

**August  
2007**

*Orange Coast College*

# **Campus Emergency Operations**



Please post on bulletin boards  
Additional copies available from  
Campus Public Safety and the OCC Portal at

<http://occportal/C19/EmergencyManagement/default.aspx>

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## **STAFF DUTY ASSIGNMENTS**

### **INCIDENT MANAGEMENT.**

Orange Coast College has an **INCIDENT COMMAND SYSTEM (ICS)** in place for all incidents that pose a danger to life, limb or property on the campus. If we have an incident, the most senior administrator on duty will activate the ICS. They will act as the Incident Commander and Emergency Operations Director. The Incident Commander will implement appropriate emergency procedures and direct the assignment of duties.

### **DECLARATION (Statement of Responsibility).**

The Administrative Regulations and Procedures and the Government Code of the State of California, Section 3100-3101, provide for the authority to declare public workers as Disaster Service Workers. In the event of an emergency, as described in this document, the following applies:

“It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by law.”

Every staff member has a responsibility to perform certain duties in times of emergency as assigned:

a) The ICS will be activated and team members will assume designated responsibilities to save lives and minimize damage.

b) All staff will assist in the evacuation of students and other personnel when safety is threatened.

c) Students and staff will be relocated to designated safety areas.

d) Each instructor will:

- Be responsible for the direct supervision of his/her class.
- Evacuate students to designated areas, in accordance with warning signals, written notification or orders from the Incident Commander.
- Report the names of any students who are absent or injured.
- Seek medical attention for injured students.

e) Other Classified staff will report to the Emergency Operations Center.

## FOR A LIFE-THREATENING EMERGENCY

**CALL 911 – PARAMEDICS**

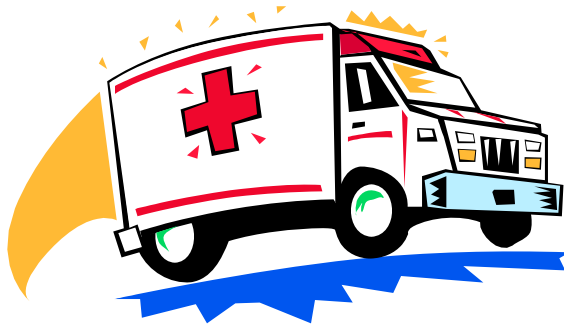
**Then call Campus Public Safety at 714-432-5555**

You may dial 911 from campus phones. Allow for a short delay while the computerized location system is accessed. **STAY ON THE LINE—DO NOT HANG UP! PUBLIC SAFETY WILL BE NOTIFIED.**

When using cell phones or pay phones:

- **IDENTIFY THE EXACT CAMPUS LOCATION.** Personal or pay phones may not have a computerized location system.
- **CALL PUBLIC SAFETY AT 714-432-5555**

Red campus emergency phones are located in every campus classroom to contact Public Safety. Tell them to call the paramedics and give your exact campus location.



## MEDICAL AND FIRST AID

To report an emergency, dial 714-432-5555.

Describe the nature of the medical problem

Give the campus location of the victim

Until help arrives give the victim appropriate first aid.

### CHECK BREATHING

Clear mouth of any obstruction

Place victim on back

Clear air passage by tilting head back

Pinch nostrils shut

Cover victim's mouth with yours

Breathe directly into victim's mouth once every five seconds

Remove your mouth between breaths to allow victim to exhale

### KEEP VICTIM STILL

In case of injury to joints, neck or back

DO NOT MOVE VICTIM

### CONTROL BLEEDING

Apply direct pressure over the wound

In the event that an employee or student is exposed to blood while rendering first aid, or is cut or punctured by sharp objects, potentially contaminated with blood or other body fluids, the following procedures must be followed.

**MEDICAL AND FIRST AID** *continued*

a) Ensure that other employees/students are not exposed unless properly protected (gloves and goggles.)

b) Obtain the name and phone number of the person who was the source of the blood/body fluids.

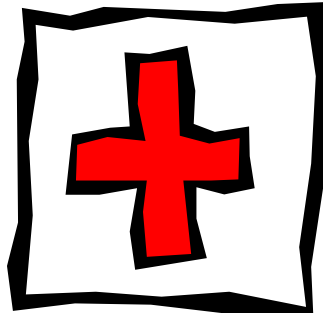
c) Employees should:

(1) Notify the supervisor and CCCD environmental Health office 714-438-4728.

(2) Notify Campus Worker's Compensation office –OCC Personnel office (714) 432-5670. This office is responsible for notifying the Environmental Health and Safety office.

(3) Upon instruction from the campus or district Worker's Compensation office, the exposed individual shall proceed to a designated occupational health provider immediately. (California Code of Regulations requires treatment of employees within 24 hours of exposure.)

f) Contact the District Environmental Health and Safety office 714-438-4728 for further instructions concerning cleanup of contaminated materials.



## **STUDENT HEALTH CENTER HOURS**

The Student Health Center provides acute medical care, treatment of minor injuries, counseling and health education. The Student Health Center is not staffed to respond to emergencies on campus. For life threatening or medical emergencies call 911 or campus safety at 2555.

### **Fall/Spring Semesters:**

Monday and Thursday - 8:00 a.m. to 6:30 p.m.

Friday - 9:00 a.m. to 3:00 p.m.

### **Summer Sessions and Intersession:**

Monday through Friday - 8:00 a.m. to 4:00 p.m.

**For assistance and/or transport to the Student Health Center call Public Safety-ext. 25017  
Provide your name and exact location**

- If the situation is life threatening, disruptive or violent call Campus Public Safety at 25555 or 911 for immediate emergency response.
- Have a person stay with the ill/injured person.
- Have a person outside and visible, to flag down emergency providers.
- Complete an accident/Incident report form and submit it to the campus business office.

## **REPORTING EMERGENCIES**

**For Professional help:**

**On Campus – 25555 (M-F)**

**Off Campus – 911 or 714-432-5555**

**STAY CALM, PROVIDE LOCATION AND TYPE OF PROBLEM**

## **VIOLENT, CRIMINAL OR DISRUPTIVE BEHAVIOR**

If a person(s) disrupts a class or lecture, ask them to leave. If they refuse to leave, call Campus Public Safety at 25555 and your immediate supervisor.

If you are a victim of, involved in, or witness to any on-campus violation of the law such as assault, theft, overt sexual behavior, etc:

**DO NOT TAKE UNNECESSARY CHANCES**, Call Public Safety IMMEDIATELY with the following information:

Nature of incident

Campus location of incident

Description of person(s) involved

Description of property involved

Location or direction of persons involved

Report any incidence of loitering or soliciting on campus to your department office and Public Safety at 25017.

We all need to help make OCC a safe place. Be alert to suspicious situations and report them to Public Safety.

## ACTIVE SHOOTER ON CAMPUS

### **Secure Immediate Area:**

- Lock and barricade doors
- Turn off lights and close blinds/block windows
- Keep occupants calm, quiet, out of sight
- Take cover from danger
- Put cell phones on vibrate

### **Contacting Authorities:**

- Dial 911 Emergency
- 714 432-5555 or 25555 Campus Public Safety
- 714 432-5017 Campus Public Safety office
- 714 412-0582 On-duty Officer cell
- 714 412-2733 On-duty Officer cell
- 714 320-5005 Pager

### **What to Report:**

- Your specific location/building/room
- Number of people with you
- Injuries number and type
- Shooter(s) location, how many, race, gender, clothing, features, weapons, backpack, identity if known
- Anything else that may help

### **Un-Securing an Area:**

- If in doubt room/area should remain secure, the shooter may still be active
- Consider the safety of the masses first
- Only attempt rescue if it's safe for you and others

## DISTURBANCE OR DEMONSTRATION

Most campus demonstrations should be peaceful. Everyone should attempt to carry on business as usual. Avoid provoking or obstructing the demonstrators.

For other disturbances, you should call Campus Public Safety at 25555. To avoid causing further problems, you may call from a private office to maintain confidentiality.

Campus Public Safety and an administrator will assess the situation and take appropriate action.



## SUSPICIOUS SUBSTANCE PROCEDURES

### **IF YOU COME IN CONTACT WITH A SUSPICIOUS SUBSTANCE**

Do not clean up the unknown substance. Cover the substance with anything available (e.g. clothing, paper, trash can, etc.) and do not remove cover.

Evacuate room, close door, or section off area. Do not allow anyone to enter area.

Call Maintenance and Operations (M&O) at 25590 to turn off local fans or ventilation units.

Call Campus Public Safety at 25555. Tell them if anyone else was present or may have been exposed to the substance.

Public Safety will call local police (911) to report the incident and prepare a written report.

The police will make the threat assessment and notify Public Safety of the appropriate actions.

Employees will report the incident to their supervisor. Supervisors will be responsible for notifying the District Environmental Health and Safety office: 714-438-4728

If the police deem the substance harmless, notify M&O for cleanup.

## PERSONAL CARE:

If you come in contact with a suspicious substance:

Immediately wash your hands with soap and warm water.

Remove heavily contaminated clothing as soon as possible and place it in a plastic bag or container that can be sealed.

**Shower with soap and warm water as soon as possible.**



## HANDLING SUSPICIOUS LETTERS OR PACKAGES

### **FBI ADVISORY**

If you receive a suspicious letter or package:

- Don't Handle
- Don't shake, bump or drop
- Isolate and look for Indicators (see list below)
- Don't open, smell or taste
- Treat it as Suspect!
- Call 911
- Call Campus Public Safety 25555

### **LETTERS – Look for**

- Misspelled words
- Addressed to Title only/Incorrect Title
- Badly typed or written
- No return address
- Restrictive markings
- Possibly mailed from a foreign country
- Excessive postage

### **PACKAGES – Look for**

- Any characteristics for list above
- Protruding wires
- Lopsided or uneven shape
- Rigid or bulky shape
- Strange odor
- Wrong title with name
- Oily stains, discolorations or crystallization on wrapper
- Excessive tape or string

## HANDLING SUSPICIOUS LETTERS OR PACKAGES (cont)

If Parcel is open and/or a threat is identified:

### **FOR A BOMB:**

Evacuate Immediately

Call Police 911

Call Local FBI

Call Campus Public Safety 25555

### **FOR RADIOLOGICAL**

Limit Exposure - don't handle

Distance - evacuate area

Shield yourself from object

Call Police 911

Call Campus Public Safety 25555

### **FOR BIOLOGICAL/CHEMICAL**

Isolate - don't handle

Call Police 911

Wash your hands with soap and warm water

Call Campus Public Safety 25555



## **BOMB THREAT EVACUATION PROCEDURES**

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Leave the area and immediately call 911, then Campus Public Safety at 25555. Report as much information as possible.

If you receive a phone call that a bomb or explosive device has been placed on campus, ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

Keep talking to the caller as long as possible and record the following:

- Time of call
- Age and sex of caller
- Speech patterns, accent, if any
- Emotional state
- Background noises

If you receive the bomb threat by mail, do not handle it. Vacate the area at once, immediately call Public Safety.

Police or Public Safety will conduct the detailed bomb search to determine if building evacuation is necessary. If evacuating, quickly walk to the nearest exit.

### **DO NOT TOUCH ANY SUSPICIOUS OBJECTS**

Once outside, stay at least 150 feet from the building, leave sidewalk and roadway access for emergency vehicles.

### **DO NOT RE-ENTER BUILDING.**

## **CHEMICAL OR RADIATION SPILL**

Report any spillage of a dangerous chemical or radioactive material on campus immediately to 25555. Identify the substance if possible. Save the container. Do not handle.

When reporting, be specific as possible about the nature of the material and the campus location. Campus Public Safety will contact the appropriate authorities and medical personnel.

Vacate the affected area at once and seal it off to prevent further contamination of others.

If you are contaminated, avoid contact with others as much as possible, remain in the vicinity, and give your name to Public Safety officers. Only specialized authorities should administer required first aid and clean up.

Notify your supervisor and evacuate the building quickly. Walk to the nearest exit and alert others as you go. Leave the elevators for the disabled and assist them as necessary.

Once outside, move to a clear area at least 150 feet away from the affected building. Keep the walkways clear for emergency vehicles.

For Environmental Health & Safety/Hazmat problems, call the District at: 714-438-4728

## **EARTHQUAKE**

### **REMAIN CALM**

#### **INDOORS**

Seek refuge in a doorway or under a desk or table. To protect yourself, drop to your knees, clasp both hands behind the neck, bury your face in your arms, and make your body as small as possible. Close your eyes and cover your ears with your forearms.

#### **OUTDOORS**

Move quickly away from buildings, utility poles and other structures.

### **AFTER THE SHOCK**

Evaluate the situation; call 25555 for emergency help.

Protect yourself at all times and prepare for after-shocks.

If necessary, evacuate building at nearest exit, assist disabled persons and alert others as you exit. Be aware of structural damage.

Do not use elevators in case of aftershocks.

If building is structurally safe, coordinate with your supervisor and turn off all potentially hazardous items such as gas or electrical equipment.

Report all damage to Maintenance & Operations at 25590.

Once outside, stay clear (at least 150 feet away from building) leave sidewalk and roadway access for emergency vehicles.

**DO NOT RE-ENTER DAMAGED BUILDINGS.**

## **FIRE**

**MAJOR FIRE** (Uncontrollable) call: 911, then 25555

Close all windows and doors to confine fire and reduce oxygen.

**DO NOT LOCK THEM**

**MINOR FIRE** (Controllable) call: 25555/25590

Utilize fire extinguisher(s) by directing a charge at base of flame, call for assistance.

### **REPORTING**

When you call for assistance, provide the following information:

Your Name

Location

Size & Type of Fire:

a) Wood, trash, paper

b) Liquid, grease

c) Electrical

Activate building alarm.

Evacuate building and elevator, alert others as you exit and assist disabled persons.

Once outside, stay clear of building, leave sidewalk and roadway access for emergency vehicles.

Assist in determining that everyone has evacuated safely.

**DO NOT RE-ENTER BUILDING.**

## **EXPLOSION, PLANE CRASH OR SIMILAR ALARM**

Immediately take cover under desks, tables or other objects that will give protection against flying glass or debris.

After the effects of the incident have subsided, call 911 or 25555 and provide the following information:

Your name  
Location  
Nature of emergency

Activate building alarm.

Evacuate building and elevators; stay clear of structural damage, broken glass and debris. Assist disabled persons and alert others as you exit.

Once outside, stay clear (at least 150 feet away from building) leave sidewalk and roadway access for emergency vehicles.

Assist in determining if everyone has evacuated safely.

**DO NOT RE-ENTER BUILDING.**

## EVACUATION OF STUDENTS WITH DISABILITIES

### **General Information**

If you have disabled persons in your classroom or work area, you should designate volunteers to assist these persons during the evacuation. The type of assistance necessary can vary by the disability.

### **Mobility Impaired**

Individuals with mobility impairments and who use wheelchairs may be evacuated using several methods described below including an evac-chair. In each case, ask the disabled person which method would work best for them.

**In chair evacuation** (only for non-motorized wheelchairs) Unlock brake, gently lean chair backward and move to edge of first stair step. The helper in front steadies the chair by the rods to which the footrests are attached. The helper at the rear of the chair controls the descent and takes most of the weight of the chair.

**Office chair evacuation** – Transfer the disabled person into a sturdy office chair. One helper gently leans the chair backward. The other helper faces the chair and holds onto the front legs. Helpers control the descent by bending their legs slowly and keeping their backs erect.

**Out of chair evacuation** – The helper kneels in front of the wheelchair, his/her back to the disabled individual. Place the disabled person's arms up and over the helper's shoulder and across the helper's chest. Helper then leans forward before standing with the disabled person on his back.

## EVACUATION OF STUDENTS WITH DISABILITIES *continued*

**Two person-carry side-by-side** - The helpers position themselves next to the wheelchair and grasp the other helper's upper arm or shoulder. The disabled person places his/her arms around the helpers' necks. The helpers lean forward and place their free arms under the individual and firmly grasp each other's wrists. The helpers descend the steps at the same time side by side.

### **Hearing impaired**

Since the hearing impaired person may not hear the alarms or verbal warnings, the helper should get the attention of the hearing impaired individual by tapping on his/her shoulder or arm. Then direct the hearing impaired individual with hand signals toward a safe exit.

### **Visually Impaired**

The assigned volunteer tells the visually impaired individual they will help them out of the building. The helper offers his/her right arm for the disabled individual to grasp. Then give clear verbal directions when making turns or going down steps.



## UTILITY FAILURE

### **MAJOR UTILITY FAILURE**

Monday through Friday (7:00 a.m. to 5:00 p.m.)

Call Maintenance & Operations: 432-5590

After 5:00 p.m. weekends or holidays

Call Campus Public Safety: 432-5017

### **IF POTENTIAL DANGER**

Call Campus Public Safety: 432-5017

### **UTILITY PROBLEMS**

Call Maintenance & Operations: 432-5590

### **GENERAL GUIDELINES**

- a) Elevators may not be operable use the stairs
- b) Vacate building assisting disabled as you exit
- c) Notify supervisors
- d) Outside, stay clear (150 feet from building)
- e) Assist staff in determining if building is evacuated

**DO NOT RE-ENTER BUILDING UNLESS TOLD IT IS SAFE BY CAMPUS MANAGEMENT.**



## NUCLEAR EVENT & MASS EVACUATION SITE

Due to Orange Coast College's proximity to the San Onofre Nuclear Generating Station (SONGS), we have been designated as an Emergency Evacuation and Decontamination Center for Orange County.

During a nuclear or other event requiring mass evacuation of people, OCC will act as a reception, decontamination, and care and shelter center for persons affected. We will act in cooperation with the Orange County Office of Emergency Services, the local police and fire departments, and the American Red Cross.

The campus administration will notify the faculty and staff, terminate normal class activities, and prepare us for the displaced population.

The County Emergency Broadcast System will be the primary source of information regarding such an event. The EMERGENCY BROADCAST SYSTEM FOR ORANGE COUNTY includes:

<b>AM RADIO STATIONS:</b>	<b>Phone</b>
• KFI 640	323-225-5534
• KFWB 980	323-930-8721
• KNX 1070	323-900-2070
• KHJ 930 Spanish	818-729-5300
• KVNR 1480 Vietnamese	714-554-5000

## EMERGENCY PHONE CONTACTS

### ORANGE COAST COLLEGE EMERGENCY NUMBERS

#### On-Campus

#### Off-Campus

#### Emergency

911/25555

911/714-432-5555

#### Campus Emergency Announcements

25878

714-432-5878

#### Campus Public Safety

Office 25017

714-432-5017

On Duty Officer cell

714-412-0582

On Duty Officer cell

714-412-2733

Pager

714-320-5005

#### Student Health Center

25808

714-432-5808

#### Maintenance & Operations

25590

714-432-5590

#### Costa Mesa Police

9-754-5252

714-754-5252

#### CCCD Environmental Health and Safety

84728

949-232-7320

#### American Red Cross Emergency

9-481-5300

714-481-5300

## CRISIS ALERT TEAM

NAME	CAMPUS EXTENSION
ASOCC President	432-5507
Bachmann, Rob-Chair	432-5026
Bennett, Doug	432-5126
Carnett, Jim	432-5725
Craig, Jess	432-5897
Dees, Bob-President	432-5577
Farmer, John	432-5117
Fonseca, Frank	432-5980
Mendoza, Bob	432-5045
Mueller, Kate	432-5646
Nish, Melinda	432-5015
Pagel, Rich	432-5111
Yglesias, Ken-Chancellor	438-4888





# ORANGE COAST COLLEGE CAMPUS MAP

2701 Fairview Rd. Costa Mesa CA 92626 • 714-432-0202



Administration (1)	Counseling (87)	(87) Lewis Center for Applied Science	(42) Snack Bars
Admissions, Counseling & Student Records (87)	D Building (87)	Lot D Library (170)	Taco Bell/Pizza Hut (181)
Allied Health (49, 50 & 51)	Dance (87)	Literature & Language (70)	Starbucks (80 & 81)
Arts Center (158)	Disabled Students Center (10)	Math Classrooms (100)	Social Science (183)
Arts Pavilion (180)	Early Childhood Lab School (146)	Math & Sciences Offices (40)	Special Services (181)
Assessment Center (10)	Enrollment Center (87)	Maintenance & Operations (155)	Sports Medicine (183)
Associated Students of OCC (86)	EOPS (87)	Media Center (23)	Starbucks (181)
Bookstore & Warehouse (83 & 144)	Exercise Science (Fitness Complex) (183)	Men's Locker Room (96)	Student Center (86)
Bursar's Office (149)	Field House (110)	Middle College H.S. (MC) (171 & 172)	Student Records (87)
Business Education (12, 13 & 14)	Financial Aid (87)	Music (3 & 4)	Student Services (86)
Cafeteria (86)	Fine Arts (5)	Parking (Campus Public Safety) (147)	Student Success Center (7)
Captain's Table Restaurant (86)	Forum (81)	Photo Lab (Arts Center) (158)	Watson Hall (87)
Campus Public Safety (parking) (147)	Gymnasium & Physical Ed. (91)	Photo & Digital Photo Labs (5)	Weight Room (157)
Chemistry (69)	Handball Courts (97)	Planetarium (39)	Women's Locker Room (92)
Career Education (87)	Health Center (Student) (89)	Recycling Center (121)	Technology Center (114-116)
Children's Center (152)	Home Economics (87)	Re-Entry (87)	Theatre (Robert B. Moore) (2)
Classroom & Lab (7, 8, 9 & 150)	Horticulture (64)	Reprographics (37)	Transfer Center (87)
College Publications (87)	Institutional Research (1)	Safety/Security & Information (147)	Visual & Performing Arts (158)
Computing Center (73)	International Student Center (87)	Science (35-39)	Web Services Training (156)
Construction (116)	Job Placement (87)	Science Hall (47 & 48)	
Consumer & Health Sciences (43)	Learning Center (10)	Skill Center (87)	
		Science Lecture Halls 1 & 2 (41)	

Fall 2007



**Orange Coast College**  
2701 Fairview Road  
Costa Mesa, CA 92626

Bob Dees President

**Coast Community College District Board of Trustees**  
Mary L. Hornbuckle - Walter G. Howald - Jim Moreno  
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Ken Yglesias, Chancellor

August 2007

Updated by: OCC Crisis Alert Team