



Orange Coast College

*Emergency 911
Campus Public Safety 25555*

**Campus
Emergency
Operations**

*Post on bulletin boards
Additional copies available from
Campus Public Safety or the occportal*

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EMERGENCY PHONE NUMBERS

Emergency

911

Campus Public Safety

Emergency	25555	1-714-432-5555
Office	25017	1-714-432-5017
Unit 1 (cell)		1-714-412-0582
Unit 1 alpha (cell)		1-714-412-2733
Unit 1 bravo (cell)		1-714-412-1911

Student Health Center

25808 1-714-432-5808

Maintenance & Operations

25590 1-714-432-5590

Costa Mesa Police

1-714-754-5252

CCCD Environmental Health and Safety

Linda Morin 1-714-438-4753

Office 1-714-438-4728

American Red Cross Emergency

1-714-481-5300

The County Emergency Broadcast System will be the primary source of information regarding such an event.

AM RADIO STATIONS:

Phone

- KFI 640 323-225-5534
- KFWB 980 323-930-8721
- KNX 1070 323-900-2070
- KHJ 930 Spanish
- KVNR 1480 Vietnamese

LIFE-THREATENING EMERGENCY

911 – Paramedics

Campus Public Safety

25555 or 1-714-432-25555

From a campus phone you may dial 911. 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, the caller must:

- **IDENTIFY THE EXACT CAMPUS LOCATION**

Remember, this phone system does not have a computerized location system.

There is a red campus emergency phone located in every campus classroom dial 25555 to contact Campus Public Safety. Tell them to call the paramedics and give your exact campus location.



MEDICAL AND FIRST AID

For Professional help call 911

Campus Public Safety 25555 or 1- 714-432-5555

For assistance and/or transport to the Student Health Center call Campus Public Safety-ext. 25017

Provide your name and exact location

Describe the nature of the medical problem

Give the campus location of the victim

Until help arrives give the victim appropriate first aid:

Bleeding: Apply direct pressure to wound
(protect yourself from contamination)

Neck/Back injury: Do not move victim

Not Breathing: Open airway (if you have been trained)
Perform rescue breathing or CPR
(if you have been trained)

Hands only CPR: Uninterrupted chest compressions
100 a minute

Blood/Body Fluids Exposure:

Ensure that other employees/students are not exposed

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

Notify Campus Worker's Compensation office –
OCC Personnel office (714) 432-5670.

(California Code of Regulations requires treatment of employees within 24 hours of exposure.)

Proceed to a designated occupational health provider immediately.

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 25017/25555 and call your immediate supervisor.

DO NOT TAKE UNNECESSARY CHANCES

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

Phone **Campus Public Safety at 25555 IMMEDIATELY** with the following information:

Nature of incident

Campus location of incident

Description of person(s) involved

Location or direction of persons involved

Help make OCC a safe place. Be alert and report suspicious behavior and situations to Campus Public Safety.



EARTHQUAKE

REMAIN CALM

INDOORS

Seek refuge under a desk or table. 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,

If emergency help is necessary, call 25555

Prepare for after-shocks

If necessary, evacuate building use the nearest exit

Take your personal belongings

Assist any disabled persons

Do not use elevators in case of aftershocks

IF BUILDING IS STRUCTURALLY SAFE

Turn off all potentially hazardous equipment

Report all damage to Maintenance & Operations at 25590

Once outside, stay clear (150 feet away from building)

Leave sidewalk/road access for Emergency Vehicles

DO NOT RE-ENTER DAMAGED BUILDINGS

FIRE

MAJOR FIRE (Uncontrollable) call: 911, then 25555

Activate Building Alarm

Close all doors to confine fire and reduce oxygen

DO NOT LOCK DOORS

MINOR FIRE (Controllable) call: 25555/25590

Utilize extinguisher by directing a charge at base of flame, call for assistance

REPORTING FIRE – Provide the Following:

Your Name, Fire Location, Size & Type of Fire:

- a) Wood, trash, paper
 - b) Liquid, grease
 - c) Electrical
- Evacuate building and elevators, alerting others as you exit and assisting disabled persons.
 - Once outside, stay clear of building, leaving sidewalk and roadway access for emergency vehicles.
 - Assist in determining that everyone has evacuated safely.

DO NOT RE-ENTER BUILDING



ACTIVE SHOOTER

Contacting Authorities:

- Dial 911 Emergency
- 1-714 432-5555 or 25555 Campus Public Safety
- 1-714 412-0582 Unit 1 (cell)

What to Report:

- Your specific location/building/room
- Number of people with you
- Injuries number and type
- Assailant(s) location, how many, race, gender, clothing, features, weapons, backpack, shooters identity if known, direction he is heading, anything else that will help

If you are outside:

Proceed to closest building, preferably a room that locks, do not answer the door

If you are inside:

Lock and barricade all doors

Close blinds, turn off the lights

Call 911 and Campus Public Safety 25555

Put cell phones on vibrate, be quiet

Stay away from windows, spread out

Use furniture to shield you

Do not answer the door

If shooter has entered your room and begins firing:

Use furniture to shield you, stay low. Throw things at the shooter and overpower as a *committed* group.

If you decide to flee:

Have an escape route and plan. Do not carry anything while fleeing. Move quickly, keep your hands visible, follow instructions of any police officer.

EVACUATION OF STUDENTS WITH DISABILITIES

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. 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 in-to 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 helper's 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.

Evac-Chair-Evacuation chairs are available in campus multi story buildings.

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.



CHEMICAL OR RADIATION SPILL

Any dangerous chemical or radioactive material spilled on campus is to be reported immediately to Campus Public Safety 1-714 432-5555. . Be specific identify the substance if possible as well as the location of the spill.

Do not handle

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

Anyone in the immediate area of the spill who may be contaminated is to avoid contact with others as much as possible. Required first aid and clean up to be done by specialized authorities designated to do so.

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:
CCCD EHS Office: 1-714-438-4728



SUSPICIOUS SUBSTANCE PROCEDURES

RESPONSE –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 and 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.

NOTIFICATION PROCESS

- Contact Campus Public Safety 25555
- Notify if anyone else may have been exposed
- Contact your supervisor
- If the substance is not deemed as a threat, notify M&O of the incident for clean up

PERSONAL CARE:

If you come in contact with a suspicious substance:

- Immediately wash 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.



HANDLING SUSPICIOUS LETTERS OR PACKAGES

FBI ADVISORY If you receive a suspicious letter or package:

- Don't Handle, shake, bump or drop
- Don't open, smell or taste
- Call 911 and 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 from list above
- Protruding wires
- Lopsided or uneven shape
- Strange odor
- Oily stains, discolorations or crystallization
- Excessive tape or string

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

BOMB – RADIOLOGICAL – BIOLOGICAL - CHEMICAL

Evacuate Immediately

Call Police 911

Call Local FBI

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**. Clear the area and immediately call 911, then 25555.

Any person receiving a phone call that a bomb or explosive device has been placed on campus should ask the caller:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What kind of bomb is it?
- d) What does it look like?

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

- a) Time of call
- b) Age and sex of caller
- c) Speech patterns, accent, if any
- d) Emotional state
- e) Background noises

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

DO NOT RE-ENTER BUILDING



EXPLOSION, PLANE CRASH OR SIMILAR

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

Call 911 or Campus Public Safety 25555 and provide the following information:

Your name

Location

Nature of emergency

Activate building alarm.

Evacuate building and elevators, staying 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 buildings) leaving sidewalks and roadway access for emergency vehicles. Assist in determining if everyone has evacuated safely. **DO NOT RE-ENTER BUILDING.**



UTILITY FAILURE

Major Utility Failure

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

Maintenance & Operations 25590 or 714 432-5590

After 5:00 p.m. weekends or holidays

Call Campus Public Safety: 25017 or 714 432-5017

Guidelines

If the utilities do not come on in a reasonable length of time you will be instructed to vacate the building.

- Take your personal belongings
- The elevators may not work
- Assist the disabled
- Do not re-enter unless instructed to do so



STAFF DUTY ASSIGNMENTS

The INCIDENT COMMAND SYSTEM will be activated and team members will assume designated responsibilities to save lives and minimize damage. All staff will assist in the evacuation of students and college personnel when safety is threatened.

Each instructor will be responsible for the direct supervision of his/her class. Each instructor will:

- Evacuate students to designated areas
- Report missing students
- Seek medical attention for injured students

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.

Every staff member has a duty and responsibility to perform certain duties in times of emergency.

Evacuation Site

The College has been designated as an Emergency Evacuation Center for Orange County.

During an emergency requiring the evacuation of people from surrounding areas OCC will act as a reception, care and shelter center. The College will act in cooperation with the Orange County Office of Emergency Services (OCEMS), the Local Police and Fire Departments (CMPD and CMFD), and the American Red Cross (ARC).

ORANGE COAST COLLEGE CAMPUS MAP

2010-2011 CRISIS ALERT TEAM

NAME	CAMPUS EXTENSION
Dennis Harkins	714-432-5712
Kristin Clark	714-432-5897
Farmer, John	714-432-5117
Fonseca, Frank	714-432-5980
Hobbs, Jeff	714-432-5725
Mueller, Kate	714-432-5646
Nish, Melinda	714-432-5015
Pagel, Rich	714-432-5111
Worden, Sylvia	714-432-5026

Orange Coast College

2701 Fairview Rd. Costa Mesa, CA 92626

Coast Community College District

1370 Adams Ave. Costa Mesa, CA 92626

CCCD Board of Trustees:

Mary L. Hornbuckle, Walter G. Howald, Jim Moreno,
Jerry Patterson, Lorraine Prinsky, PH.D., Student Trustee,
Chancellor: Ding-Jo Currie, Ph.D.



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