounds	North Star 2400	gas
• SRJC	Maintenance yard	50 KW trailorized	diesel
• College of the Redwoods	Maintenance yard	15 KW trailorized	diesel

NOTES: There is no emergency generator at Lakeport and Willits Center. The Emergency Operations Center (EOC) will not have power in case of power failure. Emergency radio batteries will need to be recharged elsewhere also.

- May be subject to relocation to one of 6 colleges: SRJC, Marin, Napa, Redwoods, Solano, Mendocino

SPECIFIC EMERGENCY PROCEDURES

For Staff

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REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either 9-1-1 Security 468-3155 or Facility Services, 468-3076. The chart below will help you decide which action is appropriate. (Also, see section on specific emergency procedures, page 48), (See emergency call list on page 5):

<p>Call 9-1-1: (Also call Facility Services, x3076, to notify them that you have called 9-1-1.)</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency such as: severe chest pains respiratory distress or cessation of breathing shock severe burns uncontrolled bleeding unconsciousness (except for seizures) choking poisoning overdose suspected fracture of back, neck, or spine • ANY Fire • Hazardous material release IF it has high potential to injure someone or cause a fire
<p>Call Facility Services, 468-3076: 7 AM – 11 PM Monday – Friday (Spring & Fall Semesters) 7 AM – 10 PM Monday – Friday (Summer)</p>	<ul style="list-style-type: none"> • Any other serious medical emergency • A Hazardous material release with low potential for fire or injury. • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency, or incident
<p>Call Facility Services (468-3076) Call or Call Security 468-3155 (during off hours): (7 days/week, 24 hours/day):</p>	<ul style="list-style-type: none"> • Non-urgent emergency whenever the Facility Services (468-3076) office doesn't answer. (The answering service operator will page the officer on duty.)
<p>Call Facility Services, 468-3076:</p>	<ul style="list-style-type: none"> • Utility failure. Call Facility Services (468-3076)
<p>Call President's Office, 468-3071, (daytime) Call Facility Services, 468-3076, (during off hours):</p>	<ul style="list-style-type: none"> • Any incident with potential for adverse publicity to the college.
<p>Call Evening Supervisor, 468-3155 5 – 9:30 PM, Monday – Thursday</p>	<ul style="list-style-type: none"> • Student or faculty issue during evening/Saturday hours

BOMB THREAT

Also call: **Security, 468-3155, Facility Services, 468- 3076 (See call list on page 5)**
 Computing Services, 468- 3116 (See call list on page 5)

Bomb threats usually occur by telephone. If you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.

Call Facility Services at Extension 3076, giving your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call. (See emergency call list on page 5):

Inform your supervisor and/or department head.

Officers will conduct a detailed bomb search. You may make a cursory inspection of your area for suspicious objects, **but:**

- **Do not open drawers or cabinets**
- **Do not turn lights or any electrical switch on or off.**
- **Report any suspicious object or package but DO NOT touch it, tamper with it, or move it in any way.**

Facility Services will be responsible for building evacuation. If you are instructed to evacuate,

- Move a safe distance away from the building (approx. 500 feet), using designated building evacuation assembly area, if possible.
- Check in with department evacuation coordinator.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Assist emergency crews as necessary, if requested.
- Do not reenter evacuated building until those in charge of evacuation say it is safe to do so.

BOMB THREAT CHECKLIST

Time Call Received: _____ (approx.)

Time Call Finished: _____ (approx.)

Exact Words of Person Making Threat:

Questions to Ask:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

What gender is caller? ____ Age ____ Accent ____ Length of call

Caller's Voice:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Distinguished |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If familiar, whom did it |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | sound like? _____ |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | _____ |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

Background Sounds:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | _____ |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machines | <input type="checkbox"/> Local call | _____ |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory noises | <input type="checkbox"/> Long distance call | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Phone booth | |

Threat Language:

- | | | | |
|-----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat |
| | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped message | maker |

Remarks: _____

Fill out completely, immediately after bomb threat: Date _____

Name _____ Position _____ Phone _____

Report call immediately to Facility Services, 468- 3076.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible during a demonstration. Avoid provoking or obstructing the demonstrators. No action is necessary unless:

- Demonstration interferes with the normal operations of the College.

- Demonstrators prevent access to buildings or other College facilities.

- Demonstration/demonstrators threaten physical harm to persons or damage to College facilities.

If *any* of these conditions exist, notify Security at 468-3155 or Facility Services at 468- 3076. Facility Services will contact the President and the appropriate Vice-President.

EARTHQUAKE

DURING THE EARTHQUAKE:

Stay calm.

If indoors, stay there. Get under a desk or table, or stand in a corner or doorway. Stay away from glass, shelves, and heavy equipment.

If outdoors, get into an open area away from trees, buildings, walls, and power lines. CAUTION: Always avoid utility lines as they may be energized.

If driving, pull over to the side of the road and stop in the safest place available. Avoid overpasses, power lines and trees. Stay in the vehicle for the shelter it offers until the shaking is over.

AFTER THE INITIAL SHOCK:

Evaluate the situation. Notify Facility Services, 468- 3076, of serious hazards and injuries. Provide first aid, following the procedures on the emergency flip chart. Protect yourself at all times and be prepared for after-shocks.

Report damaged facilities to Facility Services, 468- 3076. Gas leaks and power failures create special hazards. *Do not* use telephone, light switches or any electrical equipment if you smell gas. (Call Facility Services from a phone in another area.) Please refer to the section on Utility Failures.

Do not use elevators.

Follow procedures in this manual for fire and hazardous material release if necessary.

If instructed to do so, activate the building alarm to alert occupants to evacuate. Note: Since the building alarms ring only in the building, you must always REPORT the emergency by telephone to Facility Services, Ext. 3076.

In the event of major damage or disruption, Facility Services will announce and implement evacuation procedures. Assist persons with disabilities to exit the buildings. Do not use elevators. Keep calm.

If instructed to evacuate, go to designated assembly area (Avoid trees, signs, buildings, electrical poles and wires.) and check in with designated department evacuation coordinator. Stay well clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so. Do not leave campus until you have checked in with department personnel.

EVACUATION PROCEDURES

BUILDING EVACUATION

Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when Facility Services instructs you to do so. NOTE: Some buildings have alarm systems. Please see the lists below.

Note: Building alarms sound only in the building. It is always necessary to call Security 468-3155 or Facility Services;
468- 3076.

Leave by the nearest marked exit and alert others to do the same.

Assist persons with disabilities to exit the building. Check bathrooms or other isolated areas if time permits. Reserve elevators for persons with disabilities only, **but do not use the elevators at all in cases of fire and/or earthquake. Help carry persons with disabilities down stairs.**

Once outside, proceed to your building's assigned evacuation assembly area (see map on next page) so that department evacuation coordinators can make sure that everyone has been safely evacuated. Avoid trees, signs, buildings, electrical poles and wires. If the assigned assembly area cannot be used, proceed to a clear area that is at least 500 feet away from the affected building and do not leave campus until you have checked in with department personnel. Faculty will account for all students in class at the time of the evacuation, and maintain records of this as well. This will prevent emergency personnel from entering dangerous buildings to rescue people who are already outside. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building until an official in charge of the evacuation says it is safe to do so.

FACILITIES WITH BUILDING ALARM SYSTEMS

Space	Building No.	Room No.			
Bookstore	6400	6400			
Eagle's Nest	6200	6200			
Computing Services	700	790B			
Gallery	5000	5130			

FACILITIES WITHOUT BUILDING ALARM SYSTEMS

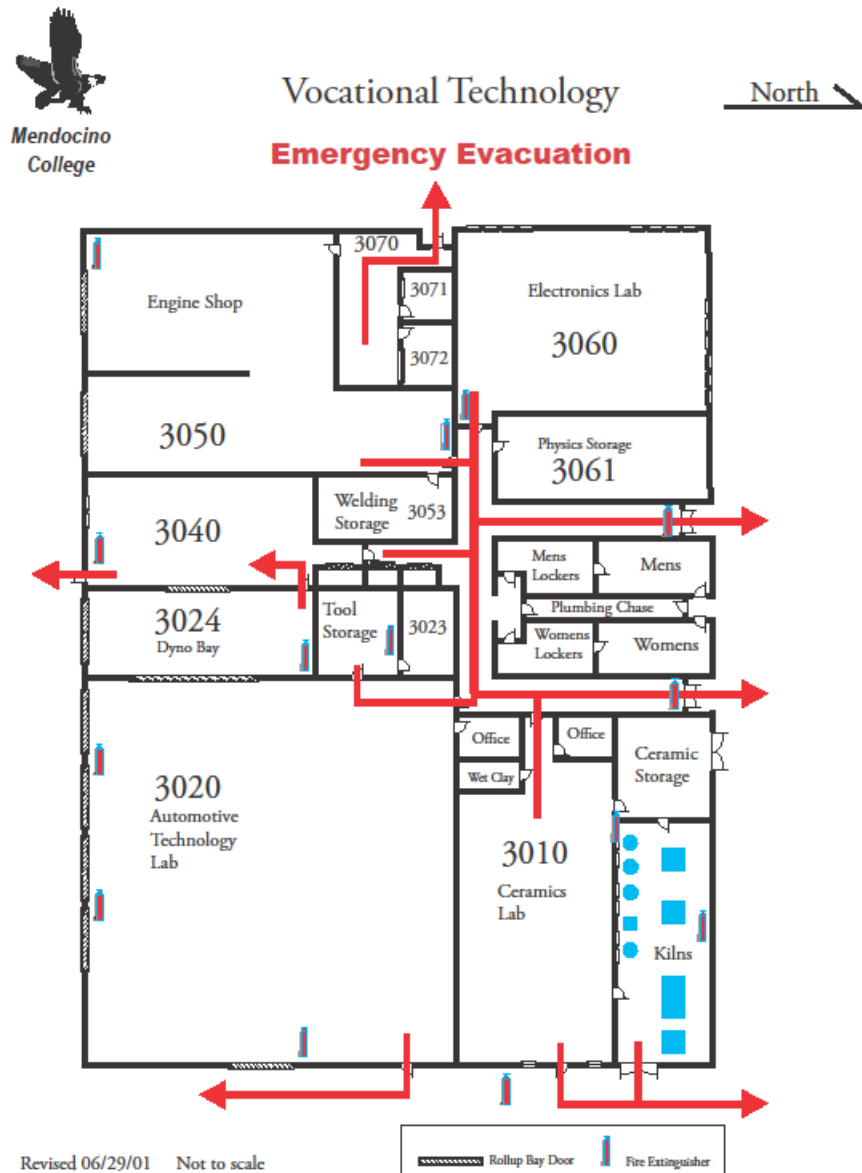
Classroom/Administration	Gymnasium	Horticulture
Lowery Building	Child Development	Court Center Bldg.
Voc./Tech.	Center for the Visual and Perf. Arts	Lakeport Center
Physical Education	Barn	Willits Center

CAMPUS EVACUATION

Facility Services will announce a general evacuation of all or part of the campus when necessary. At that time, all persons (students and staff) will vacate the designated area immediately and move to another area as directed. Neither staff nor students should leave campus until they have checked in with departmental evacuation coordinators/instructors. Vehicles leaving campus will use normal exits unless otherwise instructed. (See evacuation routes.)

EVACUATION ASSEMBLY AREAS

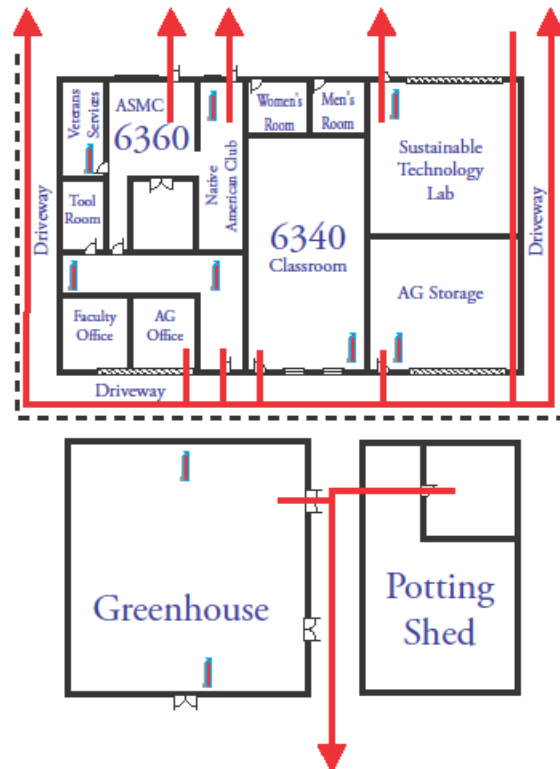
IN CENTER OF PARKING LOTS





Facility Services/Ag Buildings Emergency Evacuation

North



Revised 7/11/2011 Not to scale

Rollup Bay Door

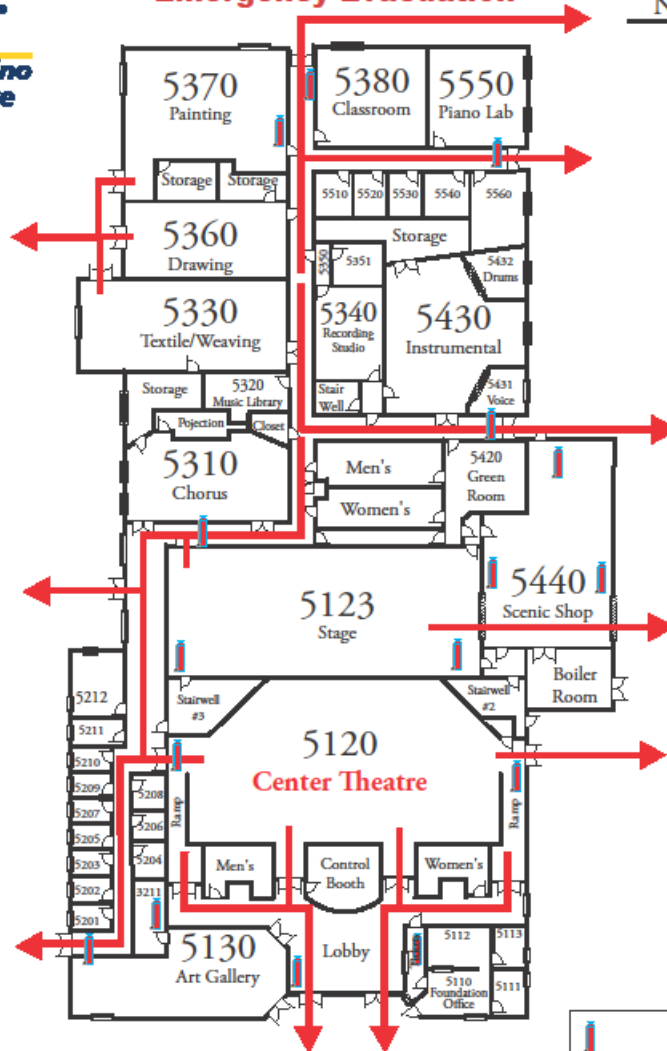
Fire Extinguisher



Center for the Visual and Performing Arts

Emergency Evacuation

North ↗



Revised 7/11/2011 Not to scale

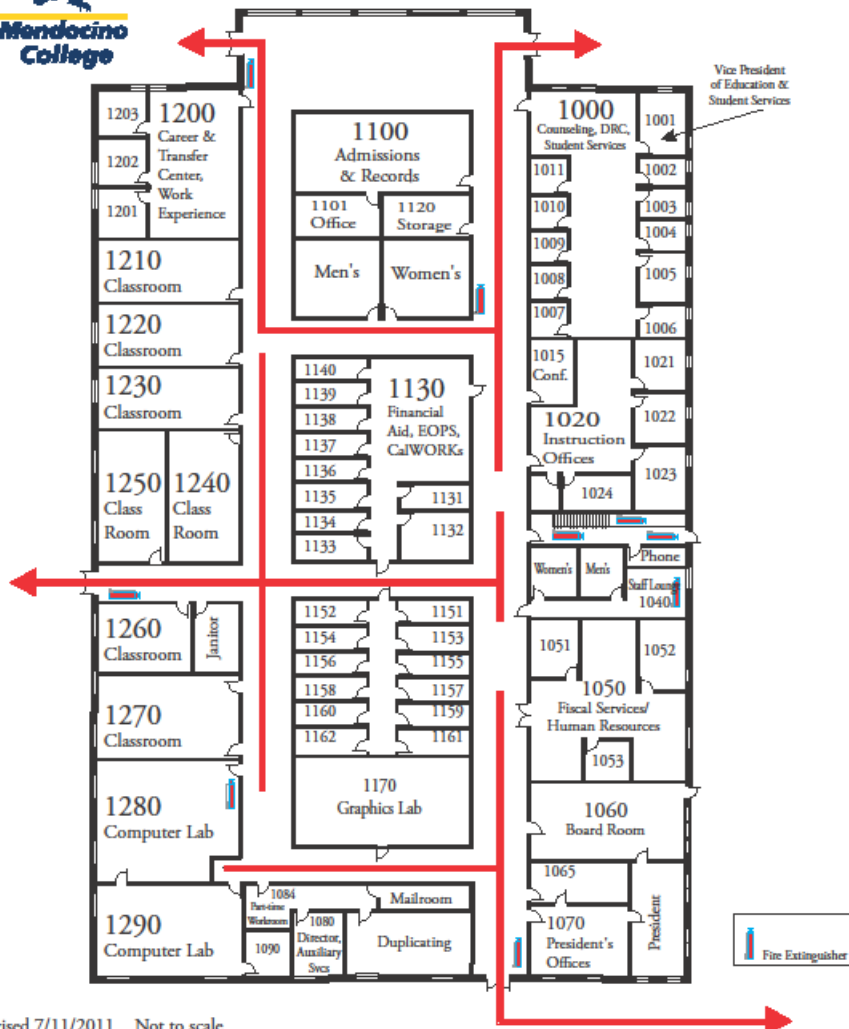






MacMillan Hall Emergency Evacuation

North 



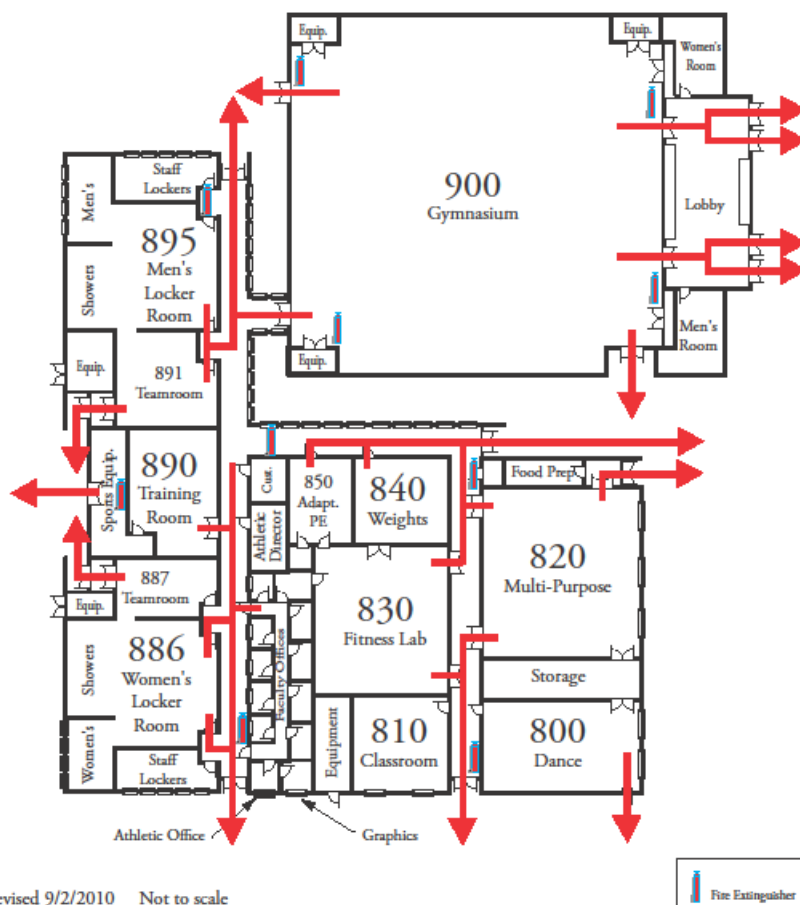
Revised 7/11/2011 Not to scale



Physical Education Complex

North

Emergency Evacuation





Mendocino
College

Classrooms
Faculty Offices
Resource Areas

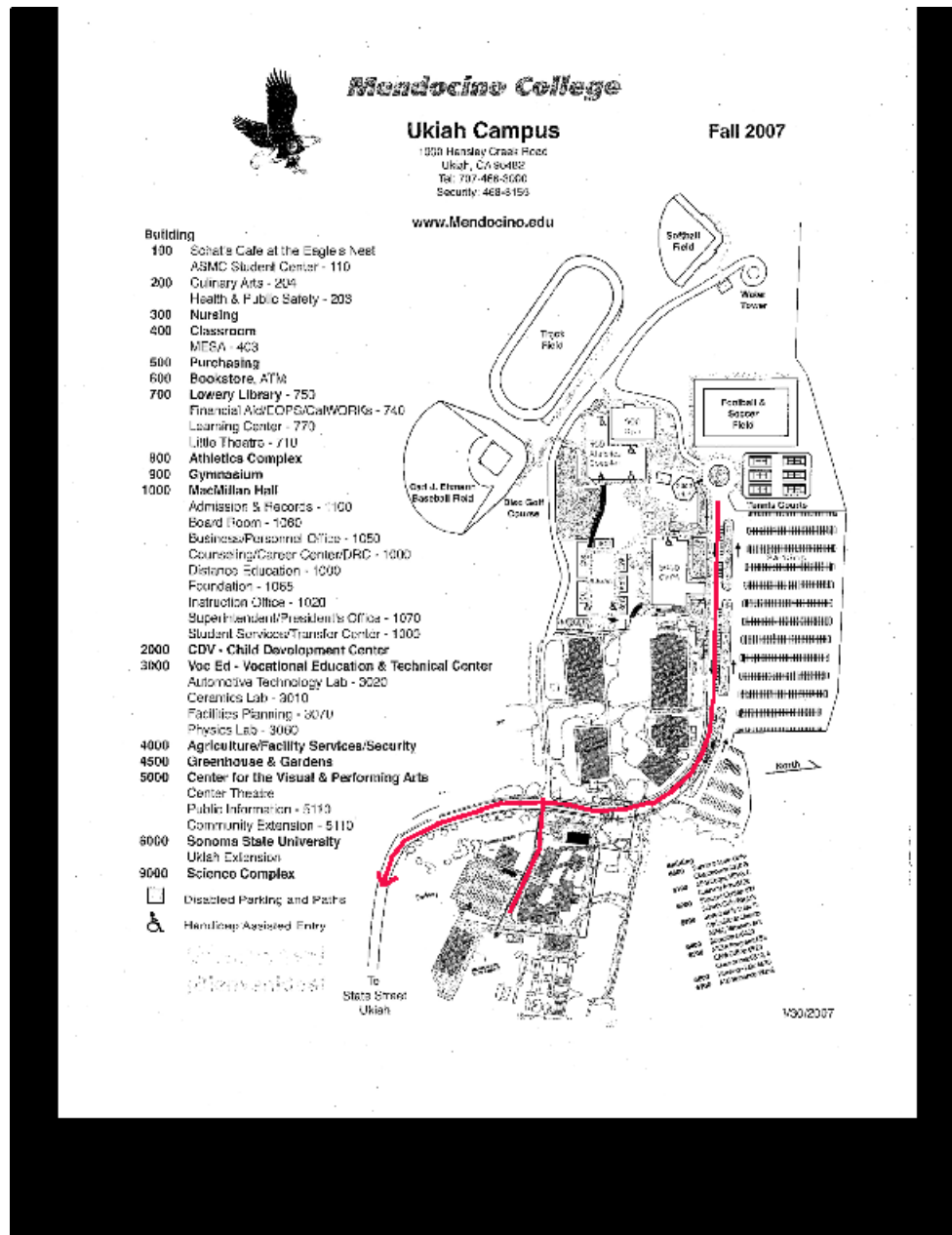
Science Complex Emergency Evacuation

North



Revised 07/11/2011 Not to scale

EVACUATION ROUTES (USE NORMAL EXITS UNLESS OTHERWISE INSTRUCTED)



EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.

Notify the Ukiah Valley Fire Department, Emergency **9-1-1**, and Facility Services, 468- 3076. Give your name, location and extension number, and describe the location and the nature of the emergency.

If directed to do so, or in case of fire, activate the building alarm. Note: Since the alarm rings only in the building, you must always REPORT the emergency by telephone.

In case of building evacuation, reserve elevators for use of persons with disabilities only. Do not use elevators at all in case of fire or earthquake, but assist persons with disabilities to exit the building (help carry if necessary).

Go to designated evacuation assembly area (see map), and check in with departmental evacuation coordinator. Keep streets and walkways clear for emergency vehicles. Keep calm.

Keep clear of Emergency Command Post unless you have official business.

Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

FIRE

In all cases of fire, call 9-1-1 immediately.

Also call: Facility Services, 468- 3076 (See call list on page 5)

Security, 468-3155

Computing Services, 468- 3116 (See call list on page 5)

Note: Know the location of fire extinguishers, fire exits, and building alarm systems (see list below) in your area and know how to use them. Training and information are available through Facility Services, 468- 3076.

Close the door to the room where the fire is located. Immediately sound the building fire alarm to alert building occupants. (THIS DOES NOT NOTIFY THE FIRE DEPARTMENT.) If your building does not have an alarm system (see below), alert the occupants verbally.

Assign someone to call fire department, 9-1-1, AND Facility Services, 468- 3076. Because fire alarms sound only in the building, it is ALWAYS necessary to notify by phone. Give your name, department, extension, and the location of the fire. Do not hang up until you are told to do so.

If the fire is small, you may wish to use a fire extinguisher. Be sure that you have an exit behind you as you face the fire, so that you cannot become trapped. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the directions on the extinguisher. Direct the charge of a fire extinguisher toward the *base* of the fire, not at the smoke or flames. Do not attempt to fight a fire that is beyond the incipient stage.

If the fire is large, very smoky, rapid spreading, or uncontrollable, evacuate the building immediately, closing all doors as you go to confine the fire and reduce oxygen. **Do not lock doors!** Inform others who may not have responded to the alarm. If the alarm stops, continue to evacuate. Warn others who may try to enter the building after the alarm stops.

Use stairway exits. *Do not* use elevators. Help persons with disabilities to leave the building (help carry down stairs if necessary).

Evacuate to evacuation assembly area and stay out of the way of emergency personnel; check in with department evacuation coordinator. Follow evacuation procedures. Do not return to the building until the official in charge of the evacuation says it is safe to do so.

If you suspect someone may be trapped inside the building, notify either police or fire fighters on the scene.

NOTE: If you become trapped in 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 near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

FACILITIES WITH BUILDING FIRE ALARM SYSTEMS

Classroom/Administration	Gymnasium	Facility Services/Horticulture
Lowery Library	Child Development	Science Building
Voc./Tech.	Center for the Visual and Perf. Arts	LLRC
Physical Education	Court Center Bldg. #s 6100-6600	

FACILITIES WITHOUT BUILDING FIRE ALARM SYSTEMS

Barn		

HAZARDOUS MATERIAL RELEASE

Also call: **Facility Services, 468- 3076 (See call list on page 5)**
 Computing Services, 468- 3116 (See call list on page 5)

Hazardous Material: Anything Flammable, Toxic, Corrosive, Reactive, Oxygenic, Cryogenic, Radioactive

If the spill of hazardous material may cause injury, explode, or start a fire, call the Ukiah Valley Fire Department at **9-1-1**. ALSO call Facility Services, 468- 3076, and report the spill to your supervisor.

Report any other hazardous spill that cannot be controlled and cleaned up with equipment and spill materials readily at hand, and the employee's normal personal protective equipment (safety goggles, gloves, apron, etc.) to Facility Services, 468- 3076 and to your supervisor. Report suspected gas leaks or suspicious odors to Facility Services, 468- 3076.

Tell:

- Exact location of spill, including room number if inside a building
- Name of spilled material
- Quantity of material spilled
- Appearance - solid, liquid, odor, color, etc.
- Nature and extent of injuries or physical effects to those who have been exposed, if any
- Area of contamination, hazards to humans or the environment inside or outside the facility (e.g. possibility of contamination of groundwater or creeks.)
- Time of release
- Your name, department, and the phone extension you are calling from.

Clear the affected area at once and seal it off to prevent further contamination of other areas until Facility Services (468-3076) personnel arrive. Appropriate supervisory personnel (including instructors) should determine if adjacent areas should be evacuated as well.

Facility Services (468-3076) will contact the necessary specialized authorities and medical personnel, as outlined in the MENDOCINO COLLEGE Hazardous Materials/Hazardous Waste Contingency Plan.

If you are contaminated by the spill, avoid contact with others. Remain in the vicinity, but at a safe distance. Give your name to Facility Services. Obtain required first aid and cleanup by specialized authorities at once.

If an emergency exists, assign someone to activate the building alarm. You must also always REPORT the emergency by phone because the alarm rings only in the building. Walk quickly to the nearest exit and alert others to do the same.

Using elevators, assist persons with disabilities to exit the building. (In emergencies, elevators are reserved for the exclusive use of persons with disabilities). In case of fire or earthquake, *do not* use the elevators at all. Help carry persons with disabilities down the stairs, if necessary.

Move to designated evacuation assembly area and check in with departmental evacuation coordinator. Get as far away from affected building as possible. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

Very important:

ALL spills must be RECORDED (on spill log), and some must also be REPORTED to regulatory authorities. Fill out a departmental hazardous materials spill log (use format similar to chart below) and also report ALL hazardous material incidents to the Facility Services Department, 468- 3076, for possible mandatory reporting to state and federal agencies.

time/date of release	location	volume/ material	cause of release	Action taken/how disposed?	Time/date of supv. review	supervisor review (initials)	time/date of EHS review	EHS review (initials)	EHS reported/ recorded?
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MEDIA RELATIONS

Public Relations Dial: 468-3071

The College has two basic media guidelines to observe in crisis situations:

Only authorized spokespersons (College Public Affairs Officer) will meet or talk with the media. Refer all calls from media directly to the office of public affairs extension 468-3071.

The authorized spokesperson will give only factual information; no speculation is to be offered.

Instructions for managers, department chairs, and other supervisory personnel:

Report emergencies to the President (468-3039) and to the Vice President office (468-3069). Do not to speak to outsiders, especially to the media, on behalf of the college.

Give the President and the Public Affairs Officer complete details, including what the incident is, how it began, who is involved, what is happening now and what help has been called for. The President and Public Affairs Officer will confer and decide on the appropriate action.

MEDICAL AND FIRST AID

Facility Services Office – 468-3076, Physical Education Training Room -468- 3043,
Instruction Office (Evening Supervisor) – 468-3155,
Off Campus Emergencies 9-1-1

For Medical Emergencies, you have *three choices* of what to do:

1. In the following or other ***life-threatening*** emergencies,

- Call 9-1-1 (**always**)
- Next call Facility Services (468-3076)
Or Security (468-3155)
- Facility Services will notify the President's Office.

Some Examples of Life-Threatening Medical Emergencies:

- Severe chest pains
- Respiratory distress or cessation of breathing
- Shock
- Severe burns
- Uncontrolled bleeding
- Unconsciousness
(except for seizures)
- Choking
- Poisoning
- Overdose
- Suspected fracture of back, neck, or spine

2. If ***serious injury or illness*** occurs on campus, call Facility Services, 468- 3076. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

3. In case of ***minor injury or illness***, provide first aid following instructions in the Mendocino College First Aid & Emergency Procedures flip chart, posted on walls in classrooms and offices. Contact Facility Services for follow-up care and documentation, 468-3076.

Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross, and periodically staff training workshops.

In the event of a campus-wide emergency, Facility Services will organize first aid response on campus.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself or herself or others, and/or is out of touch with reality due to severe drug reactions or a psychotic break. Hallucinations, bizarre behavior, or an inability to care for oneself may manifest either of these.

If a psychological crisis occurs, you have *three choices* of what to do:

1. In an *extreme emergency*, dial 9-1-1. *Never try to handle a situation you feel is dangerous on your own.* Protect yourself first. Running away and then calling for help may be the best solution.
2. Notify the Facility Services (468-3076) of the situation. Clearly state that you need immediate assistance, give your name, your exact location, and briefly describe the situation.
3. If you do not feel the situation is dangerous but need an immediate response, contact Student Services (468-3105). Briefly describe the situation (e.g. student expressing suicidal intent); give your name and location. If the psychological consultant is not available, discuss the situation with Student Services personnel. You may also contact the Mendocino County Mental Health crisis team for assistance.

Remember that the person who is out of control is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalize himself/herself if necessary. It is important to know that the person can *only* be hospitalized in two ways: a) by choice or b) by the police if he/she is dangerous to self or others.

UTILITY FAILURE

Also call: **Facility Services, 468- 3076 (See call list on page 5)**
 Computing Services, 468- 3116 (See call list on page 5)

If utility failure occurs during regular hours, Monday through Friday, 8 A.M. to 4:30 P.M., notify Facility Services, 468-3076.

Always notify Facility Services, 468-3076, if there is potential danger or if failure occurs after hours. When the Facility Services Office is closed, or if there is no answer, call security 468-3155, or 489-5699 (cell).

PLUMBING FAILURE/ FLOODING:

Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Facility Services (468-3076).

SERIOUS GAS LEAK:

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Facility Services (468-3076).

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, notify Facility Services (468-3076) as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 9-1-1 and Facility Services.

ELEVATOR FAILURE:

If you are trapped in the elevator, notify Facility Services (468-3076) using the emergency phone. If there is no phone or it is not operational, turn on the emergency alarm located on the front panel, which will signal for help.

HOT WATER LINE FAILURE:

Immediately notify Facility Services (468-3076). If necessary, vacate the area.

ELECTRICAL/LIGHT FAILURE:

Campus building lighting may not provide sufficient illumination for safe exiting. Keep flashlight and portable radio available for emergencies.

- If an emergency exists which is not a gas leak, activate the building alarm. In case of a serious gas leak, DO NOT USE ALARM, but notify building occupants verbally. (Never use ANY electrical switches with a gas leak!) Note: The alarm rings only in the building. You must also REPORT the emergency by phone.
- Evacuate the buildings and assist persons with disabilities to exit.
- Go to designated assembly area, as far from the affected building as possible. Check in with departmental evacuation coordinator. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until emergency personnel tell you it is safe to do so.

Note - Communication is important. Facility Services (468-3076) will keep people involved informed of status of evacuation, etc.

VIOLENT OR DISRUPTIVE BEHAVIOR/CRIME IN PROGRESS

For a *Crime in Progress* call 9-1-1.

Report all criminal acts and suspicious situations or persons to Security 468-3155 or Facility Services, 468-3076 as soon as possible. If there is no answer call the Mendocino County Sheriff's Office 463-4086 or 9-1-1.

Give: Your name, location, and phone extension

Include: Nature of the incident

Location of the incident

Description of person(s) involved

Description of property involved

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Avoid risks.

In the event of gunfire or discharged explosives, take cover immediately using any concealment available. Seek emergency first aid if necessary after the disturbance.

APPENDIX

PLANNING, TRAINING AND LEGAL REFERENCES

Participation in practice response exercises conducted by federal, state, local or campus officials will prepare the staff and public to cope with conditions they may encounter in emergencies and disasters. These exercises will also help the district identify deficiencies in planning.

There is a critical need for thorough planning and frequent evaluation of disaster plans and policies and for staff training programs that will prepare all campus personnel to carry out their legal and moral responsibilities in the time of an emergency or disaster.

College managers must prepare for all possible emergency situations. They must identify the potential hazards that exist not only in their campus buildings and facilities, but in the general surrounding geographic area as well. Experience from past emergencies can provide a partial inventory of situations, which may require emergency action.

The immediate responsibility of the College in the event of any disaster—natural or man-made—is to provide for the maximum protection of students, staff and the campus plant.

LEGAL REFERENCES

College administrators, under the direction of the Incident Commander, should become familiar with the following civil defense and disaster preparedness references:

FEDERAL

- 1) The Federal Civil Defense Act of 1950, Public Law 920, (basic civil defense law).
- 2) Public Law 875, 81st Congress, September 30, 1950. (Emergency preparedness).
- 3) The Federal Civil Defense Guide (the national plan for emergency preparedness).
- 4) Public Law 4, 58th Congress, January 5, 1905 (33 stat. 599).

STATE

- 1) California Administrative Code, Title 5, Education
- 2) Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101.
- 3) Education Code Section 31301
- 4) Education Code Section 16555.5
- 5) Military and Veterans Code, Division 7, Chapter 1, Sections 1500 through 1600.
- 6) Civil Code, Section 1714.5, Liability for Civil Defense Activities.
- 7) Government Code Section 3102.
- 8) Labor Code, Division 4, Part 1, Workmen's Compensation Benefits for Civil Defense and Disaster Service Workers.
- 9) Vehicle Code sections 40830, 41401, and 41402.
- 10) Orders, Rules, and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of Extreme Emergency as a Result of Enemy Attack or Warning that an Enemy Attack is Probable or Imminent.
- 11) The California Disaster and Civil Defense Master Mutual Aid Agreement.
- 12) Executive Order Number 67-D-1, November 9, 1967.
- 13) Administrative Order Number 68-5, March 8, 1968.
- 14) State of California Civil Defense and Disaster Plan.
- 15) Office of Emergency Services Bulletin Number 3, Section 1.
- 16) California Administrative Code, Title 25, Part 1, Chapter 1, Subchapter 2, Section 500, Administration and Enforcement Fees.
- 17) Health and Safety Code, Division 13, Part 3, Sections 19100 through 19170.
- 18) Earthquake Protection Law (Riley Act).
- 19) Senate Bill 445 (Alquist).

CHILD DEVELOPMENT CENTER (CDV) DISASTER PLAN

Fire

1. Secretary will call 911 stay on phone until fire dept. arrives.
2. She will use the cordless phone and wait at building entrance until the Fire Department arrives.
3. Call Facilities Service 468-3076 or Security 468-3155
4. Sound alarm located by main entrance of building
5. Evacuate building
Teachers take class roll sheets & emergency forms with them.

Evacuate children to designated area

Supervisor and secretary check classrooms, bathrooms etc., for children.

Designated staff member turns off gas if necessary.

Cook will bring first aid kit with her and unlock gates.

Do not re-enter building until declared safe by Facilities Services Dept.

Earthquake

1. If children are in yard, have them gather together on lawn.
2. When shaking stops evacuate to designated area.
3. If children are inside, have children get under tables by saying "Rabbit in a Hole" until first shocks have ended.
4. Teachers take roll sheets and emergency forms, take roll and then evacuate to **Football Field** which is the Designated evacuation area.

Do not re-enter the building until it is declared safe

by Facilities Services Department

5. Follow assignments on written Chain of Command if necessary.

CIVIL EMERGENCY REQUIRING EVACUATION

Evacuation procedure

1. Call Dean's office or Security 468-3155 for instructions.
2. Follow evacuation as described for Fire and Earthquake.
3. Assign children to college staff members for travel in vehicles (if instructed). Leave list of children and destination on door of building.

Release of Staff

Staff will be released according to the following order:

1. Morgan Knight
2. Jackie Blacklock
3. Lynne Hartlip
4. Cathy Welling
5. Pat Thygesen

CHAIN OF COMMAND

Chain of Command

The following procedures will go into effect in the event of an emergency when it is necessary to evacuate the building and return to the building is not possible.

The first responsibility of all staff, student workers and parents is to evacuate all children to the designated area. Once everyone is in the designated area it is staff's responsibility to take attendance and pass out nametags to children. Once children are accounted for and calmed down staff will assign student workers to supervise children and then staff reports to their assigned posts.

Command post/ director/acting director

The director's immediate responsibility is to set up the command post at the entrance to the designated area and begin to organize students, parents, staff and other college volunteers. Duties of the command post: Keep record of events

Account for all employees, students, children, parents and visitors.

Implement and coordinate emergency operations

Requests situation and damage reports

Communicates with college emergency response personnel

Communicates decision to evacuate campus if necessary

Coordinates evacuation with college if necessary

Control internal and external communications.

Supervise release of children to parent or authorized pick up person

Liaison

Cathy Welling

Duties

Reports to command post

Coordinates efforts of response personnel and command post

Assumes duties of command post if necessary

Fills in an assigned area if necessary

Site security

Cathy Welling/College Response Team

Duties

Check utilities and turn off if necessary

Make note of structural and non-structural damage

Assist in evacuation, if required

Inform college Response Team of any damage to area

Monitor use of emergency water supplies

Inventory supplies of food and begin planning distribution

Triage/First Aid

Jackie Blacklock

Duties

- Initiate response
- Make situation report to Command Post
- Administer first aid and record all cases and treatment
- Determine need for further medical assistance

Transportation