
EMERGENCY ACTION PLAN

Introduction

The purpose of this Emergency Action Plan is to designate those actions the District and its employees must take to ensure employee safety from fire and other emergencies. Regulations requiring this plan are found in Title 8, California Code of Regulations, #3230 et sec. Although this regulation applies specifically to employers and employees, similar concern is intended for students and members of the public exposed to the same potential hazards that give rise to this plan.

General Information for Staff

1. Prior planning and the establishment of certain guidelines for prompt action under emergency conditions will result in an effective system for the protection of lives and property.
2. The Chancellor of the District or his/her designated representative is authorized to implement this plan or take such other action at any time as in his/her judgment may be necessary. The designees would be as follows:
 - President, West Hills College Coalinga or West Hills College Lemoore
 - Vice Chancellor of Business Services
3. College management personnel must be familiar with the plans described therein.
4. Emergency Action Plans will be reviewed and updated each year.
5. This plan has been designed for the primary purpose of providing for the greatest possible safety of students, visitors and employees during an emergency.
6. In all emergencies, it shall be the responsibility of the Chancellor or his/her designee to direct action to ensure the safety of the staff and students.

WEST HILLS COMMUNITY COLLEGE
Emergency Action Plan

OPERATIONS

7. Administrators, managers and other supervisory personnel will be responsible for informing their staff of this Emergency Action Plan. Each employee of the District will receive a copy of this plan and appropriate training in order to carry out its procedures.

College administrators shall take responsibility for requiring each employee to be familiar with this plan, emphasizing the individual's participation. Such assurance may be through the following additional action.:

- a. Employee signature to assure review of plan.
 - b. In-service to assure knowledge of emergency reactions.
 - c. Exercise to assure efficient actions to emergencies.
8. Faculty shall be responsible for informing students of the emergency action plan during the first class meeting of each semester either through handouts of explanation.
9. The College Safety Committee shall periodically review preparedness and compliance with the plan. Any deficiencies shall be reported to the Superintendent/President or his/her designee for appropriate action.

Board approval date: 12/10/91