

# Pacific Union College Emergency Action Plan

(Angwin Residential Campus)



| This document was approved by PUC's Emergency Operations Committee 10/09/2019. It is a dynamic document, subject to change. |

# Contents

- Purpose and Scope..... 4
- Overview ..... 4
- The Four Phases of Emergency Management ..... 5
  - Mitigation..... 5
  - Preparedness ..... 5
  - Response ..... 5
  - Recovery..... 5
- Roles and Responsibilities..... 6
  - Organization and Reporting Structure..... 6
  - Emergency Operations Committee..... 6
  - Incident Command Team (ICT) ..... 7
    - Functions ..... 8
  - Incident Command Post (ICP) Locations..... 9
- Emergency Contact Information..... 9
  - On Campus Resources ..... 9
  - Off Campus Resources..... 10
- Emergency Notification System..... 10
  - Emergency Air Quality Guidelines ..... 11
- Emergency Protocols ..... 12
  - Structure Fire ..... 12
  - Assembly areas for dormitory evacuations: ..... 14
  - Natural Disasters: ..... 14
    - Wild Fire Response..... 14
      - Advisory Evacuations ..... 15
      - Mandatory Evacuations ..... 15
      - Shelter In-Place ..... 15
      - Those Unable to Self-Evacuate ..... 15
    - Fleet Requirements..... 15
  - Earthquake Response ..... 15
- Assembly areas for dormitory evacuations: ..... 16
- Utility Failure/Power Outage/Manual Power Failure..... 16
  - Utility Failure or Flooding..... 16

Natural Gas Leak .....	16
Power Outage .....	17
Hazardous Material Spill/Release .....	17
Medical Emergency.....	17
Active Shooter.....	18
Lockdown .....	18
Suspicious Package/Object/Bomb Threat.....	19
Telephone Threat.....	20
Written Threats.....	20
Appendix A.....	21
Facility Emergency Response Plan.....	21
Appendix B .....	22
ITSS Emergency Response Plan .....	22
Appendix C .....	23
Library/Archive Emergency Response Plan .....	23
Appendix D.....	24
Angwin Campus/Building Evacuation Maps/Plan .....	24
Appendix E .....	25
Radiation Safety & Response Plan.....	25
Appendix F .....	26
Continuity of Operations Plan .....	26
Administrative Annex.....	27
THE PETRIS BILL.....	27
THE KATZ ACT .....	27
POST-DISASTER SHELTERS.....	27
HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5.....	28
Revision History .....	29

## Purpose and Scope

State and federal laws require that schools be adequately prepared to respond to earthquakes, fires, and other emergencies. A central element of that preparation is an Emergency Action Plan (EAP) that defines the scope of preparedness and incident management activities that may become necessary in an emergency. This plan is oriented toward a “hands-on” response to college emergencies by college personnel. It is a living document and will be reviewed at least annually and updated as changes occur.

The purpose of this plan is to provide a framework for Pacific Union College (PUC) faculty and staff to organize the resources on our campus and with community to respond to and manage emergency situations on the Angwin residential campus. This plan recognizes that in a major emergency or disaster, professional emergency response personnel may not be immediately available to the college, and that the college must therefore be prepared to manage on a “stand-alone” basis for a period of time.

The main priorities of emergency operations are as follows:

- Save lives and protect the health, safety, and welfare of all campus constituents including responders and recovery personnel.
- Ensure security of the campus and restore a sense of order.
- Protect and restore critical infrastructure and key resources.
- Cooperate with law enforcement investigations as required to resolve the incident, apprehend perpetrators, and collect and preserve evidence for prosecution and/or attribution.
- Protect property and mitigate damage and impacts to individuals, the community and the environment.
- Facilitate recovery operations.

Key elements that will be identified in this document include but are not limited to the job duties of: Administration, Public Safety, Facilities, ITSS, Faculty/Staff and the entire student body. This document also includes evacuation routes (see Appendix D).

## Overview

Like many places in California, PUC is subject to a variety of potential safety hazards both natural and manmade. For instance, earthquakes, wild fires, and flooding each have the potential to cause catastrophic damages that could interrupt the campus’s daily operations. With these hazards in mind, the creation of this EAP was designed to address all aspects of emergency preparedness through mitigation, preparedness, response, and recovery. This EAP outlines the college’s procedures that will be utilized during each phase of an emergency while encompassing an all

hazards approach. As time has shown, an organization that has developed a clear plan to activate in the face of a crisis, the less likely there is to be missed steps, panic or wasted time in moments when tensions are at their peak.

## The Four Phases of Emergency Management

PUC will continuously work to ensure a safe environment for faculty/staff and the student body by following the 4 phases of emergency management: mitigation, preparedness, response, and recovery.

### Mitigation

- Includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.
- Mitigation activities take place before and after emergencies.

### Preparedness

- Establish an Emergency Management Team and describe the roles and responsibilities of each member.
- Annually review and update the Emergency Action Plan.
- Create site plan maps of entire campus showing evacuation routes, assembly/shelter sites, location of emergency supplies, etc.
- Establish, practice, and document emergency drills for fire, earthquake, lockdown, etc.

### Response

- Evaluate nature of emergency and determine appropriate immediate response actions.
- Notify appropriate local emergency responders.
- Activate Incident Command Team and perform duties listed.
- Implement specific emergency procedures as appropriate.

### Recovery

- Crisis counseling and stress management.
- Restoration of damaged facilities.
- Determining and recovering costs.

- Applying for state and federal assistance programs.
- File for insurance assistance
- Mitigation/Prevention
- Conduct safety audits and vulnerability assessments of buildings and grounds.
- Implement violence prevention strategies.
- Pre-plan and coordinate with local emergency responders.

Through the principles of the Standardized Emergency Management Systems (SEMS) as well as the National Incident Management Systems (NIMS), PUC will respond to emergencies with methods that are consistent through nationwide approaches on federal, state and local levels.

## Roles and Responsibilities

### Organization and Reporting Structure

The organizational structure that will be utilized during an emergency will not resemble the organization's day-to-day operations. Employees may report to individuals to whom they do not ordinarily report. Furthermore, if the severity of an emergency increases, assignments may change in the organizational structure, therefore changing an employee's position during the course of a single emergency.

This section will identify two teams that may or may not be initiated in an emergency: The Emergency Operations Committee (EOC) and the Incident Command Team (ICT). The activation of these groups solely depends on the severity of the emergency.

### Emergency Operations Committee

Reports to:

- Vice-president for Financial Administration
- College Assembly, for items of major significance or general interest.

#### Membership:

Ex Officio: Vice President for Financial Administration (or designee), Public Safety Site Supervisor (Allied Universal), Vice President for Student Life, AVP for Student Life, Director of Facilities, Director of Emergency Services Program (or designee), HME Director of Operations, Director of Health Services, Director of Residence Life, Director of Technology and Innovation.

**Elected:**

One ESP faculty member, one staff member, one student (ESP Junior/Senior).

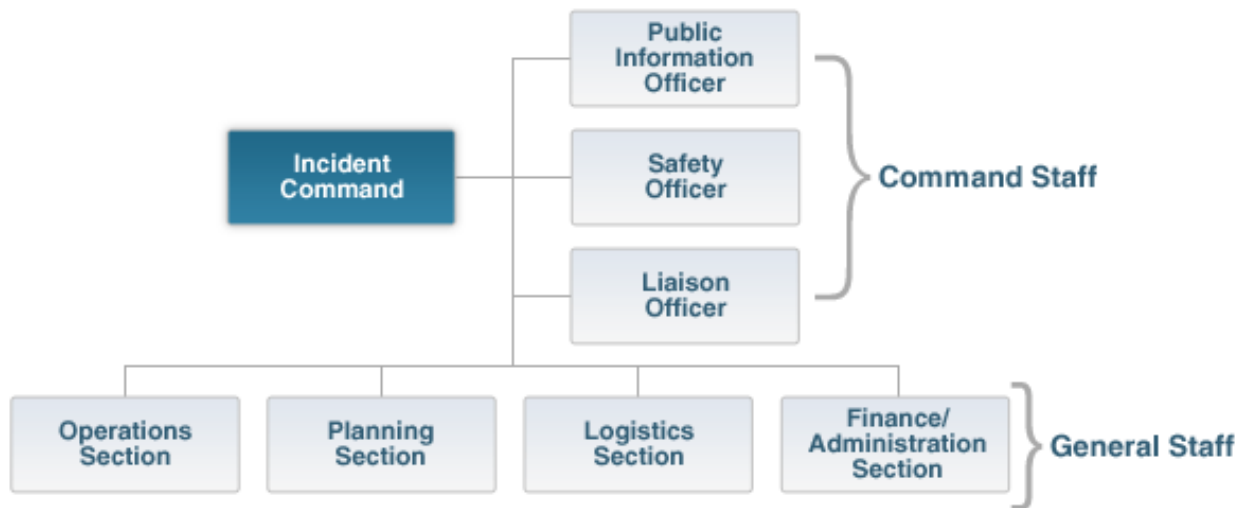
## Incident Command Team (ICT)

**Reports To:**

- Emergency Operations Committee
- Local, State and Federal Agencies

The ICT will be divided into 5 sections with 3 sections working directly with the IC as a management level resource:

**Membership:**



**Incident Commander – Chief Financial Officer**

**Command Staff:**

College-designated PIO – Vice President of Marketing and Communication

Safety Officer – Public Safety Site Supervisor

Liaison Officer – Associate VP of Student Life

**General Staff:**

Operations Section – Associate ESP Professor

Planning Section – Registrar

Logistics Section –

## Campus Logistics – Director of Facilities

## Student Life Logistics – Director of Residence Life

## Finance/Administration Section – Associate VP of Finance

The size of the ICT will reflect the size of the incident: If PUC suffers a major catastrophe, the ICT will comprise a larger group to assist with individual needs of each section leader. The overhead staff will be requested at the discretion of section leaders. These positions are the responsibility of the IC until assignments are made.

### Functions

**Incident Commander** - Responsible for assessing and determining the best overall objectives, priorities and strategies for controlling the situation. Conducts initial briefing with ICS staff. Authorize establishment of Incident Action Plan, if necessary. Ensure planning meetings are conducted. Determine information needs and inform command personnel of needs. Coordinate staff activities. Manage incident operations and authorize release of information to media.

**Public Information Officer** - Establish single incident information center whenever possible. Prepare initial information summary as soon as possible. Release information to the media. Respond to special requests for information. Establish and maintain emergency communications (runners). Inform students and staff about campus closure and keep them informed. ITSS may need to assist the PIO in ensuring the methods of communication are maintained in the event that PUC's communications networks are down.

Inquiries from the media during or after an emergency will be addressed by the designated PIO. The Office of Communications will be consulted in releasing any information to the media. At any time, the media can simply be referred to the Office of Communications.

**Safety**- Takes immediate and appropriate action to protect life and property. Obtain assistance from city, county, and state government as required. Provide traffic control, access control, perimeter & internal security patrols, and fire prevention services as needed. Provide and equip the EOC with the assistance of the PUC EMS program director.

**Liaison**- Responsible to deal with any public entity, namely assisting and cooperating agencies, stakeholder groups, and government officials who have a vested interest and will be expected to provide input into the response process and will expect situation reports from the Incident/Unified Command.

**Operations**- This position is responsible for developing strategies and tactics that will accomplish incident objectives. This includes assigning, organizing and supervising all incoming response units that are assigned to the incident as well as assisting with first aid, site security, damage assessment and evacuations.



**Planning-** Responsible for collecting, evaluating, and displaying incident intelligence and information. This role also prepares and documents Incident Action Plans as well as tracking resources assigned to the incident. The planning officer will maintain incident documentation and assist in developing plans for reorganization of college functionality.

**Logistics-** Responsible for ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. Logistics will provide communication planning and resources. Setting up and maintaining incident facilities. Providing support transportation. Since this section will involve both the facilities director as well as the ITSS director, this section will specifically work on maintaining college facilities as well as IT networking.

**Finance-** This position will be initiated if an incident requires incident-specific financial management. This includes contract negotiation and monitoring, timekeeping, cost analysis and/or compensation for injury or damage to property. It was suggested that IT work closely with this section to ensure that network functionality is maintained during a campus wide power failure.

## Incident Command Post (ICP) Locations

- Primary designated ICP will be located in the Graf Parlor - Graf Hall.
- If this location is compromised, the secondary ICP location will be located in the Financial Services Conference Room – Financial Services Building.
- If PUC is no longer a viable location for an ICP, a Mobile Command Post will be initiated with the assistance of the Emergency Services Program Disaster Response trailer.

## Emergency Contact Information

Dial 9-1-1 for any life-threatening emergencies.

### On Campus Resources

Public Safety: (707) 965-6551

Emergency Line: (707) 965-7111

Campus Facilities: (707) 965-7150

ITSS: (707) 965-7000

Health Services: (707) 965-6789

Crisis counselor: (707) 965-6789

Campus Chaplains office: (707) 965-7190

Dean on Duty: (707) 965-6310

\*After Hours: Contact Public Safety

## Off Campus Resources

Angwin Volunteer Fire Department: (707) 965-2468

CalFire/Napa County Fire: (707) 967-1400

Napa County EMS (AMR): (707) 501-5280; Dispatch (855) 267-5299

American Medical Response (AMR): (707) 501-5280; Dispatch (855) 267-5299

Napa County Sheriff: (707) 965-1158

Adventist Health St. Helena Emergency Department: (707) 963-6425

Napa County Crisis: (707) 253-4711

Sexual Assault Victim Services: (707) 944-1234

Napa Emergency Women's Services: (707) 255-6397

Suicide Prevention Hotline: 1-800-784-2433

Local Northern California Red Cross HQ (707) 577-7600

Poison Control: (800) 222-1222

## Emergency Notification System

The college utilizes PUC email, SMS text message (provided a cell phone number is on file), and the LiveSafe application to notify faculty, staff, and students in the event of an emergency. With a downloadable application available on both iOS and Android systems, students, faculty, staff, parents and community members can login with their PUC.edu login information and have access to emergency response information, maps and emergency notifications.

This application also provides readily accessible emergency resources as well as campus and local resources.

The emergency procedures section offers information on the following:

- Fire
- Medical Emergency
- Basic First Aid
- Natural Gas
- Hazardous materials
- Assault/Sexual Assault

- Suspicious Packages
- Earthquake
- Active Shooter
- Helpful Contacts
- Pandemic

In the event of an emergency, this application will provide information and updates as they become available to all who are utilizing it.

### Emergency Air Quality Guidelines

Pacific Union College monitors air quality and other conditions on campus to ensure a safe environment for students and employees. The guidelines utilize the Environmental Protection Agency (EPA) Air Quality Index (AQI) numbers.

- If the AQI number is in the Green, Yellow, Orange, or Red (0-200) range, PUC will be open, with varying actions put in place to protect students and employees.
- If the AQI is in the Purple or Burgundy (201+) range, PUC will not be open for the day. Students and employees will be notified via the usual communication channels by 3:00 p.m., if AQI is in the 201+ range, is expected the following day.
- The campus has a PurpleAir monitoring device; purpleair.com

**The following are measures that PUC will take to ensure minimal exposure to unhealthy air.**

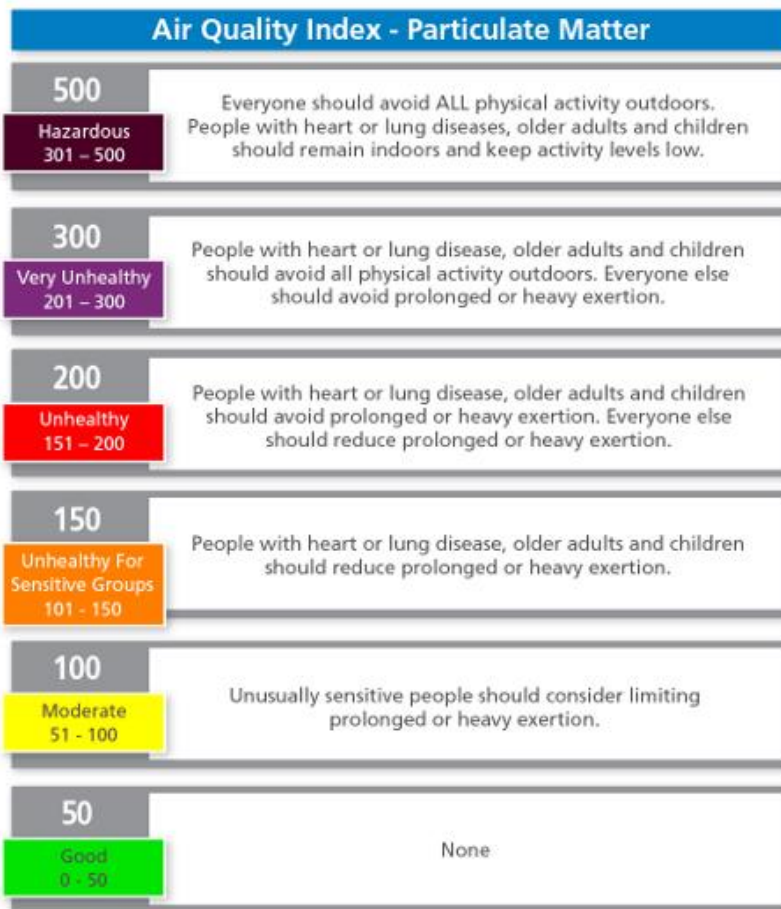
#### **If particulate matter air quality levels enter “Hazardous” or “Very Unhealthy” ranges:**

- Exposure to outdoor air will be minimized.
- Outdoor sports will be canceled.
- All classes, including physical education courses, will be held indoors
- Outdoor work will be canceled.
- Masks will be available in Health Services for students or employees who feel they need one.
- Doors and windows will be kept closed as much as possible.
- Faculty and staff will work with students who are members of sensitive groups and those who are unable to travel to school/work at this time.
- Absences for students with health conditions or concerns will be considered excused with medical documentation.
- PUC may be closed.

#### **If particulate matter air quality levels enter” Unhealthy: range:**

- Outdoor sports practices will be canceled or held indoors. Some indoor sports may hold practice or games. The Athletic Director will communicate with coach’s athletes about practice adjustments.
- All classes, including physical education courses, will be held indoors.
- Masks will be available in Health Services for students and employees who feel they need one.
- Doors and windows will be kept closed as much as possible.

- Absences for students with health conditions or concerns will be considered excused.



## Emergency Protocols

### Structure Fire

All fires should be reported immediately by dialing 9-1-1. Public Safety should also be contacted at (707) 965-7111 following initial call to 9-1-1. It is important for all faculty, staff and students to be aware of fire extinguishers and fire exits as well as evacuation routes.

### If a fire or the smell of smoke is discovered within a building:

- Pull the fire alarm - If the fire alarm has not already been activated, find the nearest pull station and pull the fire alarm.
- Dial 9-1-1 and report your location (Pacific Union College, Angwin) followed by the building you are located at as well as the type of material that is burning. The more information you provide to the dispatcher, the more effective their report to responding units will be.

When reporting, give the following information:

- Your name
- Location details such as building and room number
- Locate the nearest extinguisher and implement the P-A-S-S technique if you are safely able to do so:
  - P- PULL safety Pin
  - A- Aim at the base of the fire
  - S- SQUEEZE the trigger handle
  - S- SWEEP from side to side.
- Do not allow yourself to become trapped, always keep your escape route available if you are going to attempt to extinguish the fire. If the fire appears to be out of control, do not attempt to extinguish the fire and immediately vacate the building.
- Make sure the room is empty and close the doors behind you as you exit the buildings. Place “evacuated” door tag on the exterior door handle. Doing this slows the spread of the fire and limits the amount of oxygen needed for it to spread rapidly. **DO NOT LOCK THE DOORS.**
- Never enter a smoke-filled room.
- Use caution when opening doors. Feel for heat by carefully touching doors with the back of your hand; if the door is hot, find an alternate route.
- Use stairway exits- do not attempt to use elevators. Assist individuals with disabilities evacuate the building.
- Evacuate immediately to assembly area and report to an evacuation coordinator so that you are accounted for. Faculty should attempt to account for all students in their class as they reach their assembly area.
- Do not interfere with emergency responders and do not re-enter the building until first responders deem it safe.
- If you suspect that someone may be trapped inside the building, notify the nearest first responder as quickly as possible.
- In the event that you become trapped inside of a burning building, here are some steps you can take to increase your chances of being rescued:

If you are near a window, place an article of clothing outside as a marker for rescue crews; stay as low to the ground as possible to limit your exposure to smoke.

Shout out at regular intervals to alert rescue crews of your location.

Last, but not least, always try to remain as calm as possible.

Assembly areas for dormitory evacuations:

See Appendix D for evacuation routes of buildings on campus.

Natural Disasters:

Wild Fire Response

In the event of a wildfire, the college will initiate a response based on 3 categorical scenarios. These “trigger points” will assist in determining the appropriate response to an incident.

Level 1- A wild fire has been reported in the general area of PUC but poses no threat to the campus. Alert the students of the potential to evacuate campus. Consider voluntary evacuations.

- Ensure that those who decide to evacuate are accounted for in the event the voluntary evacuation is converted to a mandatory evacuation. Initiate Incident command team: All ICT members are to report to the designated Incident Command Post and preparations should be made for a potential evacuation.
- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP (Appendix A)
- Initiate ITSS EAP (Appendix B)
- Make sure that communication and documentation is maintained throughout the entire event.

Level 2- A wild fire has been reported in the general area of PUC and currently poses no threat to the campus but has the potential to affect campus. Mandatory evacuations should ensue.

- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP (Appendix A)
- Initiate ITSS EAP (Appendix B)
- Make sure that communication and documentation is maintained throughout the entire event.

Level 3- A wild fire has been reported in the general area of PUC and is an immediate threat to life and safety. Mandatory evacuations and initiation of ICT.

- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP (Appendix A)
- Initiate ITSS EAP (Appendix B)
- Make sure that communication and documentation is maintained throughout the entire event.

### *Advisory Evacuations*

In the event that there is a fire near PUC but does not pose a threat, students will be asked to begin preparation for the potential of an evacuation. Professors should adjust their curriculum to accommodate the absence of students through online methods in order to maintain scholastic continuity. It is the responsibility of the student to contact their professors as well notify their respective dean of their intention to evacuate early.

### *Mandatory Evacuations*

In the event that there is a fire that is near PUC and poses a threat to life safety, PUC will send out an alert via LiveSafe application with current fire information, safe evacuation routes and any other pertinent information. Students who are able to safely evacuate themselves will be asked to do so. Deans will be assigned to the responsibility of maintaining account of which students have checked out of the residence halls. Once the residence halls are completely vacated, the deans will be asked to perform one final sweep of the residence hall and lock the residence hall once they leave. Any available Resident Assistants who wish to assist the deans through this process will be allowed to do so.

### *Shelter In-Place*

#### *Those Unable to Self-Evacuate*

PUC will coordinate transportation for students who are unable to evacuate themselves.

Primary Assembly location: Behind Winning Hall.

Secondary Assembly location: Pacific Auditorium Parking Lot.

#### *Fleet Requirements*

The college will have a minimum of four vans available on campus at all times from September to December in the event of a mandatory evacuation.

#### Earthquake Response

##### **When an earthquake occurs:**

Take cover immediately under a desk, table or chair, between seating rows in lecture halls or against corridor walls. Drop and cover your head for protection from material that might fall from the ceiling, walls or bookshelves. If you are outdoors, keep away from buildings, poles or

other structures that could collapse or overturn. As PUC is located in a wooded area, be aware of falling trees or limbs. Be alert for aftershocks.

#### When the earthquake stops:

- Carefully evacuate the building, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.
- Remain calm and do not panic.
- Report injuries to Public Safety.
- If the emergency is impacting your building's evacuation route, or if you are instructed to do so by college authorities or first responders, proceed to the alternate route.
- Do not reenter the building until it has been cleared for occupancy.

If a minor earthquake has occurred, remain calm and examine the area for damage. While evacuations are highly unlikely for a minor quake, be vigilant of structural damage and report damages to faculty or public safety. This will allow for a proper report that will allow facilities to monitor the extent of the damage and determine if it poses a potential risk for life safety that may result in immediate attention.

#### Additional Instructions

Take emergency supplies with you when you evacuate (e.g. ID, medications, etc.) Always be alert for aftershocks. Do not enter buildings until they are examined. Await official instructions from Public Safety or other authorized personnel. Be patient and help others.

The size of the earthquake in combination with damage to property on campus will determine whether the ICT and EOC will be needed. It is to the discretion of the Incident Commander or designee to make this call.

#### Assembly areas for dormitory evacuations:

See Appendix D for evacuation routes of buildings on campus.

#### Utility Failure/Power Outage/Manual Power Failure

##### Utility Failure or Flooding

Cease using all electrical equipment and turn off any electrical equipment near the leak if safe to do so. Notify Public Safety at (707) 965-7111 which will contact campus facilities and IT. Evacuate the immediate area to prevent injuries.

##### Natural Gas Leak

DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ELECTRICAL EQUIPMENT. Evacuate the area immediately. Notify Public Safety at (707) 965-7111 from a phone outside the hazardous area, which will contact campus facilities or the fire department if need be.



## Power Outage

All buildings have battery powered emergency lights. To aid in evacuation, it is advisable to have a flashlight. If it appears that only your building is without power notify Public Safety (707) 965-7111.

PUC has a fully staffed Power Failure Response team (PFRT) that will begin the process of switching over to their own power supply that will limit the power interruption.

## Hazardous Material Spill/Release

Notify Public Safety immediately by calling: (707) 965-7111. Secure the area. Assist the injured if the area is deemed safe and evacuate if necessary uphill and upwind from the hazardous materials.

For spills, leaks, and incidents when a fire is not involved, facility personnel may take the following steps if appropriate:

Any reportable spillage or release of hazardous chemical is to be reported immediately to Public Safety. When in doubt, call 9-1-1.

### When reporting, give the following information:

- Your name
- Location details such as building and room number
- Chemicals involved and amount of exposure

Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety. If it is a very large release, contaminates more than one room, has very toxic or flammable vapors, or may cause an immediate threat to human life, activate the building fire alarm and call 9-1-1.

## Medical Emergency

Call 911 then call Public Safety at (707) 965-7111 if you or someone else is having a medical emergency.

Provide the following information when reporting the emergency:

- Nature of medical emergency
- Location of emergency – (Pacific Union College – Building – Room Number)
- Your name and phone number

Do not move the victim unless absolutely necessary.

In the event of a cardiac event and you are trained, begin CPR until first responders arrive on scene and take over patient care. If you are not trained to give CPR, hands only CPR may be provided.

### Active Shooter

An active shooter is described as “an individual actively engaged in killing or attempting to harm people in a confined and populated area, typically through the use of firearms”. Victims are usually selected at random. The incident is very unpredictable and evolves quickly. In an attempt to limit loss of life, there are three responses to engage in if you find yourself in the vicinity of an active shooter.

#### 1. Run

- a. All students and staff should be aware of escape routes for their location.
- b. Leave your belongings behind.
- c. If you are approached by an officer, keep your hands visible.

#### 2. Hide

- a. If you are unable to run, hide in an area out of the shooter’s view
- b. If you are in a room, block the entry to your hiding place or lock the doors.
- c. Silence your cellphone. Only call 9-1-1 if it is safe to do so.

#### 3. Fight

- a. Only as a last resort, fight if your life is in imminent danger.
- b. Attempt to incapacitate the shooter.
- c. Act with physical aggression, survey your surroundings, throw items at the active shooter.

When it is safe to do so, PUC will initiate the emergency response plan as quickly as possible which includes activating the ICT and the ICP. This process will allow designated faculty and staff to appropriately address both the situation and disseminate information to both the student and the media in a timely manner.

### Lockdown

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 Lockdown, 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 emergency situations other than a Lockdown, a fire alarm ringing would prompt an

evacuation of the building. Under a Lockdown 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 Lockdown situation if the fire alarm is activated.

Lockdown is different than Shelter-in-Place in that Lockdown 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 Lockdown directive.

#### **If inside a building:**

- 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; keep away from windows.

#### **If outside a building:**

- 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.

Staff should instruct all persons with cell phones to completely silence their phones (turning off both ringer and vibrator), and limit cell phone usage to brief essential messages. If at all possible, attempt to communicate pertinent information by appropriate means (i.e.: 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.

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.

#### **Suspicious Package/Object/Bomb Threat**

If a suspicious object is observed: do not touch it! Evacuate the area. All bomb threats must be treated as serious matters. To ensure the safety of faculty, staff, students, and general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. Notify Public Safety immediately by calling (707) 965-7111.

Evacuation can be executed by voice or by use of the fire alarm. It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, e-mail, or suspicious parcel, or discover a suspicious item somewhere on campus. A suspicious item is

defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

### Telephone Threat

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information. Write down all information.
- Attempt to find out why the caller is upset.
- Note any characteristics about the call and caller: - Time of the call - Age and gender of the caller - Emotional state - Background noises - Speech pattern, accent.
- Identify the type of threat and note any details offered: - When is the bomb going to explode? - What does it look like? - Where is the bomb located? - What kind of device is it?

### Written Threats

Physical letter: Do not further handle the letter, envelope or package.

Electronic Threat: Save the entire e-mail message, including any attachments, and print out a copy for police.

Call Public Safety and notify your supervisor.

Letter and Parcel Bomb Recognition Clues: Foreign mail, air mail and special delivery - No return address - Restrictive markings such as "confidential," "personal," etc. - Excessive postage, multiple stamps - Excessive weight, rigid envelope - Lopsided or uneven envelope - Handwritten or poorly typed address - Protruding wires or tinfoil - Incorrect titles or titles with no name, misspelled words - Excessive securing material (i.e., tape, string) - Oily stains or residues - Mysterious delivery - Shows a city or state in the postmark that does not match the return address.

- Do not handle! Keep anyone from going near it.
- Leave the area, notify your supervisor and call Public Safety.
- If an evacuation is warranted, Public Safety will activate the building fire alarm.
- Evacuate the building by walking to the nearest exit and calmly direct others to do the same. Once outside, move to a clear area at least 150 feet from the affected building. Keep walkways and roads clear for emergency responders.
- Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

# Appendix A

## Facility Emergency Response Plan:

See Logistics Binder

Essential Services with Core people running them will be open and operating until a mandatory evacuation is ordered as listed below.

- ✓ Marketing & Communications
- ✓ Dining Commons
- ✓ Health Services
- ✓ Market / Chevron
- ✓ ITSS
- ✓ Residence Halls
- ✓ Facilities

At Mandatory Evacuation all PUC personnel will evacuate in the interest of safety.

# Appendix B

ITSS Emergency Response Plan

See Logistics Binder

# Appendix C

Library/Archive Emergency Response Plan  
See Logistics Binder

# Appendix D

Angwin Campus/Building Evacuation Maps/Plan

See Logistics Binder



# Appendix E

Radiation Safety & Response Plan  
See Logistics Binder

# Appendix F

Continuity of Operations Plan

See Logistics Binder

# Administrative Annex

## What the Law Requires of Schools

### THE PETRIS BILL

California Government Code Section 8607 requires schools to respond to disasters using the Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

### THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students, faculty, and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students, faculty, and staff—such as securing equipment and furniture.

### POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared
- Consult Schools as Shelters: Planning and Management Guidelines for Districts and Sites (ordering information is available from the Office of Emergency Services)

## HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5

February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

## Revision History

Whenever revisions are made to this document, they should be documented here as well as when they were made.