4.0 IMMEDIATE RESPONSE ACTIONS

4.1 EMERGENCY NOTIFICATION SYSTEM

This action is **automatically taken** when an emergency incident on campus is categorized as a **Level-3** emergency. Additionally, a **Level-2** emergency may necessitate campus-wide notification, which would be determined on a case-by-case basis.

Authorization and activation of a campus-wide notification shall be limited to the following:

- College Administration (President, Vice Presidents, or designee)
- Chair of Emergency Operations Committee
- Director of Public Safety (or designee)
- Director of Facilities Management (or designee)

**Description of Action**

Once it is determined and authorized that a campus-wide notification needs to transpire, the following steps will be taken as necessary:

1. Send a text message via the Notify Me system
2. Send a push notification via the Crisis Manager app
3. Have Student Services and ITSS disseminate an Announce email and voicemail alert
4. Post an alert via a banner on Canvas
5. Public Relations to post a web-based alert
6. Consider the use of telephones, “runners”, and college radio frequencies as appropriate and applicable

4.2 DUCK AND COVER

This action is taken to protect students, faculty, and staff from flying or falling debris.

**Description of Action**

1. Authorized personnel shall activate the emergency notification system.
2. Instruct individuals inside to duck and cover their heads with their arms and hands.
3. Instruct individuals outside to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Move all individuals away from windows.

4.3 SHELTER-IN-PLACE

This action is taken to place and/or keep individuals indoors in order to provide a greater level of protection. Shelter-in-Place is implemented when there is a need to isolate students, faculty, and staff from the outdoor environment. In the event of airborne contaminants in the outside air, this action may prompt a shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside.
Shelter-in-Place is different than Lock Down in that Shelter-in-Place may involve the shutdown of the HVAC systems, and there is the allowance for free movement of students within the building. However, for classes in buildings with exterior passageways, individuals will have to remain in the classroom.

**Description of Action**

1. Authorized personnel shall activate the emergency notification system.

2. If inside, keep all individuals in the building until further instructions are given.

3. If outside, individuals should proceed to the closest accessible building. Give consideration to the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.

4. If the HVAC system needs to be shut down, turn off local fans in the area; close and latch doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

### 4.4 LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students, faculty, and staff are to remain in the rooms that they are in, until notified. Do not move from one location to another, and do not go into corridors or out of the buildings.

In emergencies situations other than a Lock Down, a fire alarm ringing would prompt an evacuation of the building. Under a Lock Down situation, careful consideration needs to take place in the event of a fire alarm activation. This could be a ploy to get students, faculty, and staff out into the open. Pay close attention to available communication to assist in determining the course of action to take under a Lock Down situation if the fire alarm is activated.

Lock Down is different than Shelter-in-Place in that Lock Down does NOT allow free movement of individuals within buildings. All students, faculty, and staff should remain in the room that they were occupying at the time of the Lock Down directive.

**Description of Action**

1. Authorized personnel shall activate the emergency notification system.

2. If inside, instruct all individuals to lie on the floor behind or underneath solid objects. Secure the doors by any means possible from the inside of the room. Close any shades or blinds if it appears safe to do so. Remain as concealed as possible. Stay behind solid walls and doors; keep away from windows.

3. If outside, individuals should proceed to the closest accessible building. Give consideration to the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Instruct all persons with cell phones to turn off ringers, and limit cell phone usage to brief essential messages. If at all possible, attempt to communicate pertinent information by appropriate means (ie: email, cellphones, on-campus phones, etc) to the Public Safety office. If all lines are busy, or the call is not answered immediately, be patient and keep trying.

5. All individuals shall remain in secured areas until further instructions are given. Maintain order in all areas of assembly or shelter, and await the arrival of law enforcement. Be ready for lengthy stay of several hours.

4.5 EVACUATE BUILDING

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. Initiate the building fire alerting system.

2. Authorized personnel shall determine and activate the necessary levels of emergency notification.

3. Individuals shall evacuate the building, using designated routes, and assemble in assigned assembly/shelter area.

4. Faculty shall take their class rosters when leaving the building and attempt to take attendance once the class is assembled in a safe location.

5. Residence Hall staff shall follow their assigned fire/evacuation procedures.

6. Once assembled, all persons should stay in place until further instructions are given by the proper authorities.

4.6 AREA EVACUATION

This action is taken after a decision is made by the Incident Commander (IC) that it is unsafe to remain in a specific area of the campus, or the entire campus, and evacuation is necessary. Evacuees may be directed to a safe area of the campus or an off-campus assembly area.

Description of Action

1. The IC shall authorize activation of the emergency notification system.

2. The IC shall authorize personnel who shall determine, and initiate, the appropriate level of evacuation.

3. Determination will be made as to the projected duration of evacuation.

   - Short-term Evacuation: Defined as a temporary evacuation that is projected to resolve itself within 24 hours. Persons being evacuated shall be directed to, and
assembled in, large areas; such as athletic fields, gymnasium, or airport.

Once assembled, all individuals shall stay in place until further instructions are given. Return to the area evacuated will be at the discretion and instruction of the appropriate authorities.

Rosters of evacuees shall be created to document who was evacuated, any pertinent contact information, destinations, and persons associated with the evacuees.

- **Long-term Evacuation:** Defined as an evacuation incident that is projected to have an extended duration beyond 24 hours. Persons being evacuated will be directed to an off-campus location as determined by the authorities.

Rosters of evacuees shall be created at the evacuation center to document who was evacuated, any pertinent contact information, destinations, mode of transportation, and persons associated with the evacuees.

All evacuated persons should monitor the college’s website for updates on the incident and return status.

4. The IC will determine the safest method of evacuation. This may include the use of vehicles or simply walking to a designated location. For a long-term evacuation PUC’s fleet of vehicles will be engaged first for transportation. Then employees and students will be asked to volunteer using their vehicles to transport individuals.

5. If the Angwin community is also being evacuated, coordination with the Community Evacuation Plan of Angwin will be necessary. Contact the Angwin Emergency Operations Center which will be located at the Angwin Fire Department: 965-2468. *(The Angwin Community Evacuation Plan is available on-line at: www.angwinfire.com)*

### 4.7 PANDEMIC / EPIDEMIC EMERGENCIES

Student Health Center doctors and nurses who provide health care services and know of any case, or suspected case, of the diseases or conditions on the list must report such information to the local health officer. The Director of the Student Health Center is required by Title 17, Section 2500(c) to follow responsible administrative procedures to assure that reports are made to the County Health Officer as described in guidelines.

**Description of Action**

1. Reporting immediately by telephone specific communicable diseases listed by regulations, including: rabies, meningococcal infections, and hantavirus infections.

2. Reporting immediately by telephone when two or more cases of food-borne disease from separate households are suspected to have the same source of illness.

3. Reporting by FAX, telephone, or mail within one working day of identification of reportable communicable diseases listed, including tuberculosis, trichinosis, water-associated disease, hepatitis A, and meningitis.
Operational Response

The County Health Officer will provide College health care providers with specific guidelines to respond to reportable diseases, including response required by campus administration. Public Safety and additional health care and emergency response personnel will assist students and employees in responding to such an emergency including providing measures to prevent the spread of the disease, quarantine, or restricted use of part or all of College facilities during the emergency.

4.8 ALL CLEAR

This action is taken to provide notification that the emergency incident has been terminated. Normal campus operations can then resume.

Description of Action:

1. Authorized personnel shall activate the necessary levels of notification.

2. This action signifies the emergency is over.

3. If appropriate, discussions and activities should be immediately implemented to address fears, anxieties, and other concerns expressed by students, faculty, and/or staff.

4. A debriefing shall be organized to review the emergency and the actions taken during the incident.

5. All ICS activities initiated during the incident will be terminated as appropriate and final reporting shall be made to the IC.