

# **MENDOCINO COLLEGE**

# Emergency Preparedness Plan

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**Facilities & Safety Committee**

**Revised May 15, 2019**

Adopted January 9th, 2013/ Revised April 18, 2018/Revised May 15, 2019  
Security 707-468-3155/707-489-8404  
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):

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Call 9-1-1: (Also call Facility Services at 468-3155 or 468-3076, to notify them that you have called 9-1-1.)	<ul style="list-style-type: none"><li>• Life-Threatening Medical Emergency such as:<ul style="list-style-type: none"><li>severe chest pains</li><li>respiratory distress or cessation of breathing</li><li>shock</li><li>severe burns</li><li>uncontrolled bleeding</li><li>unconsciousness (except for seizures)</li><li>choking</li><li>poisoning</li><li>overdose</li><li>suspected fracture of back, neck, or spine</li></ul></li><li>• ANY Fire</li><li>• Hazardous material release IF it has high potential to injure someone or cause a fire</li><li>• Psychological crisis, civil disturbance, crime or violent incident</li></ul>
Call Facility Services/Security at 468-3076/3155:	<ul style="list-style-type: none"><li>• A Hazardous material release with low potential for fire or injury</li><li>• Utility failure</li><li>• Any other major or minor emergency, or incident</li></ul>
Call President's Office, 468-3071, (daytime) PIO 468-3012 Evening and weekends call Security: 468-3155	<ul style="list-style-type: none"><li>• Any incident with potential for adverse publicity to the college.</li></ul>
Call Evening supervisor 468-3155 5 – 10 PM, Monday – Thursday	<ul style="list-style-type: none"><li>• Student or faculty issue during evening hours.</li></ul>

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## **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 (!)

### **MAJOR EMERGENCY/DISASTER:**

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

*Appropriate Response:*

Call 9-1-1

Call President's Office (468-3071) Facility Services (468-3076) Public Information Office 468-3012

### **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)

### **SENSITIVE INCIDENT:**

Any incident with potential for adverse publicity to the college.

*Appropriate Response:*

Call President's Office (468-3071) and the Public Information Office (468-3012)

# 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 (ICS). Training is available and encouraged for all District employees in ICS-100b, 200 and NIMS 700.

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.

**California Government Code Section 3100-3109 mandates all employees of the State of California “Disaster Workers”. In the event of a major disaster, all District employees (faculty, administration and classified) must check in with their immediate supervisor to see if their assistance is needed in disaster response.**

## 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 Centers.

## TYPES OF EMERGENCIES

This manual gives instructions for the following:

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

In addition there are sections on how to report emergencies and building evacuations. Each classroom/office should have this abbreviated information posted within the Mendocino College 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.

## **DECLARATION OF CAMPUS STATE OF 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 or her absence may declare a campus state of emergency when conditions warrant. Declaring a state of campus 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:

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

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. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

## **Campus Notification Procedures**

In addition to campus-wide public address/loudspeaker system at the Ukiah Campus, Mendocino-Lake College District has three main methods of communication:

1. Regroup Text messaging- all students and staff who have their cell phones on file with Admissions & Records and/or Human Resources are connected to this mass-notification system. It is the responsibility of the individual to make sure the College has your current cell phone number in order to receive these alerts. The Regroup text messages provide brief, detailed information on campus closures and/or emergency events.
2. The landline phone system; all offices and classrooms have a landline phone. In the event of an emergency there is capability to make mass-calls that will reach all phones. Instruction sheets should be located at each phone as well as in the Emergency Preparedness Plan book.
3. Facebook/email/social media/website: these mediums will be employed to communicate information.

*The Public Outreach Director shall update the Regroup list each semester as well as test each method of Campus Notification on a regular, scheduled basis.*

## **MEDIA RELATIONS**

Public Relations Dial: 468-3012

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

Only authorized spokespersons (College Public Outreach Director) will meet or talk with the media. Refer all calls from media directly to the office of public affairs extension 468-3012.

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 (468-3068). Do not to speak to outsiders, especially to the media, on behalf of the college.

Give the President and the Public Outreach Director 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 Outreach Director will confer and decide on the appropriate action.



## SOURCES OF ASSISTANCE DURING EMERGENCIES

**FACILITY SERVICES OFFICE .....468-3076**

Facility Services staff are on M-S 7am-11pm

**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 S: 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..... 9-1-1**

There are no health services offered at the College, (call 9-1-1 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; see following page





# Gas shutdown locations

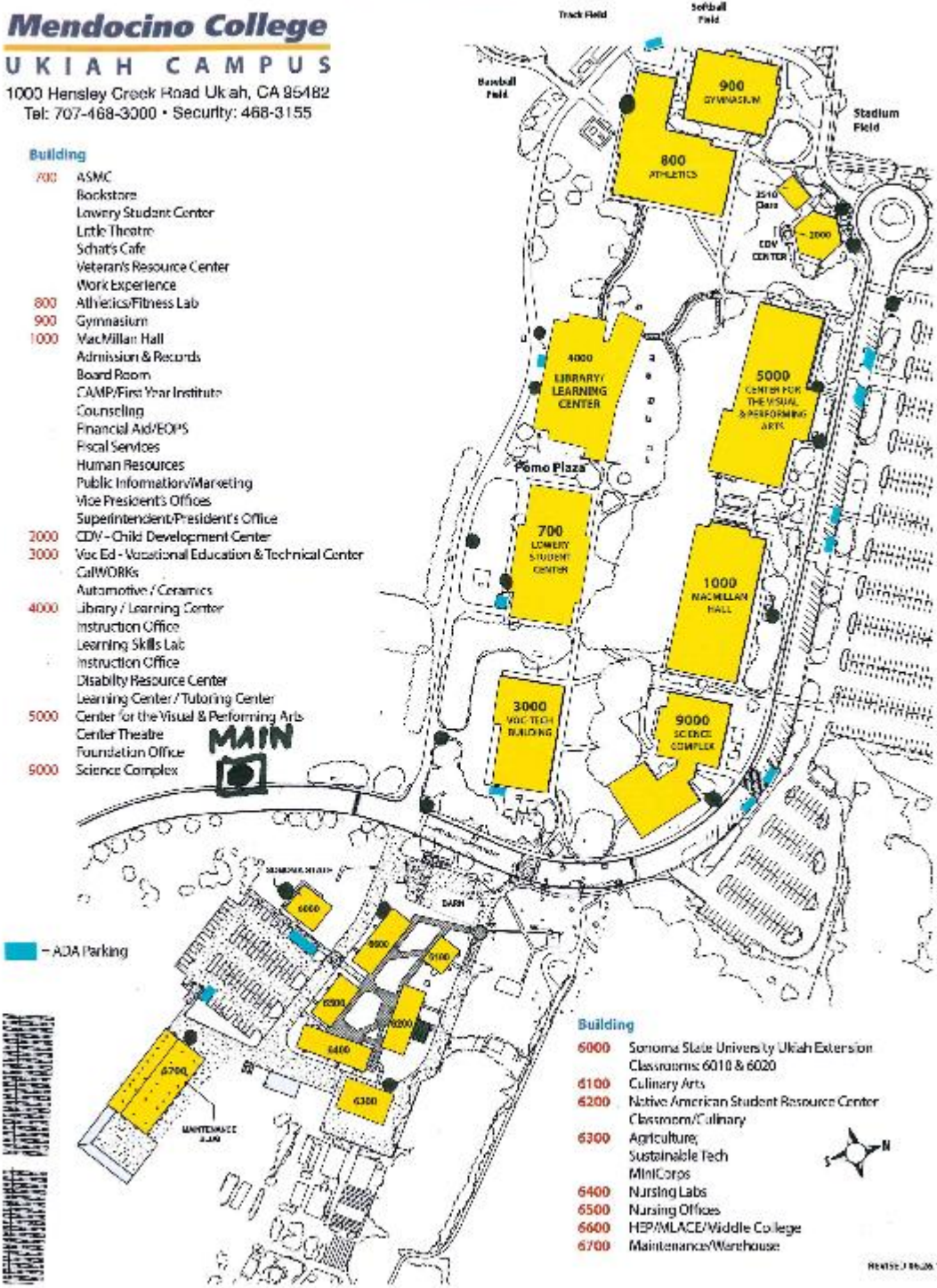
## Mendocino College

### UKIAH CAMPUS

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

#### Building

- 700 ASMC  
Bookstore  
Lowery Student Center  
Little Theatre  
Schatz's Cafe  
Veteran's Resource Center  
Work Experience
- 800 Athletics/Fitness Lab
- 900 Gymnasium
- 1000 MacMillan Hall  
Admission & Records  
Board Room  
CAMP/First Year Institute  
Counseling  
Financial Aid/EOPS  
Fiscal Services  
Human Resources  
Public Information/Marketing  
Vice President's Offices  
Superintendent/President's Office
- 2000 CDV - Child Development Center
- 3000 Voc Ed - Vocational Education & Technical Center  
CalWORKs  
Automotive / Ceramics
- 4000 Library / Learning Center  
Instruction Office  
Learning Skills Lab  
Instruction Office  
Disability Resource Center  
Learning Center / Tutoring Center  
Center for the Visual & Performing Arts  
Center Theatre  
Foundation Office
- 5000 Science Complex



#### Building

- 6000 Sonoma State University Ukiah Extension  
Classrooms 6010 & 6020
- 6100 Culinary Arts
- 6200 Native American Student Resource Center  
Classroom/Culinary
- 6300 Agriculture,  
Sustainable Tech  
MiniCorps
- 6400 Nursing Labs
- 6500 Nursing Offices
- 6600 HEP/MLACE/Widdle College
- 6700 Maintenance/Warehouse

## GAS MAINS EMERGENCY SHUTDOWN PROCEDURES

BUILDING	LOCATION	KEYS/TOOLS FOR MAIN VALVE ACCESS	SHUT OFF TOOLS REQUIRED FOR BUILDING VALVE	NOTES
<b>Campus Main</b>	Inside Fenced area above pond.		12” crescent wrench	Meter A
Vocation/Tech. Bldg. 3000	Along perimeter road near Transformer (South) & @ regulator	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter B
Lowery Bldg. 700	Along perimeter road near Transformer (South) & @ regulator	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter C
Grove Bldgs. 100-600	Along perimeter road near Transformer (South) & @ regulator	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter D
Physical Education Bldg. 800 Gymnasium Bldg. 900	Along perimeter road near Transformer (South)& @ regulator outside mechanical room	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter E
Child Care Center Bldg. 2000	Along perimeter road near Transformer (North) & @ regulator outside mechanical room	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter F
Fine Art, Center for the Visual and Performing Arts Bldg. 5000	Along perimeter road near Transformer (North) & @ regulator outside mechanical room	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter G
Administration	Along perimeter road near Transformer (North) & @ regulator outside mechanical room	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter H
Facility Services/ Barn/ Horticulture Bldg. 4000	Along road by Red barn & @ regulator outside Warehouse	T Handle with hook to pull concrete lid.	12” crescent wrench	Meter I
Lakeport Center	Main gas valve is located on east side of building by main building entrance.		12” crescent wrench	Meter J
Willits Center	Main gas valve is located on West side of building in parking lot by building.		12” crescent wrench	Meter K.
LLRC	Gas valve is in road on South West side of LLRC	T Handle and hook for lid	12” crescent wrench	Meter M
Warehouse	In Parking lot near building, West center of warehouse		12” crescent wrench	Meter L

# Electrical Mains

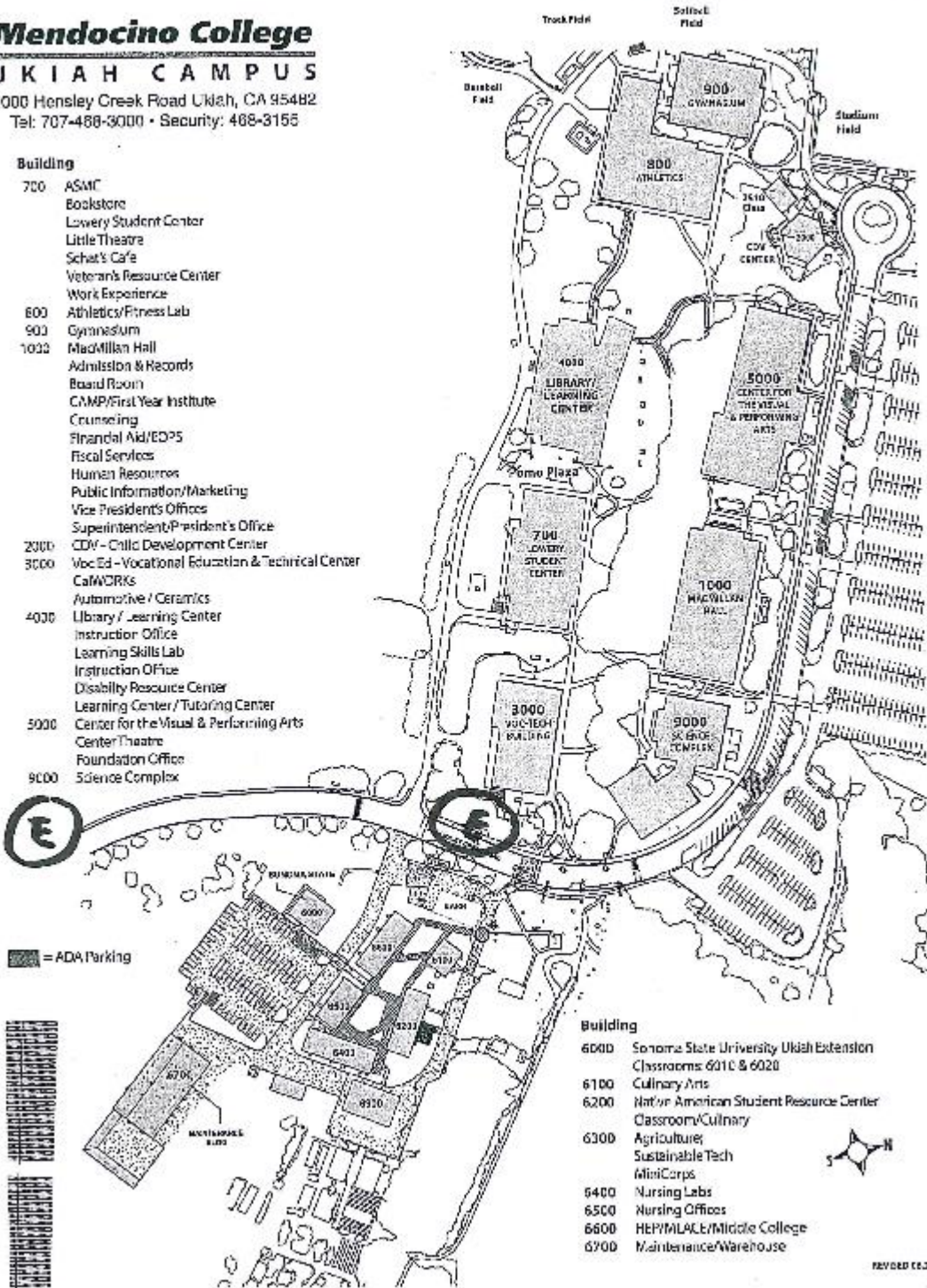
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Board Room  
CAMP/First Year Institute  
Counseling  
Financial Aid/EDPS  
Fiscal Services  
Human Resources  
Public Information/Marketing  
Vice President's Offices  
Superintendent/President's Office
- 2000 CDW - Child Development Center
- 3000 Voc Ed - Vocational Education & Technical Center  
CaMWORKS  
Automotive / Ceramics
- 4000 Library / Learning Center  
Instruction Office  
Learning Skills Lab  
Instruction Office  
Disability Resource Center  
Learning Center / Tutoring Center
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- 6700 Maintenance/Warehouse

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## ELECTRICAL MAINS EMERGENCY SHUTDOWN PROCEDURES

Note: Access to electrical mains at transformer pads will require padlock keys #2753 and #2303. Access to electrical mains in buildings will require Grand Master L-Key. ), (See emergency call list on page 5):

BUILDING	LOCATION	KEYS/TOOLS FOR ACCESS	SHUT OFF TOOLS REQUIRED	NOTES
<b>Campus Main</b>	Main disconnect inside main gate in small brown shed house.	Key #702	None	
Vocation/Tech. Bldg. 3000	At building transformer & in Hallway roll up door in center of building	Key #702		
Lowery Bldg. 700	At building transformer & in Mechanical room South side of building	Key #702		
Grove Bldgs. 100-600	At building transformer & in Mechanical room South side of building	Key #702		
Physical Education Bldg. 800 Gymnasium Bldg. 900	At building transformer & in Mechanical room South side of building	Key #702		
Child Care Center Bldg. 2000	At building transformer & in Mechanical room West side of building behind gate	Key #702		
Fine Art, Center for the Visual and Performing Arts Bldg. 5000	At building transformer & in Mechanical room North side of building inside fenced area	Key #702		
Administration	At building transformer & in Mechanical room North side of building.	Key #702		
Facility Services/ Barn/ Horticulture Bldg. 4000	At building transformer & inside shop area room #4040	Key #701		
Lakeport Center	Inside Counseling office closet to right of main entry door, Main St. entrance	Key #701		
Willits Center	Inside closet by bathrooms	Key #702		
Pt. Arena	At concrete pump house	No key required		
LLRC	Inside Electrical room inside Mechanical Room	Key # 702		

# Water Mains

## Mendocino College

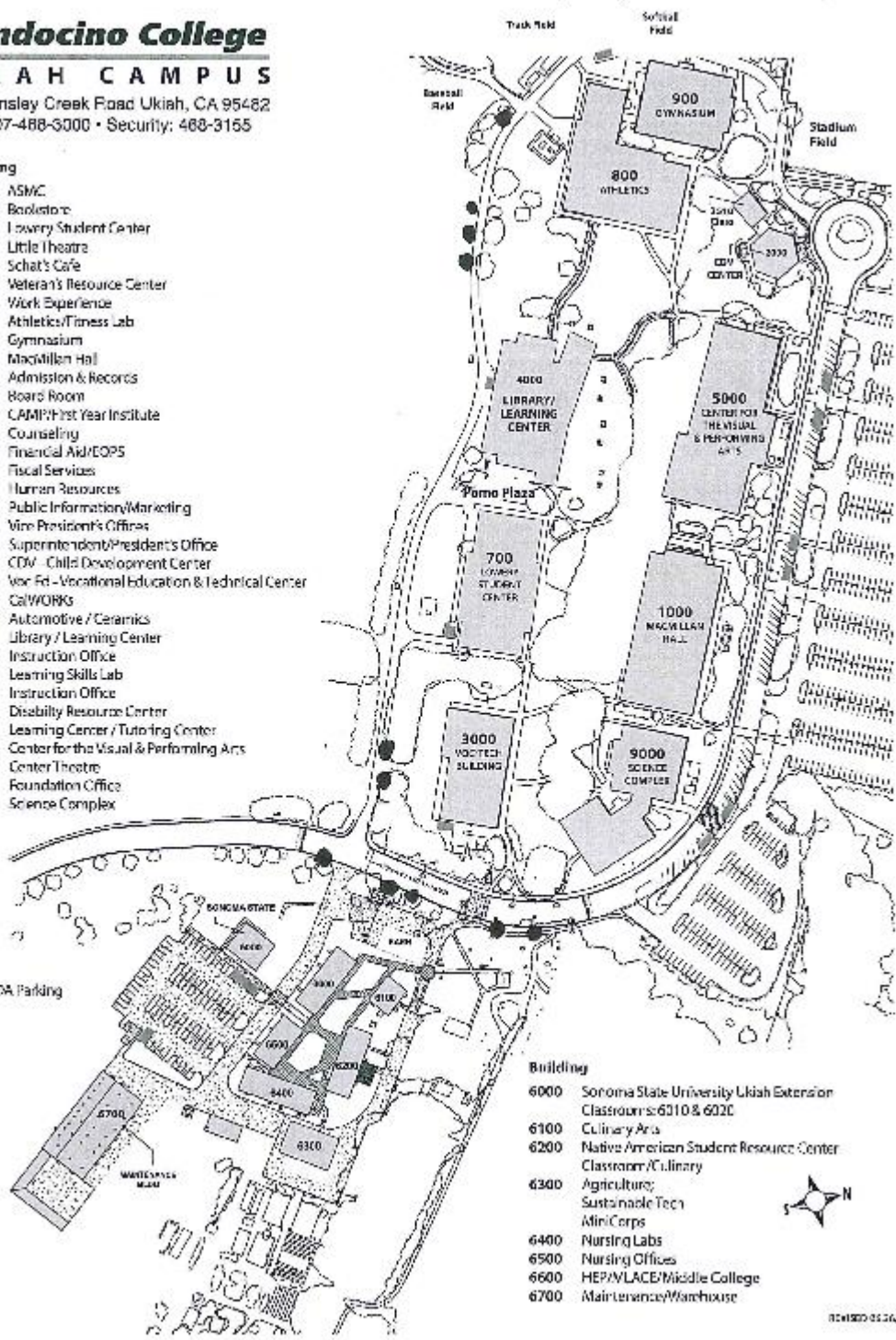
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CAMP: First Year Institute  
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Fiscal Services  
Human Resources  
Public Information/Marketing  
Vice President's Offices  
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Library / Learning Center  
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- 6300 Agriculture;  
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MiniCorps
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- 6500 Nursing Offices
- 6600 HEP/VLACE/Middle College
- 6700 Maintenance/Warehouse

REVISED 05/26/16



## WATER MAINS EMERGENCY SHUTDOWN PROCEDURES

BUILDING	LOCATION	KEYS/TOOLS FOR ACCESS	SHUT OFF TOOLS REQUIRED	NOTES
Main Campus shut off	Three Valves at the intersection of the perimeter road and at the tank road	puller for steel lid, T handle		
Voc/Tech	Main in Road, East of Building Shut off at Check valve	puller for concrete lid		
Lowery	Main in lawn, South of Building Shut off at Check valve	puller for concrete lid		
Grove	Main in Planter, South of Building Shut off at Check valve		Fork tool	
Physical Education Gymnasium	Main in Lawn, South of Building across road Shut off at Check valve		Fork tool	
CDV	Main in Road, By parking lot, North and East of Building Shut off at Check valve			
Fine Arts	Main in Road, By parking lot, North of Building Shut off at Check valve		Fork tool	
Administration	Main in Road, By parking lot, North and East of Building Shut off at Check valve			
Barn/Facility Services Horticulture	Main in Road, West of Red Barn Shut off at Check valve at Driveway		Fork tool	
Lakeport Center	Right side of entrance to Rm.1959.		Square tool	
Willits Center	East side of the south end.			
Point Arena	Inside scene shop Rm.290 by sprinkler manifold.		None	
LLRC	Inside Meter box in bed near road south east corner of LLRC			

## **HAZARDOUS MATERIAL SAFETY DATA**

The Environmental Health & Safety department keeps a master set of the district's Safety Data Sheets (SDS) in Facility Services Department at the M&O Building.

Safety Data Sheets for the Science Building and its' chemicals are located at the Science Building, room 9030

## **CAMPUS BLUEPRINTS**

The Facility Services Department Map Room 6788 has a master set of district blueprints. A second set of district blueprints is located in the Warehouse. Digital blueprints are located on the Campus Server.

## **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.

### **Facilities shall check and refresh Disaster Kits once per year**

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

## 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

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.

The natural gas generator located at Lowery Building is dedicated for IT and will only run the servers.

# SPECIFIC EMERGENCY PROCEDURES

*For Staff*

Medical and First Aid.....	23
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## MEDICAL AND FIRST AID

Facility Services Office – 468-3076  
Campus Security- 468-3155  
Emergencies 9-1-1

For Medical 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

Two Options for Any Injury/Emergency Requiring Medical Attention:

1. Call for an ambulance
2. The injured individual takes themselves to the hospital

**\*\*No district employee is authorized to transport injured persons (students, employees and/or members of the public) for medical attention\*\*\***

## UTILITY FAILURE

**Call:**           **Facility Services, 468- 3076 (See call list on page 9 & 10)**  
                  **Computing Services, 468- 3116 (See call list on page 9 &10)**

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. Public Outreach (468-3235) will keep people involved informed of status of evacuation, etc.



# 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	Child Development	Science Building
Voc./Tech.	Center for the Visual and Perf. Arts	LLRC
Physical Education		

**FACILITIES WITHOUT BUILDING FIRE ALARM SYSTEMS**

Barn		

## AIR QUALITY

The College shall reference the website [purpleair.com](http://purpleair.com) on days when air quality conditions are questionable. If the Air Quality Index (AQI) is listed or estimated at 275 or above, the President/Superintendent may cancel or reschedule classes.

## **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.

## 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 of people 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.

## **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.

## 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..

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.

## **ACTIVE THREAT/ SHOOTER**

### **CALL 9-1-1**

Mendocino College follows the Department of Homeland Security's directive of "Run, Hide, Fight," which is a series of options/re-actions available in the event of an active threat/shooter situation. All students and employees of the District are encouraged to watch the video online at:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Campus Security is also available to provide in-person trainings in classrooms and offices- please call 468-3155 to schedule. The basic premise of Run, Hide, Fight is to be aware of your situation and surroundings. In the event of an active shooter, there will be at least three options:

1. Run- evacuate the area if possible, by any means possible, and get as far away from the situation as possible.
2. Hide- if you can not run away, hide- barricade your surroundings using whatever materials possible- tables, chairs, desk. Make it as difficult as possible for a perpetrator to access you and your location.
3. Fight- if you can not run or hide, if there are no other options available, fight, using any means necessary to incapacitate your attacker.

**Remember, the most important and critical thing to do in an active threat, immediately call 9-1-1 and get the police on their way**

**Once the police have been notified and you have secured your own safety, initiate Campus Notification Procedures (see page 7)**

## **BOMB THREAT- CALL 9-1-1**

**Also call: Security, 468-3155**

**Public Outreach 468-3235**

**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:

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**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 <b>read</b> 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 9-11 and then call Facility Services at 468- 3076.**

## **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.

## **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 and Public Outreach 468-3012.

## EVACUATION PROCEDURES

### BUILDING EVACUATION

Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when Campus Notification Procedures instructs you to do so.

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.

### CAMPUS EVACUATION

Campus Notification Procedures 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.)

## **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.

**The Facilities & Safety Committee shall review and update the Emergency Preparation Plan at least each year to ensure current contact information and procedures.**

## 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, 81<sup>st</sup> Congress, September 30, 1950. (Emergency preparedness).
- 3) The Federal Civil Defense Guide (the national plan for emergency preparedness).
- 4) Public Law 4, 58<sup>th</sup> 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).