

WEST HILLS COLLEGE COALINGA

EMERGENCY RESPONSE GUIDE

In the event of a life-threatening emergency call 911

EMERGENCY PHONE NUMBERS

In the event of a life-threatening emergency call 911

Coalinga Police Department 9-935-1525

Coalinga Fire Department 9-935-1651

Paramedics 9-935-1651

** 911 operator will need the following information from you:

1. Location
2. Your Name and Title
3. Nature of Emergency
4. Services Requested

** Do not hang up until told to do so.

Public Pay Phones may be used in case of emergencies. See campus map for location.

911 may be dialed without the use of coins.

EMERGENCY NUMBERS

CAMPUS EMERGENCY FOLLOW-THROUGH

IN THE EVENT OF AN EMERGENCY INVOLVING MAJOR UTILITIES, CALL 911.

The following numbers may also be required:

- Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
- Dean of Student Learning2222
- Dean of Student Learning2307
- Associate Dean of Student Learning.....2974
- Director of Athletics2455
- Director Residential Living.....2373
- President's Office 2203
- PG&E..... 9-1-800-743-5000/5002
- Pacific Bell Telephone Company 9-611
- Water/Utilities 9-935-1533

GENERAL GUIDELINES FOR EVACUATIONS

In the event of an emergency on campus, evacuation of a building is a possibility. The purpose of an evacuation is to empty the building as quickly and safely as possible.

The following are general guidelines that should be followed in deciding whether or not to evacuate. These guidelines do not preclude college

faculty, staff or students from evacuating an area or building if, in their opinion, lives are threatened:

1. Fire observed EVACUATE building if fire is life-threatening and activate fire alarm.
2. Fire alarm sounded in building EVACUATE building in a calm and orderly manner to an open lawn or parking lot area away

from the building.

3. Earthquake DO NOT EVACUATE the building unless directed by college personnel or if remaining in the building is life threatening. When evacuating, proceed in a calm and orderly manner to an open lawn or parking lot away from building.
4. Explosion EVACUATE the building if the safety of students or staff is threatened.
5. Bomb threat DO NOT EVACUATE the building unless a suspicious object is observed in your area, or you are directed to do so by college personnel.

Assist the handicapped/disabled/injured in evacuation to a designated area. They will need your help.

EVACUATION CHILD DEVELOPMENT CENTERS

CHILD DEVELOPMENT CENTERS

In the event of an emergency which affects one of the child development centers call 911. Follow the child development plan as summarized

below:

The Site Supervisor will assume immediate command.

1. Do not evacuate unless directed by college staff or remaining in building is life threatening. Evacuate in a calm and orderly manner to an open lawn or parking lot away from building.
2. ACTIVATE COMMAND POST in main office (or alternate site if primary site is damaged and inoperable).
3. Site supervisor coordinates assignments of all personnel and operations. (Supplementary staff will be assigned to the site supervisor.)
4. Site supervisor assigns Emergency Teams, gives specific duties;
 - Supervision Team - Accounts for all students and staff.
 - Medical Aid Team - Cares for the injured and stressed.
 - Damage Assessment Team - Checks for fires; shuts off utilities; performs damage surveys and estimates.
 - Search & Rescue Team - Coordinates search of buildings and performs basic first aid.
 - Student Release Team - Handles inquires from parents; releases students to parents and guardians.
 - Site Supervisor provides District Safety and Campus Site Director with periodic status reports.

MEDICAL / FIRST AID EMERGENCIES

In the event of serious illness or injury:

1. Call 911
2. Notify your Supervisor
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office2203

General guidelines for assisting a victim: Call 911.

1. Do not move the person unless absolutely necessary.
2. Use caution if blood is evident. Put on protective gloves or other means of protection.
3. Stop bleeding with firm pressure on the wound.
4. (Not CPR certified) If person is not breathing, tilt head back to clear throat. Check for any obstruction and remove.
5. (CPR certified) Start airway, breathing and circulation.
6. Make person as comfortable as possible. It's important to keep person warm and quiet to minimize shock.
7. Faculty and staff are encouraged to become certified in CPR and first aid.

PERSONS WITH DISABILITIES

In the event of an emergency on campus, call 911. Non-disabled staff and students should:

1. SEEK OUT persons with disabilities and offer assistance. Inquire if special needs are required.
2. Attempt to instill confidence; use calm, controlled manner.
3. Determine the specific disability of person you are assisting.
4. If unable to move the person out of the building:
 - Locate the person to the safest area possible.
 - Advise the person not to move; keep helper/spotter with the person, if possible.
 - Determine the specific disability of the person.
 - Solicit another person to help transport to a safe area. Use one of the methods listed below.

MEDICAL / FIRST AID EMERGENCIES PERSONS WITH DISABILITIES

FLOODING

In the event of flooding or a threat of flooding on campus:

1. CALL MAINTENANCE AT 9-934-2250 or extension 2250
 - IF WATER AND / OR SEWER LINES BACK UP in your building, EXIT the building and await further instructions from College officials, Maintenance, or staff.
 - IF YOU CAN REACH A TELEPHONE, call your Supervisor or an Administrator and report the problem.
 - YOU WILL BE NOTIFIED BY COLLEGE OFFICIALS OR AN ADMINISTRATOR BEFORE LEAVING CAMPUS ON THE SAFEST ROUTES TO TAKE IF CITY STREETS ARE FLOODED.
 - TRAFFIC STOPS will be set up at college entrances to redirect traffic (vehicular and pedestrian).
2. DO NOT touch light switches or attempt to connect or disconnect electrical cords during flood conditions.
3. IF THE SITUATION IS LIFE-THREATENING AND URGENT: CALL 911 (Fire Dept.)

FIRE

In the event of a fire in your building or on campus: Call 911

1. Activate the nearest fire alarm box. Stay at this location until the fire department arrives (unless you are in immediate danger from the fire).
2. If the fire is very small with no thick acrid smoke and appears easily extinguishable, attempt to put it out using the appropriate fire extinguisher. (Do not use water on electrical or oil/grease fires.)
3. If the fire shows signs of spreading, cease attempts to extinguish and exit the building. Assist in helping others evacuate. Discourage others from re-entering the area.

If there is no fire alarm box in the vicinity of the fire:

1. Go to the nearest pay telephone and dial 911. (Coins not required), or:
2. Get to a telephone on campus and dial 911. Report your name, location of the fire and any other information the operator requests, and:
3. Call Maintenance at 9-934-2250 or extension 2250. Notify an administrator or supervisor.

In the event you are in a building when the fire alarm sounds:

1. EVACUATE the building to an open lawn area or parking lot at a safe distance from the building.
2. When exiting the building, seek out and assist any disabled or handicapped persons. They will need your help.
3. Close all doors as you exit the building. Discourage others from re-entering.

FLOODING FIRE

EXPLOSIONS

In the event of an explosion Call 911:

IN THE EVENT OF AN EXPLOSION: CALL 911

When operator answers be prepared to give your

- Location
- Name & Title
- Nature of Emergency
- Stay on line until you are told to hang up.

1. TAKE COVER UNDER THE TABLES, DESKS, or other furniture that will provide protection against broken glass and other debris.
2. CALL maintenance 9-934-2250 or extension 2250.

After the effects of the explosion have subsided, college officials, maintenance staff or fire dept. staff will determine whether or not classrooms and offices are safe or should be evacuated. If it is apparent that the safety of students, faculty and staff is threatened by results of the explosion:

- Exit the building immediately while maintaining an orderly evacuation.
- During an evacuation, seek out and assist any injured or persons with disabilities. Remember, they may not be able to evacuate without your help.
- Upon evacuating the building, proceed to a lawn area or parking lot area at a safe distance from the building.
- You will be notified by college officials when it is safe to re-enter the building.

EARTHQUAKE

In the event of a major earthquake: Call 911.

1. Stay in the building, do not evacuate unless ordered to do so by college authorities or the fire department. If outside, remain there (away from trees, poles, buildings).
2. Take immediate shelter under tables, desk or other furniture that will provide protection against flying glass and debris. Use drop procedure, (drop to your knees, protect head with arms, keep your back to windows.) Remember, duck, cover and hold!
3. Keep away from overhead fixtures, windows, filing cabinets, bookcases and electrically-powered equipment.
 - Assist any disabled or handicapped persons in your area in finding a protected location.
 - If in a car, stay there (move away from structures). Don't try to leave campus unless cleared.
 - Stay calm and await emergency instructions. (You will be given instructions when it is safe to leave.)

If wheelchair-confined; stay in your wheelchair, move to cover beneath a doorway, lock the wheels, protect your head. If evacuation of the building is ordered by college officials or, if in your opinion, your life is threatened by remaining in the building:

1. Beware of falling debris, glass and electrical wires as you exit the building.
2. Evacuate the building when instructed to do so. Follow pre-established routes.
3. Seek out any persons with disabilities in your area and assist them in leaving the building.
4. Proceed to a lawn area or parking lot at a safe distance from buildings, trees, light poles and power poles.
5. Follow all emergency instructions from college officials, emergency personnel, and maintenance staff. You will be told what to do next.

EXPLOSIONS EARTHQUAKE

DISRUPTIVE PERSONS

In the event that a person becomes disruptive (violent, threatening, bizarre):

1. Call 911: Give Code #150
2. Notify your Supervisor
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office2203

Other options:

- Seek assistance
- If in immediate danger, shout/yell for help, and send a runner for help.
- Make noise any other way you can.
- Pull the nearest fire alarm.
- Run to the nearest exit and proceed to any personnel in the area.

BOMB THREATS

Employees receiving or discovering a bomb threat should call 911:

1. REMAIN CALM. If the threat is via telephone, use the checklist below to gather essential information.
2. Responding staff should not use two-way radios or cell phones in the area at risk.
3. Notify maintenance at 9-934-2250 or extension 2250 to receive guidelines concerning evaluation. They will summon necessary trained personnel.
4. Notify your Supervisor

- Dean of Student Learning2222
- Dean of Student Learning2307
- Associate Dean of Student Learning.....2974
- Director of Athletics2455
- Director Residential Living.....2373
- President's Office2203

5. If unable to reach college official, notify sheriff 's dept. at 911. Give data from check list below.

Bomb Threat Checklist

Exact Time of Call: _____

Exact Words of Caller: _____

Questions to ask:

- 1) When is bomb going to explode? _____
- 2) Where is the bomb? _____
- 3) What does it look like? _____
- 4) What kind of bomb is it? _____
- 5) How will it explode? _____
- 6) Did you place the bomb? _____
- 7) Why? _____
- 8) Where are you calling from? _____
- 9) What is your address? _____
- 10) What is your name? _____

Describe caller's voice _____

Whom did it sound like? _____

Any background noise? _____

Person receiving call? _____ Telephone number where call received? _____

Date: _____

In the event of a bomb threat received via mail, a trained team will handle the searching of the premises and clear the building. Do not touch the mail.

1. Use call list #3 and #4 above.
2. Follow steps 1 through 4 above.
3. Evacuate all persons from the room when ordered by college official. Take personal belongings when you evacuate.
4. Cordon off the room/area. Let only officials/security personnel enter the area.
5. Do not use two-way radios or cell phones in the vicinity of the area. Turn off your cell phone.

DISRUPTIVE PERSONS BOMB THREATS

Power Blackouts

In the event of a power blackout to your building: (Power outages may be frequent during high energy usage in local areas.)

1. Call maintenance at 9-934-2250 or extension 2250
2. Do not light matches or candles (if gas is leaking). It could cause an explosion.
3. Faculty and staff in labs and offices should secure experiments/equipment that might present danger when electrical power is restored.
4. Keep calm and use the plan of action that will minimize chances of injury and panic. Remain operational and do not release employees from work or students from class unless directed to do so.
5. Notify your Supervisor
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office 2203
6. If telephones are not working, notify an administrator via runner.
7. If evacuation is ordered by officials in charge, first seek out and identify any persons with disabilities and assist them from building.
8. If evacuation is ordered by a college official, everyone must comply.
9. Switch off all electrical equipment leaving all room light switches in "on" position.
10. Battery-operated emergency lights will function for about 2 hours in selected college/campus buildings.

HAZARDOUS MATERIAL RELEASE

Report immediately any release of known or suspected hazardous material.

Call 911 only if the situation is life-threatening and there are injuries.

(Calling 911 will summon a specialized county hazardous materials response team.)

1. Evacuate the area at once and cordon off as appropriate to prevent further danger to others.
2. Evacuate a building via established diagrammed routes alerting people as you go. Identify any person with disabilities and assist them in leaving the area or building.
3. Once outside, move to a clear area as directed by staff to a release site away from the building. Take roll to determine that all students are outside the building.
4. Call maintenance at 9-934-2250 or extension 2250 to give details stating location, hazard type and quantity of release. Report your name and extension from which you are calling.
5. Call your supervisor or administrator to report the release, location, hazard type and quantity of release.
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office 2203

Students in labs must notify their instructors at once. Instructor will provide supervision of applications of absorbent, if prescribed.

POWER BLACKOUTS

HAZARDOUS MATERIAL RELEASE

SUICIDE ATTEMPT/THREAT ON CAMPUS

If a student or other person demonstrates any suicidal tendencies (verbal or other signs), contact a counselor immediately

Counselor..... 2324

Administrator 2222

President 2200

Should an individual brandish a weapon, the following actions should be taken: Call 911

1. Listen to individual. Take suicidal threat seriously.
2. Don't attempt to rush or disarm individual.
3. Remain calm.
5. Notify your Supervisor - do not attempt to handle a potential suicide by yourself.
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office 2203
6. Focus your attention on the individual, not the weapon.
7. Try to keep the individual talking. Ask questions that elicit a positive "YES" response.

DRIVE-BY SHOOTING

If a drive-by shooting occurs: Call 911

1. Students and staff are to lie flat, cover head with arms and keep as low as possible (indoors or outdoors).
2. Students located outside should move to a safe area.
3. Close blinds or other window coverings if safe to do so.
4. If safe obtain:
 - License plate number
 - Color /type of vehicle
 - Number & description of occupants
 - Type and number of weapons.
5. Notify your Supervisor
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office 2203
6. Assess injuries. Do not move seriously injured; ambulatory, assist to safety.
7. Use caution if blood is evident by using protective gloves or other means available.
8. Students located outside should move to a safe area.
9. Stay with injured until help arrives.
10. Assist police with as much detail as possible.

BRANDISHING A WEAPON

1. Call 911
2. Do not attempt to rush or disarm individual.
3. Negotiate: Ask questions that will elicit a "YES" response. (May I step back?)
4. Keep the individual talking. The longer the individual is occupied, the less likely he/she will use the weapon.
5. Focus your attention on the individual, not the weapon.

SUICIDE ATTEMPT DRIVE-BY SHOOTING/SHOW-BY BRANDISHING A WEAPON

HOSTAGE CRISIS

If drawn into a hostage crisis call 911 (but not at the risk of lives)

1. Provide dispatcher with specific information:

- Location
- Number of suspects
- Weapons
- Number of hostages

2. President remains in command until law enforcement arrives.

3. All staff and students not in imminent danger will remain in classrooms with doors and windows locked and blinds closed keeping

away from doors and windows. Wait for further instructions.

4. Outer perimeter of campus will be secured by police with support of school personnel.

Staff actions (remain calm)

1. Obey terrorist's orders. Do not antagonize.

2. Be courteous and polite to terrorists and other hostages.

3. Do not debate, argue, or discuss political issues.

4. Talk in normal voice. Avoid whispering when talking to other hostages and avoid raising your voice when talking to terrorists.

5. Avoid abrupt movements. Keep movement to a minimum and in view.

6. Locate students and yourself away from windows and doors and as far away from terrorists as possible.

7. Answer questions unless position may pose a threat to terrorists or to their ideologies.

8. Inform captors of any medical conditions or special disabilities of all hostages.

9. Do not discuss possible actions to be taken by other agencies, school, colleagues, media, etc.

When hostage crisis is resolved:

1. Make effort to open school the following day.

2. Ensure counselors are available for staff and students.

3. President conducts meeting to include staff and law enforcement.

4. Emergency plan will be amended as appropriate.

IMMINENT DANGER PROCEDURE

An extreme emergency exists when one of the following situations occur: Call 911

1. Gunman on campus

2. Riot/gang confrontation

3. Swat team operation

4. Chemical release

Faculty

1. Proceed immediately to classroom or offices.

2. Direct all students into classroom or offices. Students are to be seated.

3. Supervise area outside until all students are in classrooms.

4. Lock doors and close curtains.

5. Classes in open areas should move immediately to the nearest covered classroom.

6. Students are to remain in classroom until released by administration.

Administration/office staff

1. Call 911

2. Director of M&O will maintain phone communication with emergency services.

3. Director of M&O will serve as emergency locator.

4. President will serve as the public information contact.

5. Staff will be responsible for locking doors as directed.

Staff is to stay put until crisis is declared over by administration.

HOSTAGE CRISIS IMMINENT DANGER PROCEDURE

FALLEN AIRCRAFT

In the event of fallen aircraft call 911

1. Faculty instruct students to duck, cover and hold.
2. Notify M & O 9-934-2250 or extension 2250
3. Notify Administration
4. Notify your Supervisor
 - Maintenance Department9-934-2250 or extension 2254, cell 9-352-2537
 - Dean of Student Learning2222
 - Dean of Student Learning2307
 - Associate Dean of Student Learning.....2974
 - Director of Athletics2455
 - Director Residential Living.....2373
 - President's Office 2203
5. If evacuation from building or site is necessary/possible:
 - Maintain a safe distance away from aircraft.
 - Faculty take roll.
 - Do not return to building until area declared safe.

POLICY STATEMENT

The West Hills College Coalinga Emergency Response Guide serves as a plan for faculty, staff, and students in the event of an emergency situation. Its goal is to provide maximum safety and security for all persons on the college campus. This plan provides organized procedures to follow in the event of an emergency and outlines steps that can be taken to lessen the consequences of such an emergency. The plan is designed to be flexible; it is not intended as a rigid set of rules. To ensure the safety of people, the protection of property, and the quick resumption of normal business activities after an emergency, all district employees should be familiar with this plan, know their duties and responsibilities, and participate in training and drills. Both district and staff commitment is a prerequisite for the success of this plan.

Responsibilities

President

The president, or designee, is responsible for the overall direction of campus emergency operations as outlined in this policy.

Administrators, Deans, and Directors Are Responsible For:

1. Developing and maintaining a "Telephone Tree" for notifying all departmental employees at home in case of an emergency.
2. Developing and maintaining a list of employees who could be on duty at any particular time.
3. Ensuring that instructors maintain a current attendance list.
4. Developing and distributing site or building specific emergency plans.
5. Training employees in site-specific emergency plans and emergency techniques such as fire extinguisher usage, first aid/CPR, and building evacuation procedures.

FALLEN AIRCRAFT POLICY STATEMENT

EMERGENCY CAMPUS MAP

West Hills College Coalinga

300 W. Cherry Lane

Coalinga, Ca. 93210

(559) 934-2000