

## **5.0 EMERGENCY PROCEDURES**

This section describes the specific procedures college personnel should follow during the distinct emergencies listed below:

- 5.1 Aircraft Crash
- 5.2 Animal Disturbance
- 5.3 Armed Assault / Active Shooter on Campus
- 5.4 Biological or Chemical Release
- 5.5 Bomb Threat
- 5.6 Vehicle Incident
- 5.7 Disorderly Conduct
- 5.8 Earthquake
- 5.9 Epidemic / Pandemic (need to add this section)
- 5.10 Explosion / Risk of Explosion
- 5.11 Fire in Surrounding Area
- 5.12 Fire On the Campus
- 5.13 Flooding
- 5.14 Incapacitated Faculty or Staff Member
- 5.15 Loss or Failure of Utilities
- 5.16 Mechanical or Building Repair
- 5.17 Medical Aids
- 5.18 Motor Vehicle Crash / Traffic Accidents
- 5.19 Psychological Trauma
- 5.20 Suspected Contamination of Food or Water
- 5.21 Unlawful Demonstration / Walkout
- 5.22 Windstorm
- 5.23 Other / Not Previously Specified

## 5.1 Aircraft Crash

This procedure addresses situations involving an Aircraft Crash on or in proximity to college property.

If a crash results in a fuel or chemical spill, refer to Section 5.4 *Biological or Chemical Release*.

If a crash results in a utility interruption, refer to Section 5.15 *Loss or Failure of Utilities*.

### Procedure

1. Call "911" (if using cell phone, call 707-253-0911) and provide the exact location (e.g., building or area) and nature of emergency.
2. Call the Public Safety emergency number: 707-965-7111, and provide the exact location (e.g., building or area) and nature of emergency.
3. The appropriate immediate response actions from Section 4.0 will be initiated.
4. If on college property, the Site Security Team will secure the crash area to prevent unauthorized access.
5. The Medical Team will check injuries to provide appropriate first aid.
6. Any affected areas will not be reopened until the appropriate agencies provide authorization and clearance to do so.
7. The Medical Team may need to begin the process of counseling and recovery as appropriate.
8. If it is unsafe to remain on campus, an Area Evacuation may be initiated, as described in Section 4.6.

## **5.2 Animal Disturbance**

This procedure should be implemented when an animal threatens the safety of students, faculty, and staff.

### **Procedure**

1. Call the Public Safety emergency number: 707-965-7111, and provide the exact location (e.g., building or area) and nature of emergency.
2. The appropriate Immediate Response Actions from Section 4.0 will be initiated.

### 5.3 Active Shooter / Armed Assault on Campus

An Active Shooter or Armed Assault on Campus involves one or more individuals whose intent is to cause physical harm to any members of the campus populace. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

#### Procedure

1. Upon first indication of an active shooter or armed assault, immediately call 707-965-7111, 911, or 707-253-0911 and provide the exact location of the incident, nature of the incident, your name and call-back phone number.

*You may be asked to provide further information such as:*

- What exactly is happening and how do you know? Is it still happening now?
  - Where is the suspect now? What was his/her last known direction? Is the suspect still on campus?
  - What is the description of the suspect?
  - Is anyone injured? Are there wounded and how many?
  - Where did it happen? What's the specific location of occurrence?
  - What weapons were used, if you know? *Knowing the number and types of weapons will assist law enforcement in their response. Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition.*
  - Were any shots fired? What did the shots sound like, and how many were fired?
  - Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any background knowledge you may have.
2. This is a Level-3 Emergency. A **major** emergency (large-scale event affecting geographical areas beyond the college) that **requires assistance** from outside agencies. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.
  3. Refer to emergency notifications and respond as instructed.
  4. College personnel (faculty, staff, and students) are not to attempt to mitigate the threat. Law enforcement personnel shall have the sole responsibility of neutralization.
  5. College personnel should maintain order, as appropriate, in all areas of assembly or shelter.
  6. Continue to monitor communications and be alert to changes in the incident. Report updates and pertinent information as necessary.

#### **Incident Termination**

1. After situation has been neutralized, the All Clear protocol will be activated only after consultation with Incident Command staff.
2. A headcount of students, faculty, and staff will be taken, and law enforcement notified of any missing or unaccounted persons.

### ***After Incident Resolution***

1. Incident Commander will, in conjunction with law enforcement officials, prepare a verified list of casualties and injuries.
  - Notification of next-of-kin of deceased person shall be made by law enforcement, Coroner, chaplain or other pastoral staff, or designee in accordance with appropriate and established community notification protocols.
  - Incident Commander will confer with designated personnel to ensure the notification of parents/family members of injured persons and the locations to which they were transported.
2. All media inquiries will be referred to the designated Public Information Officer.
3. An incident debriefing will be established to include all involved personnel.
4. A post traumatic stress Medical Team will be activated to provide counseling and coping resources for the entire campus populace.

## 5.4 Biological or Chemical Release

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances:

Scenario 1 - Substance released inside a room or a building.

Scenario 2 - Substance released outdoors and localized on the PUC campus.

Scenario 3 - Substance released in surrounding community.

It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

### Procedure

#### Scenario 1: Substance Released Inside a Room or Building

The Building Evacuation action as described in Section 4.5 will be initiated. Faculty and staff will use designated routes or other alternative safe routes to an assigned assembly/shelter site, ***located upwind of the affected room or building.***

#### Scenario 2: Substance Released Outdoors and Localized On the PUC Campus

Based on the circumstances and proximity of the release, Incident Commander will determine the appropriate Immediate Response Action, which may include Shelter-in-Place as described in Section 4.3, or the Building Evacuation action as described in Section 4.5 while directing faculty and staff to remove students from the affected areas to an area ***upwind from the release.***

#### *Action Steps*

1. Immediately notify Public Safety of the incident. Public Safety will initiate a call to the local authorities; which may include the Napa County Environmental Health Division 707-253-4471, and will provide the exact location (e.g., building, room, area) and nature of emergency.
2. The following teams will be notified and activated: Medical Team, Site Security Team, Student & Personnel Care Team, and the Crisis Team.

3. The Site Security Team will be instructed to isolate and restrict access to potentially contaminated areas.
4. Facilities Management shall be contacted to shut down the building's air handling system and any other utilities, ***as appropriate, if safe to do so.***
5. Individuals that have been contaminated should be segregated away from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals shall remain isolated until cleared for release by Napa Interagency HazMat Team, the County Health Officer, or other appropriate and authorized agency. A member of the Medical Team should assess the need for medical attention, but should not come in contact with exposed persons.
6. The Student & Personnel Care Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Team will provide the list to Incident Commander and the emergency response personnel.
7. Incident Commander will complete the Biological and Chemical Release Response Checklist (Section 7.6).
8. The Crisis Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the Napa Interagency HazMat Team or appropriate agency provides clearance and Incident Commander gives authorization to do so.

### **Scenario 3: Substance Released in Surrounding Community**

If the Incident Commander or local authorities determine a potentially toxic substance has been released to the atmosphere, Incident Commander will initiate Shelter-in-Place as described in Section 4.3, or an Evacuation of an Area as described in Section 4.6.

## 5.5 Bomb Threat

Response to a Bomb Threat is initiated upon the discovery of a suspicious package or item on the college grounds, or receipt of a threatening phone call that may present a risk of an explosion.

### Procedure

#### *Called In Threat*

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" on land line (if using cell phone, call 707-253-0911) and tell the dispatcher, "This is [*state your name*] from Pacific Union College. We are receiving a bomb threat on another line."
2. The person answering the threat call should ask the following questions, and document as much information as possible:
  - When is the bomb going to explode?
  - Where is it?
  - What will cause it to explode?
  - What kind of bomb is it?
  - Who are you?
  - Why are you doing this?
  - What can we do for you to avoid the bomb from exploding?
  - How can you be contacted?
3. Immediately notify Public Safety of the incident and the information gathered. Public Safety will initiate calls to Incident Commander and the Napa County Sheriff's Office with known details.
4. Incident Commander will make the directive to evacuate the building / area. Evacuation may be accomplished with activation of the fire alarm system, or other appropriate means of notifying the occupants of the building / area.
5. The Napa County Sheriff's Department will direct any necessary search of the area of the object.
6. No attempt should be made to search for, investigate, or examine any object by college personnel.
7. Incident Commander will determine additional appropriate Immediate Response Action(s) to announce, which may include Duck and Cover, Lock Down, Building Evacuation, or Off-Site Evacuation as described in Section 4.0.
8. If possible, assembly/shelter area should be inspected for potential secondary explosive device prior to use for an evacuation.
9. The Medical Team will convene onsite and begin the process of counseling and recovery.



10. College activities will not resume until the affected buildings have been inspected by proper authorities and determined to be safe. Incident Commander will give the All Clear signal as described in Section 4.6 when appropriate.
11. Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions.
12. After the incident is over, the Finance/Administration team will complete the Bomb Threat Report (see "Forms," Section 7.6).

### ***Found Object***

1. Immediately notify Public Safety of the found object; describe the object and location. Public Safety will initiate calls to Incident Commander and the Napa County Sheriff's Office with known details.
2. Incident Commander will make the directive to evacuate the building / area. Evacuation may be accomplished with activation of the fire alarm system, or other appropriate means of notifying the occupants of the building / area.
3. The Napa County Sheriff's Department will direct any necessary search of the area of the object.
4. No attempt should be made to search for, investigate, or examine any object by college personnel.
5. Incident Commander will determine additional appropriate Immediate Response Action(s) to announce, which may include Duck and Cover, Lock Down, Building Evacuation, or Off-Site Evacuation as described in Section 4.0.
6. If possible, assembly/shelter area should be inspected for potential secondary explosive device prior to use for an evacuation.
7. The Medical Team will convene onsite and begin the process of counseling and recovery.
8. College activities will not resume until the affected buildings have been inspected by proper authorities and determined to be safe. Incident Commander will give the All Clear signal as described in Section 4.6 when appropriate.
9. Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions.
10. After the incident is over, the Finance/Administration team will complete the Bomb Threat Report (see "Forms," Section 7.6).

## 5.6 Vehicle Incident

These procedures are for drivers using a college vehicle for a college event.

This section addresses three possible scenarios:

### **Scenario 1 – Earthquake.**

### **Scenario 2 – Flood.**

### **Scenario 3 – Vehicle Accident or Fire.**

Drivers should determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each vehicle. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, location of vehicle, or other unique circumstances.

### **Procedure**

#### **Scenario 1: Earthquake**

1. The driver should issue Duck and Cover action as described in Section 4.2.
2. Stop the vehicle away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate. ***If there are injuries***, the driver should access a cell phone and dial 707-253-0911 if in Napa County; if outside Napa County, dial 911. Provide the exact location of the vehicle and wait for the arrival of emergency responders.
5. Call Public Safety's emergency line at 707-965-7111 to report the incident, location, and the condition of the occupants and vehicle.

Public Safety will contact Incident Commander, the Risk Manager, and Facilities Management as necessary. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.

6. The driver will account for all passengers throughout the emergency.
7. Wait for further instruction. If the vehicle is disabled, and it is safe to do so, stay in place with the vehicle until help arrives.

## **Scenario 2: Flood**

1. DO NOT drive through flooded streets or roads.
2. Take an alternate route or wait for emergency personnel to determine if it is safe to proceed.
3. If the vehicle becomes stranded in a flooded area, the driver should access a cell phone and dial 707-253-0911 if in Napa County; if outside Napa County, dial 911. Provide the exact location of the vehicle and wait for the arrival of emergency responders.
4. Call Public Safety's emergency line at 707-965-7111 to report the incident, location, and the condition of the occupants and vehicle.
5. Public Safety will contact Incident Commander, the Risk Manager, and Facilities Management as necessary.
6. In all instances, do not attempt to cross potentially damaged bridges or overpasses.
7. The driver will account for all students, faculty, and staff throughout the emergency.

## **Scenario 3: Vehicle Accident or Fire**

1. Stop the vehicle as quickly and safely as possible.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the vehicle if necessary and safe to do so.
4. Check for injuries and provide appropriate first aid.
5. Access a cell phone and dial 707-253-0911 if in Napa County; if outside Napa County, dial 911. Provide the exact location of the vehicle and wait for the arrival of emergency responders.
6. Call Public Safety's emergency line at 707-965-7111 to report the incident, location, and the condition of the occupants and vehicle.
7. Public Safety will contact Incident Commander, the Risk Manager, and Facilities Management as necessary.
8. Stay with the disabled vehicle until help arrives.
9. The driver will account for all passengers throughout the emergency.
10. In the event of an accident, the driver should obtain all pertinent contact and insurance information from the driver(s) and other vehicle(s) involved as described in the vehicle's emergency packet.

## **5.7 Disorderly Conduct**

Disorderly Conduct may involve a student, faculty, or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section 5.3, Armed Assault on Campus.

### **Procedure**

1. Upon witnessing disorderly conduct, faculty and staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students, faculty, and staff, if it is safe to do so.
2. Faculty and staff will immediately notify the Public Safety Department.
3. The Public Safety Department will notify Incident Commander who will initiate the appropriate immediate response actions, which may include Shelter-in-Place, Lock Down, Building Evacuation, or Off-Site Evacuation as described in Section 4.0.
4. The Public Safety Department will call the Napa County Sheriff's office and provide the exact location and nature of the incident. If determined to be appropriate, the Public Safety Department will call "911" (if using cell phone, call 707-253-0911).
5. If an immediate threat is not clearly evident, Incident Commander or a faculty or staff member may attempt to defuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)

## 5.8 Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

### Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, initiate Duck and Cover as described in Section 4.1.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, initiate the Building Evacuation action as described in Section 4.4. Faculty, staff, and students will evacuate buildings using prescribed routes or other safe routes to assembly/shelter sites.
4. In the event of an evacuation, faculty take student attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance of employees and guests. The Student and Personnel Care Team should be notified of missing students and Incident Commander should be notified of missing employees.
5. If injury or damage is suspected, the Public Safety Department will call "911" (if using cell phone, call 707-253-0911) as soon as is practical.
6. The Liaison Officer will monitor news and information sources for emergency information.
7. The Site Security Team should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
8. The Site Security Team will notify Incident Commander of downed electrical wires and instruct them to avoid touching the downed wires.
9. The Site Security Team will inspect and check the integrity of all campus natural gas supply lines and will shut off any line where a leak is detected. (Refer to the Site Plot Plan in Appendix B for gas supply shut off valve locations).
10. The Site Security Team will inspect all hazardous liquid bulk storage sites to ascertain possible spills. (Refer to the Site Plot Plans in Appendix B for storage locations).
11. The Incident Commander will direct the Site Security Team to post guards a safe distance away from building entrances to prevent access.

12. The Site Security Team Leader will notify the Facilities Management Director and the appropriate utility company of any damages to water lines, sewer lines, power lines and other utilities.
13. The Medical Team will check for injuries and provide appropriate first aid.
14. If the area appears safe, the Search and Rescue Team will make an initial inspection of college buildings to identify any injured or trapped faculty, staff, or students.
15. The Incident Commander will contact the Facilities Management Director to ensure buildings are safe for re-occupancy. When safe to do so, the Site Security Team will conduct an inspection of college buildings. The Site Security Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
16. Any affected areas will not be reopened until the Facilities Management Director and Napa County Building Inspector provides clearance and Incident Commander gives authorization to do so.
17. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5, if warranted by changes in conditions at the college.

In the event an earthquake occurs during non-school hours:

1. The Incident Commander and the Facilities Management Director will assess damages to determine any necessary corrective actions. The Incident Commander may direct the Site Security Team to participate in the assessment.
2. The Incident Commander will confer with Administration on identified damages to determine if the college should be closed.
3. If the college must be closed, the Incident Commander will activate alert notifications to employees, students, and parents as referenced in Section 7.1 and 7.2.

## 5.9 Epidemic / Pandemic

Epidemic outbreaks occur when large numbers of individuals manifest the same human-to-human transmission of known viruses without subtype.

Pandemic outbreaks occur when a new subtype of a known virus is seen in clusters of patients with clinical symptoms closely related to time and place suggesting human-to-human transmission.

1. The Incident Commander will be notified of a pandemic outbreak on the college campus. The Incident Commander will declare the type and level of emergency and initiate immediate response actions.
2. The Incident Commander will consult with the Academic Dean to determine if classes will be cancelled.
3. The Medical Team will deploy their pandemic emergency protocol, including mandated reporting to the Napa County Health Department. They will also work closely with Angwin Ambulance and St. Helena Hospital.
4. The Medical Team will deal with infected individuals as follows: a) return home if at all possible; b) those unable to travel will be assessed and quarantined on campus; c) send to local hospital for evaluation and treatment, if space is available.
5. The Medical Team will set up a quarantine care unit to provide bedside care for infected individuals. Medical personnel, medical volunteers, and college employees may be called in to assist in providing care under the direction of the Medical Team.
6. The Incident Commander will establish a plan for food distribution.
7. The Public Information Officer will disseminate pertinent information to the campus, community, parents, and news media.
8. The Medical Team will work with Facilities Management to set in place HEPA portable filers where appropriate and/or shut off ventilation system.
9. The quarantine care unit will remain open until the Medical Team, Napa County Health Department give authorization to close it and Facilities Management has determined the area is safe to be reoccupied.

## 5.10 Explosion / Risk of Explosion

This section addresses four possible scenarios involving an Explosion/Risk of Explosion:

**Scenario 1 - Explosion on college property.**

**Scenario 2 – Risk of explosion on college property.**

**Scenario 3 - Explosion or risk of explosion in a surrounding area.**

**Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]**

It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”, refer to Section 5.5.

### Procedure

#### Scenario 1: Explosion on College Property

1. In the event of an explosion, all persons should initiate Duck and Cover as described in Section 4.1.
2. The Incident Commander will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the Incident Commander will initiate appropriate immediate response actions, which may include Shelter-in-Place, Building Evacuation, or Off-Site Evacuation as described in Section 4.0. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, faculty, staff, and students will use prescribed routes or other safe routes and proceed to the assembly/shelter sites.
5. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
6. The Public Service Director will call “911 (if using cell phone, call 707-253-0911) and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The Site Security Team will turn off the school’s main gas supply (refer to the Site Plot Plan in Appendix B for gas supply shut off valve).
8. The Medical Team will check for injuries and provide appropriate first aid.
9. Faculty and staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.



10. The Site Security Team Leader will notify the Facilities Management Director and appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. The Site Security Team Leader will post guards a safe distance away from the building entrance to prevent persons entering college buildings, considering possible secondary explosion sites.
12. When it is determined by emergency response officials to be safe to enter affected areas, the Incident Commander will advise the Search and Rescue Team to initiate search and rescue activities.
13. The Incident Commander will contact the Facilities Management Director to ensure buildings are safe for re-occupancy. When safe to do so, the Site Security Team will conduct an inspection of school buildings. The Site Security Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until the appropriate Napa County agency provides clearance and the Incident Commander gives authorization to do so.
15. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions

## **Scenario 2: Risk of Explosion on College Property**

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include Duck and Cover, Shelter-in-Place, Building Evacuation, or off-Site Evacuation as described in Section 4.0.
2. If the Incident Commander issues Building Evacuation action, faculty, staff, and students will evacuate the building using prescribed routes or other safe routes to the assembly/shelter sites.
3. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
4. The Public Safety Director will call "911" (if using cell phone, call 707-253-0911) and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. The Site Security Team will turn of the college's main gas supply (refer to the Site Plot Plan in Appendix B for gas supply shut off valve).
6. Faculty and staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
7. The Incident Commander will advise the Search and Rescue Team to initiate rescue operations.
8. The Site Security Team Leader will notify the Facilities Management Director and appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. Affected areas will not be reopened until the appropriate Napa County agency provides clearance and the Incident Commander issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions.

### **Scenario 3: Explosion or Risk of Explosion in Surrounding Area**

1. The Incident Commander will initiate the Shelter-in-Place response action as described in Section 4.2.
2. The Public Safety Director will notify "911" (if using cell phone, call 707-253-0911) and will provide the exact location (e.g., building, area) and nature of emergency.
3. The Liaison Officer will monitor news and information sources for emergency information.
4. The Incident Commander will take further actions as needed.
5. The school will remain in a Shelter-in-Place condition until the Napa Interagency HazMat Team or appropriate agency provides clearance and the Incident Commander issues further instructions.

#### **Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials**

1. The Incident Commander will initiate the Shelter-in-Place response action as described in Section 4.2.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The Public Safety Director will notify “911” (if using cell phone, call 707-253-0911) and provide details on the area and personnel affected at the college.
4. After the initial blast, remove students and employees from rooms with broken windows, extinguish fires, provide first aid, and relocate students and employees from upper floors if possible.
5. The Site Security team will turn off the college’s main gas supply (refer to the Site Plot Plan in Appendix B for gas supply shut off valve), local fans in the area; close and lock doors and windows; shut down all buildings’ air handling systems; 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.
6. The Liaison Officer will monitor news and information sources for emergency information.
7. At the Incident Commander’s discretion and only if indicated and safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The college will remain in a Shelter-in-Place condition until the Napa Interagency HazMat Team or appropriate Napa County agency provides clearance and the Incident Commander issues further instructions.

## 5.11 Fire In Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the college. The initiated response actions should take into consideration the location and size of the fire, its proximity to the college and the likelihood that the fire may affect the college.

### Procedure

1. The Incident Commander will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, Building Evaluation, or Off-Site Evacuation as described in Section 5.0.
2. The Public Safety Director will notify "911" (if using cell phone, call 707-253-0911) and will provide the location and nature of emergency.
3. The Incident Commander will instruct the Site Security Team to prevent students and employees from approaching the fire and keep routes open for emergency vehicles.
4. The Agency Liaison will work with the fire response personnel to determine if college grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the Incident Commander issues the Building Evacuation action, faculty, staff, and students will evacuate the affected building(s) using prescribed routes or other safe routes to the assembly/shelter sites.
6. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
7. The Liaison Officer will monitor news and information sources for emergency information.
8. As appropriate, the Incident Commander will activate emergency notifications to parents (Section 7.1)
9. If needed, the Incident Commander will request all college vehicles for faculty, staff, and student evacuation. Employees will be requested to use personal vehicles to assist in the evacuation.
10. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions.

## 5.12 Fire On College Grounds

This procedure addresses situations where a fire is discovered on college grounds. A quick response to this situation is very important to prevent injuries and further property damage.

### Procedure

1. Upon discovery of a fire, faculty and staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Public Safety Department.
2. The Incident Commander will immediately initiate the Building Evacuation action as described in Section 4.4. Faculty, staff, and students will evacuate buildings using the prescribed routes or other safe routes to the assembly/shelter site.
3. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
4. The Public Safety Director will call "911" (if using cell phone, call 707-253-0911) and will provide the exact location (e.g., building, room, area) of the fire.
5. The Site Security Team will suppress fires and initiate rescue procedures until the local fire response personnel arrive.
6. The Site Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Site Security Team Leader will direct the fire department to the fire and brief fire department officials on the situation.
8. The Site Security Team will notify the Facilities Management Director and appropriate utility company of damages.
9. If needed, the Incident Commander will request all college vehicles for faculty, staff, and student evacuation. Employees will be requested to use personal vehicles to assist in the evacuation.
10. Any affected areas will not be reopened until the local fire department or appropriate Napa County agency provides clearance and the Incident Commander issues authorization to do so.
11. For fires during non-school hours, the Incident Commander and Academic Dean will determine if the college will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the fire department to indicate "fire is out" and to request the fire department to respond for investigation.

## 5.13 Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate college grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the college would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

### Procedure

1. The Incident Commander will initiate appropriate immediate response actions, which may include Shelter-in-Place, Building Evacuation, or Off-Site Evacuation as described in Section 4.0.
2. The Public Safety Director will notify "911" (if using cell phone, call 707-253-0911) and will describe the nature and extent of the flooding.
3. The Liaison Officer will monitor news and information sources for emergency information.
4. If the Incident Commander issues the Building Evacuation or Off-Site Evacuation action, faculty, staff, and students will evacuate affected buildings using prescribed routes or other safe routes to the assembly/shelter sites.
5. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
6. As appropriate, the Incident Commander will activate emergency notifications to parents (Section 7.1)
7. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions

## **5.14 Incapacitated Student, Faculty or Staff Member**

This procedure addresses situations involving college students, faculty or staff members who become ill, injured, unconscious, or unable to respond.

### **Procedure**

1. Phone Public Safety at 707-965-7111 and describe the nature of the incident and the exact location.
2. Phone Health Services at 707-965-6339.
3. In the case of a student, notify Student Services at 707-965-7362.
4. In the case of a faculty member, notify Academic Administration at 707-965-6234.
5. In the case of a staff member, notify Human Resources at 707-965-6231.



## **5.15 Loss or Failure of Utilities**

This procedure addresses situations involving a loss of water, power or other utility on college grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

### **Procedure**

1. If a water or an electrical line is broken, notify the Facilities Management Department immediately at 707-965-7150 (707-965-6551 after business hours). Provide the exact location and nature of the emergency.
2. Upon notice of loss of utilities, the Incident Commander will initiate appropriate immediate response actions, which may include Shelter-in-Place or Building Evacuation, as described in Section 4.2 or 4.4.
3. The Facilities Management Director, working with the Incident Commander, will determine whether and outside utility company is involved, determine if their assistance is required and the potential length of time service will be interrupted. They will also call in outside consultants if warranted.
4. As needed, college emergency supplies will be utilized to compensate for the loss of a utility.
5. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 5.10 Explosion/Risk of Explosion.
6. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

**A. Plan for a Loss of Water:**

[Summarize a specific plan to provide for the following services in the event of a loss of water]

Toilets: (Specify a procedure by which a temporary toilet is provided in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded). Please contact Napa County Environmental Health, (707) 253-4471, for specific guidance.

Drinking Water: (Specify how emergency water supply will be accessed and distributed to students, faculty, and staff).

Food Service:

Fire Suppression System (if applicable):

**B. Plan for a Loss of Electricity:**

[Summarize a specific plan to provide for the following services in the event of a loss of electricity]

Ventilation:

Emergency Light:

Other:

**C. Plan for a loss of Natural Gas**

[Summarize a specific plan to provide for the following services in the event of a loss of natural gas]

Food Service:

Other:

**D. Plan for a loss of Communication**

[Summarize a specific plan to provide for the following services in the event of a loss of communication]

Telephone Service:

Other:

## **5.16 Mechanical or Building Repair**

## 5.17 Medical Aid

## 5.18 Motor Vehicle Crash

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to college property. If a crash results in a fuel or chemical spill on college property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.14, Loss or Failure of Utilities.

### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include Duck and Cover, Shelter-in-Place, Building Evacuation, or Off-Site Evacuation as described in Section 4.0.
2. If the Incident Commander issues the Building Evacuation action, faculty, staff, and students will evacuate the buildings using prescribed routes or other safe routes to the assembly/shelter sites.
3. In the event of an evacuation, faculty will take attendance at the assembly/shelter sites to account for students. Staff monitors will take attendance to account for employees and guests. Faculty and staff monitors will notify the Student and Personnel Care Team of missing students or employees.
4. The Public Safety Director will call "911" (if using cell phone, call 707-253-0911) and will provide the exact location (e.g., building, area) and nature of emergency.
5. The Site Security Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.15.
6. The Incident Commander will direct the Site Security Team to organize fire suppression activities, if it is safe to do so, until the fire department arrives.
7. The Medical Team will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the appropriate agency provides clearance and the Incident Commander issues authorization to do so.
9. The Incident Commander will initiate an Off-Site Evacuation, as described in Section 4.5 if warranted by changes in conditions.



## 5.19 Psychological Trauma

Crisis management actions should be taken during and subsequent to any emergency that may have a psychological impact on students, faculty, and staff, such as an act of violence; the death of a faculty, staff, or student; an earthquake or other natural disaster; a serious environmental problem. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular college functions and routines.
- Significant interference with the ability of students, faculty, and staff to focus on learning.
- Physical and/or psychological injury to students, faculty, and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students, faculty, and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students, faculty, and staff.

### Procedure

1. The Incident Commander will establish a Medical Team, which has primary responsibility for providing necessary assistance after all types of crises, including psychological first aid.
2. The Medical Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Medical Team will provide or arrange for direct intervention services.
4. The Medical Team will advise and assist the Incident Commander to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Medical Team members will limit exposure to scenes of trauma, injury and death.
6. The Medical Team will provide ongoing assessment of needs and follow-ups services as required.

## 5.20 Suspected Contamination of Food or Water

This procedure should be followed if college personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by college personnel or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

### Procedure

1. The Incident Commander will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Public Safety Director will notify "911" (if using cell phone, call 707-253-0911), County Health Officer 707-253-4566, the Office of Environmental Management 707-253-4471, and the Facilities Management Department in the case of contaminated water.
3. The Incident Commander will make a list of all potentially affected students, faculty, and staff, and will provide the list to responding authorities.
4. The Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The Incident Commander will maintain a log of affected students, faculty, and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Incident Commander will confer with the County Health Officer, the Office of Environmental Management, and the State Water Board before the resumption of normal operations.
7. The Incident Commander will notify parents of the incident, as appropriate.

## **5.21 Unlawful Demonstration/Walkout**

An unlawful demonstration/walkout is any unauthorized assemblage on or off campus by faculty, staff, or students for the purpose of protest or demonstration.

### **Procedure**

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Incident Commander.
2. The Incident Commander will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place as described in Section 4.2.
3. The Public Safety Director will notify the Napa County Sheriff's Department to request assistance and will provide the exact location and nature of emergency.
4. Students not participating in the demonstration or walkout should continue their normal activities until further notice by the Incident Commander. Faculty will close and lock classroom doors. Students, faculty, and staff should be protected from flying glass in the event windows are broken, by closing drapes and blinds in rooms so equipped.
5. The Documentation Unit staff member should keep accurate record of events, conversations and actions.
6. All media inquiries will be referred to the college's designated Public Information Officer.
7. The Incident Commander should proceed in good judgment on basis of Sheriff or other legal advice, in taking action to control and resolve the situation.
8. The Incident Commander will notify parents of the incident, as appropriate.

## **5.22 Windstorm**

Warning of an impending windstorm is usually received via radio, television, or civil defense officials. The U.S. Weather Bureau can usually forecast severe windstorms. If time and conditions permit, the Academic Dean may consider cancelling classes. If high winds develop during school hours without sufficient warning, the following emergency procedure should be followed.

### **Procedure**

1. The Incident Commander will initiate appropriate immediate response actions, which may include Shelter-in-Place as described in Section 4.2.
2. Close all windows and blinds.
3. Evacuate classrooms that bear the full force of the wind.
4. When sheltering, personnel should remain near an inside wall of a ground floor if the building has more than one level, and should avoid sheltering near exterior windows.
5. Avoid auditoriums, gymnasiums, and other enclosures that have long roof spans.
6. The Incident Commander will monitor radio or television announcements and emergency alerts and initiate further actions as appropriate.
7. The school will remain in a Shelter-in-Place condition until the U.S. Weather Bureau or appropriate agency provides clearance and the Incident Commander issues further instructions.

**5.23 Other / Not Previously Specified**

Other / Not Previously Specified