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**CAÑADA COLLEGE**

**Volume One**

**Immediate Action and  
Event Specific Checklists**

**January 2006**

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## **Disclaimer**

The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. It should be tested by the Emergency Operations Center (EOC) team after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. Users of this plan assume all liability arising from the plan's use.

The Emergency Management Consultant's Emergency Operations Plan ©  
Prepared for Cañada College

by:

Joseph R. Horton Jr.  
Emergency Management Consultants

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**CAÑADA COLLEGE  
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**IMMEDIATE ACTION CHECKLIST**

**Pre EOC Activation**

**For use by Cañada Crisis Action Team**

- Mobilize members of the Cañada Crisis Action Team (CAT).**
  - Cañada President \*
  - Vice President, Student Services
  - Vice President, Instruction
  - College Business Officer
  - Supervisor of Campus Facilities

\* In the Presidents absence the Vice President for Student Services assumes management responsibility. Refer to Exhibit 1 – Crisis Action Team for phone and pager numbers

**Cañada College EOC Activation Criteria – Should the EOC be activated?**

This decision must be based on the emergency event or situation.

Key factors that normally trigger the Cañada College EOC activation include:

- Emergency response resources beyond the jurisdiction’s capabilities are required
- An emergency of a long duration
- Major policy decisions must or may be required
- A local or state of emergency will be declared
- Activation of the EOC will be advantageous to the successful management of the emergency

**EOC Locations**

Primary	College Cantina
Alternate	Gymnasium

- If the Cañada College EOC activation IS NOT WARRANTED complete applicable Event Specific Checklist(s) in the RED TAB and turn over follow-on actions to appropriate Cañada College management staff or department heads. Crisis Action Team response procedures are now complete. The Crisis Action Team may disband - no further action is required.*
- If the Cañada College EOC activation IS WARRANTED – Complete the EOC ACTIVATION CHECKLIST on the page 3.**

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**EOC ACTIVATION CHECKLIST**  
**Cañada College Emergency Operations Center (EOC) Activation Steps**

- Officials authorized to order immediate Cañada College EOC activation:**
- Cañada College President
  - Vice President for Student Services

- Determine appropriate EOC Activation Level.**

**Minor Emergency - Level 1 - EOC Activation Not Required**

- A minor incident or hazardous materials spill which can be abated by the first responding personnel or response agency having jurisdiction.
- *The Cañada College Emergency Operations Plan is **not** activated.*
- The *Cañada* EOC **may be activated** with limited staffing to facilitate coordination or to provide information to students, faculty and staff or the media.

**Moderate Emergency - Level 2 - EOC Activation Recommended**

- If the incident escalates or is about to escalate to the point\* where the coordination of the incident cannot be efficiently accomplished at the scene or at another location.  
\* *Due to the number of departments or local jurisdiction response agencies involved, personnel or resources required.*

**Major Emergency - Level 3 - Activation Required**

- If the emergency situation(s) is of such magnitude that coordination of the response at the scene(s) or another location is not possible.
- When *Cañada* College response capabilities are limited or insufficient to address a major emergency.

**Note: See the EOC STAFFING GUIDE on Page 5 to assist in determining the appropriate Cañada EOC Action Level.**

- Direct the Cañada College EOC Emergency Operations Center Team members to report immediately to the EOC.**
- Notify Redwood City and/or San Mateo County that Cañada College CAT is considering or has activated the College EOC. Identify and report Cañada College's:**
- Existing situation
  - Critical staffing needs
  - Critical resource needs
- Ensure appropriate local jurisdiction responders and/or agencies have been notified (e.g. law enforcement, fire/rescue, emergency medical services, etc.). Refer to Exhibit 4 – Mutual Aid Coordinators and Exhibit 5 – Other Agencies.**

***EOC ACTIVATION CHECKLIST CONTINUED ON NEXT PAGE***

- Ensure appropriate Cañada College EOC responders have been notified and are responding to the EOC. Refer to Exhibit 2 – Emergency Operations Center Staffing**
  
- Develop a presentation to give the members of the Cañada College EOC response team. Assign Crisis Action Team (CAT) members to prepare and present the brief which covers the following topics:**
  - 1. Situation overview:**

Provide a description of the emergency situation. The situation overview should be presented by the College President or Supervisor of Security. Report:

    - When the emergency occurred or is expected to occur.
    - What are the key facts known about the emergency.
    - Where has the emergency occurred or expected to occur.
  
  - 2. Emergency response actions underway:**

Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the College President or Supervisor of Security to the assembled EOC response team.
  
  - 3. Time period of 1st Operational Period:**

Identify the time period (shift beginning and end time) the Cañada College EOC Team will be in the EOC. Presented by the Planning Section Chief or Supervisor of Security.
  
  - 4. Identify the strategic Objective and Priorities for the 1<sup>st</sup> Operational Period:**

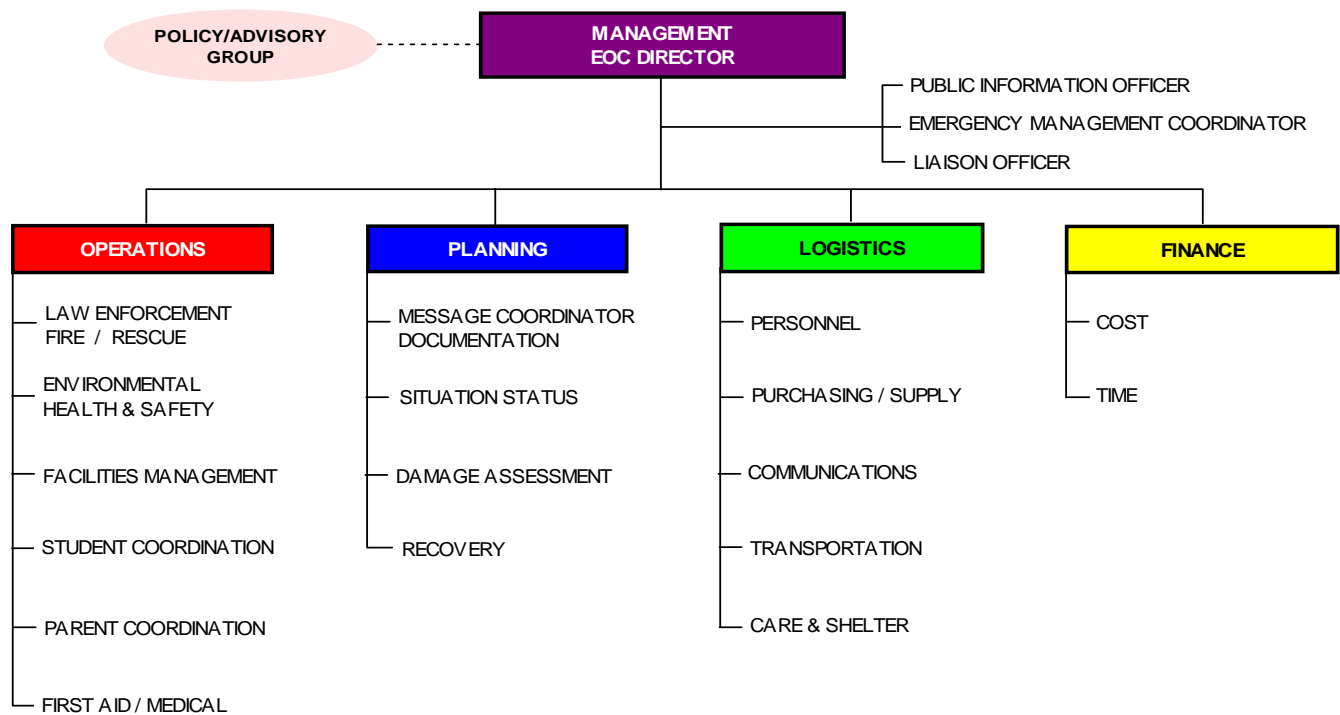
Identify the strategic EOC Objectives and Priorities that the Cañada College EOC Team will manage and coordinate during the 1<sup>st</sup> Operational Period. The EOC Objectives and Priorities will be presented by the Planning Section Chief or Supervisor of Security.

**Note. See ACTION PLAN WORKSHEET INSTRUCTIONS on page 7 for specific procedures to complete the EOC Action Plan Worksheet.**
  
- Upon reporting to the EOC, brief the entire EOC Team in the following sequence.**
  - **Situation overview**
  - **Emergency response actions underway**
  - **Time period of 1st Operational Period**
  - **List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet**
  
- Once the brief is complete, the Crisis Action Team disbands and relinquishes authority for the response to the Emergency Operations Center (EOC) Team.**
  
- Reference: Key contacts and phone numbers are located in the following exhibits:**
  - Exhibit 1 – Crisis Action Team Alert Lists
  - Exhibit 2 – Emergency Operations Center Staffing
  - Exhibit 3 – Emergency Operations Center Phone Numbers
  - Exhibit 4 – Mutual Aid Coordinators
  - Exhibit 5 – Other Agencies



## EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing If Decision to Activate is made
Unusual occurrences with severe potential impacts on the health and safety of students, staff, the public, Cañada College facilities and/or environment	<p style="text-align: center;"><b>Minor Emergency Level 1</b></p>	<ul style="list-style-type: none"> <li>• Notification of the CAÑADA College President or Security Chief.</li> <li>• Note: May be limited to partial or full Crisis Action Team activation.</li> <li>• Other designees as required.</li> </ul> <p><i>See Organization Chart – next page</i></p>
Severe Weather Report		<p style="text-align: center;"><b>Moderate Emergency Level 2</b></p> <p>EOC Director</p> <p>Section Chiefs and Units as appropriate to situation</p> <p><i>See Organization Chart – next page</i></p>
Major wind, rain or snow storm, etc.		
Two or more large incidents involving 2 or more response agencies		
Wildfire affecting wildland/forested area or developed area		
Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the students, staff and public and/or environment		
Bomb threat or other incident requiring building evacuation	<p style="text-align: center;"><b>Major Emergency Level 3</b></p>	<p>All EOC positions</p>
Major Cañada College or local emergency		
Major wildland fire		
Unusual occurrences with severe potential impacts on the health and safety of students, staff the public, facilities and/or environment		



## ACTION PLAN WORKSHEET INSTRUCTIONS

- Assignment of Facilitator**  
 Assign a facilitator to lead the discussion of the Crisis Action Team to finalize the Objectives and Priorities for the 1<sup>st</sup> Operational Period. The Action Plan Worksheet must be completed within a 30 minute time frame.
  
- Place Action Plan Worksheet Chart on the Wall**  
 Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can legibly write information on the chart.

See Sample Action Plan Worksheet – Next Page

### ON ACTION PLAN WORKSHEET:

- Identify the Operational Period Number, Beginning and Ending Times**
  - **Operational Period Number:** 1<sup>st</sup> for the first operational period. Then numbers go in sequence
  - **Beginning Time:** The time of the emergency event\* or the time the EOC was activated if the EOC is planning for a possible future emergency event.  
 \* *If the emergency event already occurred*
  - **Ending Time:** The time that you want to effect a shift change to a new EOC Team. *Note: If possible, extend the 1<sup>st</sup> Operational Period to the completion of critical life safety measures.*
  
- Identify Strategic Objectives and Priorities**  
 Ensure that the Objectives and Priorities are strategic in nature. Tactical or field level decisions are made by the field Incident Commanders only.
  
- Identify the EOC level response Strategies, Resources and EOC Manager**
  - Identify the Strategy for each Objective and Priority. Important Note: Tactical or field level decisions are made by the field Incident Commander only.
  - Identify the Resources\* responsible for completion of the strategy.  
 \* *Section Chief and/or Unit Leaders to carry out the strategy.*

*Example*

Objectives and Priorities	Strategy	Resources
<b>LIFE SAFETY</b>		
Chemistry Laboratory Fire	Support Field Incident Commander as appropriate	Security, Facilities and Medical Unit Leaders

**Facilitator:** Recommend that the Crisis Action Team members DO NOT attempt to identify the detailed steps to complete the strategies. The detailed steps will be completed by the assigned resources. See Action Plan Worksheet example.

Operational Period # **1**

From: **9:00 AM** To: **6:00 PM**

## ACTION PLAN WORKSHEET

FORM: EOCAP/04/06/06

OBJECTIVES AND PRIORITIES	STRATEGY	RESOURCES & EOC MGR.
<p><b>LIFE SAFETY</b></p> <p>Provide first aid for injured students, faculty and staff not transported to local hospitals.</p> <p>Ensure safety of people in buildings next to Chemistry Bldg. where fire occurred.</p> <p>Ensure safety of college community relating to hazardous materials spill threat.</p>	<p>Set up first aid station in building near Chemistry Bldg.</p> <p>Evacuate, isolate and secure buildings.</p> <p>Support Fire IC to establish and maintain isolation of Chemistry Building after fire response is completed.</p>	<p>First Aid Medical UL supported by Logistics Section</p> <p>Law Enforcement UL supported by Security Department officers and Safety Marshals</p> <p>Law Enforcement UL supported by Security Department officers and Safety Marshals</p>
<p><b>PROTECTION OF PROPERTY</b></p> <p>Protection of property in evacuated buildings.</p>	<p>Lock evacuated buildings and establish security plan.</p>	<p>Law Enforcement UL support by Security Department</p>
<p><b>PROTECTION OF ENVIRONMENT</b></p> <p>Hazardous materials spill clean-up.</p>	<p>Coordinate with Hazard Team to develop clean-up plan.</p>	<p>Environmental Health &amp; Safety UL supported by Facilities UL and Logistics Section</p>
<p><b>OTHER ISSUES</b></p> <p>Support for injured victims and their families.</p> <p>Damage Assessment of Chemistry Building.</p> <p>Resumption of Operations.</p> <p>Information dissemination to students, faculty &amp; staff.</p> <p>Press Release for local and national news media.</p>	<p>Develop and implement Victim Support Program.</p> <p>Complete Damage Assessment Survey of Chemistry Bldg.</p> <p>Develop and coordinate Chemistry Bldg. Recovery Plan.</p> <p>Prepare Information Release for students, faculty &amp; staff.</p>	<p>Student &amp; Family Coordination UL supported by PIO</p> <p>Damage Assessment UL supported by Facilities UL</p> <p>Planning Section Chief supported by Facilities UL</p> <p>PIO prepare and coordinate information release dissemination after EOC Director's approval</p> <p>PIO prepare for dissemination after EOC Director's approval</p>

## ALERT LISTS

This Alert List section contains telephone numbers, pager assignments, and radio call signs for key people who may need to be reached quickly in a major emergency. Key agencies and organizations are also provided. These listings are provided for the use and convenience of emergency services in accessing emergency resources in disasters.

- Exhibit 1 – Crisis Action Team Alert Lists
- Exhibit 2 – Emergency Operations Center Staffing
- Exhibit 3 – Emergency Operations Center Phone Numbers
- Exhibit 4 – Mutual Aid Coordinators
- Exhibit 5 – Other Agencies

PLEASE SEND ANY ADDITIONS, CORRECTIONS OR COMMENTS TO:

Phyllis Lucas-Woods  
Vice President of Student Services  
Cañada College  
4200 Farm Hill Blvd  
Redwood City, CA 94061  
Ph: (650) 306-3234  
Fax: (650) 306-3478  
email: lucas@smccd.net

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**CRISIS ACTION TEAM**

<b>NAME</b>	<b>ADDRESS</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>	<b>FAX</b>	<b>HOME PHONE</b>
Interim President Thomas C. Mohr	710 Edgewood Road San Mateo, CA 94402	(650) 306-3238	(650) 922-7115	(650) 306-3144	(650) 347-6719
Phyllis Lucas-Woods VPSS	607 Bayview Ave Millbrae	(650) 306-3339	(415) 828-0991	(650) 306-3478	(650) 589-8378
Marilyn McBride VPI	20015 Cox Avenue	(650) 306-3298	(408) 499-5284	(650) 306-3144	(408) 741-1851
Business Officer Victoria Nunes	709 Zumwatt Lane Foster City, CA 94404	(650) 306-3274	(650) 867-4346	(650) 306-3171	(650) 571-7387
Pete Katsumis Security	Unavailable	(650) 306-3420	(650) 742-7001	650) 366-3171	(650) 366-4468
Danny Glass Facilities Supervisor	5628 Chapman Dr. Newark, CA 94560	(650) 306-3325	(650) 642-7144	(650) 306-3354	(510) 795-4154
Robert Hood Public Information Officer		(650) 306-3340	(415) 846-8090	(650) 306-3410	(415) 553-8895

NOTE: Individuals asterisk (\*) are alternates of the Primary Crisis Action Team and will not normally be a member of the Crisis Action Team unless the Primary Officer is not available.

**EMERGENCY RESPONSE TEAM**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>	<b>FAX</b>	<b>HOME PHONE</b>
<b>MANAGEMENT SECTION</b>					
<b>Director of Emergency Services</b> Thomas C. Mohr	President's Office	(650) 306-3238	(650) 922-7115	(650) 306-3144	(650) 347-6719
<b>Public Information Officer</b> Robert Hood	President's Office	(650) 306-3340	(415) 846-8090	(650) 306-3410	(415) 553-8895
<b>Emergency Management Coordinator / Liaison Coordinator</b> Phyllis Lucas-Woods	VP of Student Services	(650) 306-3339	(415) 828-0991	(650) 306-3478	(650) 589-8378
<b>Runner</b> Debbie Joy	Student Services	(650) 306-3318	(650) 776-0604	(650) 306-3478	(650) 368-2271

<b>LOGISTICS SECTION</b>					
<b>Logistics Section Chief</b> Katie Townsend-Merino	Humanities	(650) 306-3350	(619) 341-3076	(650) 306-3176	(650) 212-2392
<b>Purchasing/Supply Unit Leader</b> Mario Peña	Business Office/ Operations	(650) 306-3272	(650) 369-5497	(650) 306-3171	(650) 369-5497
<b>Personnel Unit Leader</b> Linda Hayes	Dean, Business & Workforce Development	(650) 306-3201	(650) 868-2513	(650) 306-3282	(650) 299-0717
<b>Care and Shelter Unit Leader</b> Regina Blok	Student Services	(650) 306-3132	(813) 787-8097	(650) 306-3185	(415) 759-6746 (813) 787-6017



**EMERGENCY RESPONSE TEAM**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>	<b>FAX</b>	<b>HOME PHONE</b>
<b>PLANNING SECTION</b>					
<b>Planning Section Chief/ Recovery Unit Leader</b> Marilyn McBride	Vice President of Instruction	(650) 306-3298	(408) 499-5284	(650) 306-3144	(408) 741-1851
<b>Documentation Unit Leader</b> Jeanne Gross	University Center & Academic Support Services.	(650) 306-3416	(650) 298-2883	(650) 306-3398	(650) 361-8345
<b>Situation Status Leader</b> Susan Traynor	Student Services	(650) 306-3459	(650) 222-4166	(650) 306-3224	(650) 368-8038
<b>Damage Assessment Unit Leader</b>	Facilities	(650) 306-3276			

<b>FINANCE SECTION</b>					
<b>Finance Chief/Cost Unit Leader</b> Vickie Nunes	Security/ Operations	(650) 306-3274	(650) 867-4346	(650) 306-3171	(650) 571-7387
<b>Time Unit Leader</b> Terry Watson	Security/ Operations	(650) 306-3401			(650) 364-7138

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**EMERGENCY OPERATIONS CENTER PHONE NUMBERS**  
PHONE NUMBERS TO BE DETERMINED LATER

**MANAGEMENT SECTION**

Director of Emergency Services..... \_\_\_\_\_

Public Information Officer ..... \_\_\_\_\_

**OPERATION SECTION**

Operations Section Chief..... \_\_\_\_\_

Law Enforcement/Fire-Rescue..... \_\_\_\_\_

Environmental Health & Safety Unit Coordinator..... \_\_\_\_\_

Facilities Management Unit Coordinator ..... \_\_\_\_\_

Student Coordination Unit Coordinator ..... \_\_\_\_\_

Parent Coordination Unit Coordinator ..... \_\_\_\_\_

First Aid/Medical ..... \_\_\_\_\_

**PLANNING SECTION**

Planning Section Chief..... \_\_\_\_\_

Situation Status Unit Coordinator ..... \_\_\_\_\_

Damage Assessment Unit Coordinator Personnel Unit Coordinator ..... \_\_\_\_\_

Recovery Unit Coordinator Personnel Unit Coordinator ..... \_\_\_\_\_

**LOGISTICS SECTION**

Logistics Section Chief ..... \_\_\_\_\_

Personnel Unit Coordinator..... \_\_\_\_\_

Purchasing/Supply Unit Coordinator ..... \_\_\_\_\_

Communications/Transportation Unit Coordinator..... \_\_\_\_\_

Care and Shelter Unit Coordinator..... \_\_\_\_\_

**FINANCE SECTION**

Finance Chief ..... \_\_\_\_\_

Cost Unit Coordinator ..... \_\_\_\_\_

Time Unit Coordinator ..... \_\_\_\_\_

**MUTUAL AID COORDINATORS****COUNTY / AREA****NUMBERS****LAW ENFORCEMENT**

Sheriff Don Horsley 650-599-1664  
 Undersheriff Greg Munks 650-363-1662 / 650-367-6023 ID: 2905 (P)

**FIRE / RESCUE**

Chief Bill Reilly, Burlingame Fire 650-558-7600 / 650-367-6023 ID: 6500 (P)  
 Chief Brian Kelly

**PUBLIC WORKS**

Neil Cullen, Director 650-599-1421 (W) / 650-222-0513 (C)  
 Bob Radcliffe 650-599-1651 (W) / 209-825-9207 (H)

**MEDICAL**

Barbara Pletz, EMS Administrator 650-573-2564 / 650-367-6023 ID: 6181 (P)  
 Matt Lucett 650-573-2564 / 650-367-6023 ID: 6188 (P)

**OFFICE OF EMERGENCY SERVICES (OES)**

Lt. Steve Shively, Area Coordinator 650-599-1295 / 650-367-6023 ID: 1999 (P)  
 Bill O'Callahan, Supervising Dist Coord 650-599-1294 / 650-367-6023 ID: 1971 (P)

**REGIONAL****LAW ENFORCEMENT**

Sheriff Charles Plummer 510-272-6866 / 510-667-7721 (24 hour)  
 Alameda County

**FIRE / RESCUE**

Chief Marvin Howard 707-976-4206 (24 hour) / 707-695-6734 (pager)  
 CDF/ OES Region II (St. Helena)

**MEDICAL**

Barbara Center 925-646-4690 (24 hours)  
 Contra Costa County

**STATE OES (Coastal Region)**

, Administrator 510-286-0895  
 Regional EOC 510-286-7526 (Director) / 510-286-7275 (OPS)

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**OTHER AGENCIES****AGENCY**

Agriculture Commissioner  
 CHEMTREC  
 CHP – Redwood City  
 Coroner  
 Environmental Health  
 Occupational Health

**NUMBERS**

650-363-4700  
 800-424-9300  
 650-369-6261 / 369-6267  
 650-363-4526  
 650-363-4305  
 650-573-2798

**HOSPITALS**

Kaiser – Redwood City 650-299-2000 (main) / 299-2200 (Emergency Dept)  
 Kaiser – South San Francisco 650-742-2000 (main) / 742-2511 (Emergency Dept)  
 Mills (San Mateo) 650-696-5400 (main) / (no emergency department)  
 Peninsula (Burlingame) 650-696-5400 (main) / 696-5500 (Emergency Dept)  
 San Mateo County General (San Mateo) 650-573-2222 (main) / 573-2671 (Emergency Dept)  
 Sequoia (Redwood City) 650-369-5811 (main) / 367-5541 (Emergency Dept)  
 Seton - Coastside (Moss Beach) 650-563-7100 (main) / 563-7107 (Emergency Dept)  
 Seton (Daly City) 650-992-4000 (main) / 991-6455 (Emergency Dept)  
 Stanford (Palo Alto) 650-723-4000 (main) / 723-5111 (Emergency Dept)  
 Veterans (Palo Alto) 650-493-5000 (main)

**SPECIAL DISTRICTS / JURISDICTIONS**

SF Bay Conservation and Development Comm 415-352-3600  
 Bay Area Quality Management District 415-771-6000  
 California Coastal Commission 831-427-4863  
 Poison Control Center 800-404-4646  
 San Francisco International Airport 650-876-2139 (Fire)  
 650-876-2424 (Police)  
 650-876-2131 (Operations)  
 San Mateo Bridge Manager 650-783-2121/2122

**UTILITIES**

Belmont Water District 650-591-8941  
 California Water District 650-854-5454 / 650-344-6374 (Sa,Su,Holidays)  
 Coastside Community Water 650-726-4404  
 East Palo Alto Sanitary District 650-333-2547  
 Estero Municipal Utilities District 650-349-1200  
 North County Sanitary District 650-755-6557  
 PG&E 650-973-5930  
 San Francisco Water Department 650-872-5900  
 San Francisco Water District 650-697-4405  
 SBC (telephone service) 408-369-3093  
 West Bay Sanitary District 650-321-0384

**STATE AGENCIES****CDF**

- Felton Dispatch (SMO/CRZ) 831-335-6719/ 800-233-9710
- Belmont 650-573-3844
- Region II 707-967-4206
- State 916-653-5123

**OES**

- Region II (Coastal) 510-286-0895
- State (Warning Center) 800-852-7550 / 916-854-8500

**CHP**

- Redwood City 650-369-6261
- Air operations 707-551-4200
- Sacramento 916-657-7261

**CALTRANS**

Fish & Game 510-286-6356  
800-548-1431/831-649-2817

**Cal/OSHA**

Health Services 800-963-9424/510-622-2891

- Hazmat 510-540-2122

**FEDERAL AGENCIES**

National Response Center/Terrorism Hotline 800-424-8802

**Coast Guard**

- SF Area Air Ops 650-876-2900
- Marine Safety Office 510-437-3081

FEMA – Region IX 510-627-7100

USGS 650-853-8500

- Earthquake Information Center 303-273-8500

Tsunami Warning Center (AK) 907-745-4212

FBI 415-553-7400

**EPA**

- Environmental Emergencies (24 hour) 415-947-4400

CDC 404-839-3311

**NEWS MEDIA**

KCBS 415-765-4074 / 415-765-4080 (fax)

KGO 415-954-8142 / 415-362-5827 (fax)

Bay City News 415-552-8900 / 415-552-8912 (fax)