

3.0 Initial Response to Emergencies

Any and all emergencies should be immediately reported to Public Safety. Utilize the emergency number of **707-965-7111** whenever possible, or the business number of **707-965-6551** as necessary.

Public Safety will notify the Administrator in Charge of the emergency who will consult with the Chair of the Emergency Operations Committee to determine if the Emergency Action Plan should be activated.

When an emergency situation occurs, it must be quickly determined what initial response actions are required. Determining the appropriate actions to take is a three-step process:

1. Identify the **type** of emergency.
2. Identify the **level** of emergency.
3. Determine **immediate action(s)** that may be required.

Each of these steps is discussed in the following sections. Procedures for specific response actions are provided in Sections 4 and 5.

3.1 Identify Type of Emergency

The first step in responding to an emergency is to determine the **type** of emergency that has occurred. Emergency procedures for different types of emergencies listed below are provided in Section 5.

- Aircraft Crash
- Animal Disturbance
- Armed Assault / Active Shooter on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Epidemic / Pandemic
- Explosion / Risk of Explosion
- Fire in Surrounding Area
- Fire On the Campus
- Flooding
- Incapacitated Faculty or Staff Member
- Loss or Failure of Utilities
- Mechanical or Building Repair
- Medical Aids
- Motor Vehicle Crash / Traffic Accident
- Psychological Trauma
- Suspected Contamination of Food or Water
- Unlawful Demonstration / Walkout
- Windstorm
- Other / Not Previously Specified

3.2 Identify Level of Emergency

The second step in responding to an emergency is to determine the **level** of the emergency. A three-level rating system is used:

- **Level 1** Emergency: A **minor** emergency that is handled by college personnel **without assistance** from outside agencies, e.g., a temporary power outage, a water line break, a building repair, mechanical needs, etc.
- **Level 2** Emergency: A **moderate** emergency (localized to the college campus) that **needs assistance** from outside agencies (e.g. Fire Department, Law Enforcement), such as a fire, a medical aid, a vehicle accident, a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.
- **Level 3** Emergency: A **major** emergency (large-scale event affecting geographical areas beyond the college) that **requires assistance** from outside agencies such as a major earthquake, civil disturbance, or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3.3 Determine Immediate Response Actions

The type and extent of an emergency will determine what **immediate response actions** will be taken. The most common immediate response actions initiated during emergencies are:

- Emergency Notification System
- Duck and Cover
- Shelter-In-Place
- Lock Down
- Building Evacuation
- Off-Site Evacuation
- Pandemic / Epidemic Emergencies
- All Clear

Procedures for each of these are included in Section 4.