

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.55.1 (AP 3505)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.55.1 Emergency Response Plan
Adoption Date: 7/13
References: Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations Section 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available at:
[Annual Public Safety and Security Report.](#)
2. Section 3100 of the California Government Code declares all public employees to be disaster service workers and requires them to report for duty in the event of a disaster.
3. All members of the campus community are notified on an annual basis that they are required to notify the Public Safety Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The Public Safety Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Public Safety Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.
4. Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, the Public Safety Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
5. In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the

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campus community. These methods of communication include emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District web site), and public address system.

6. The District will work with local law enforcement on the dissemination of emergency information to the larger community.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. An evacuation drill is coordinated by the Public Safety Department two times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Public Safety Department does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Public Safety Department and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.
2. Evacuation drills are monitored by College and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.
3. The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Public Safety Department and District administration coordinate announced and unannounced evacuation drills once per year as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, College and District administration will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

EMERGENCY RESPONSE GUIDE

1. Threat or Event of Criminal Behavior

It is critically important that members of our community report threats or crimes in progress in a timely manner to help keep the campus safe. **DO NOT** take unnecessary chances.

If you are a victim of, or a witness to an on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, or believe an individual poses an imminent threat to a member or members of the college community please contact the Public Safety Department immediately. If in doubt, call 9-9-1-1 from an on-campus phone.

If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked. Turn off lights, remain quiet, keep low to the ground and hide behind a desk or other furniture.

Do not attempt to apprehend or interfere with the suspect except for self protection.

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If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, race, approximate age, clothing, method and direction of travel and his or her name if known. If the suspect is entering a vehicle, note the license plate number, make, model, color and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to investigating officers.

2. **Bomb Threat**

If you see a suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately contact the Public Safety Department or the Police at 9-9-1-1.

If you receive suspicious mail, do not further handle the letter, envelope or package. Report to your Supervisor and contact the Public Safety Department or the Police at 9-9-1-1.

If you receive a phone call that a bomb or other explosive device has been placed on campus you should attempt to keep the caller talking as long as possible and ask the following:

- When is the bomb or device going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name?

Immediately notify the Public Safety Department and the Police at 9-9-1-1. Supply them with the information outlined above. Save your notes so that you may turn it over to the Police later.

- a. Law Enforcement officers and the Public Safety Department will conduct a detailed bomb search. Employees may be requested to make a cursory inspection of their area for suspicious objects. If a suspicious object is found, it should immediately be reported to the Public Safety Department or the Police at 9-9-1-1.
- b. If directed to do so, evacuate the building quickly by walking to the nearest exit, alerting people as you go. Assist the disabled in exiting the building.
- c. Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep walkways clear for emergency vehicles.
- d. Do not return to a building until told to do so.

3. **Civil Disturbance or Demonstration**

Most Campus demonstrations will be peaceful, and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators. A threatening disturbance should be reported immediately to the Public Safety Department or Police at 9-9-1-1.

The following actions should be taken:

- a. Alert all employees in the area to the situation.
- b. Lock all doors; secure all files, documents and equipment.
- c. If necessary, cease operations and evacuate the building, alerting people as you go. Assist the disabled in exiting the building.

The Public Safety Department will assess the situation. Participants who refuse to disperse may be arrested for a violation of the State Penal Code.

4. **Disruptive Student**

- a. Keep calm and attempt to calm the disruptive student down (if you feel safe to do so).

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- b. If the student will not calm down or leave the classroom/office, notify the Public Safety Department or Police at 9-1-1-1.
- c. If an assessment of the situation indicates it is safer to leave the classroom/office, evacuate if possible. If the disruptive student follows you, proceed directly to the Public Safety Department.

5. Earthquake Information

- a. If indoors, stay there. Duck, cover and hold on. Protect your head, neck, and face. If in a high-rise building, stay away from windows and outside walls. Do not attempt to use elevators.
- b. After the initial shock, evaluate the situation. If emergency help is necessary, call the Police at 9-9-1-1. Protect yourself at all times and be prepared for aftershocks.
- c. After the shaking subsides, go outdoors; and stay clear of buildings, walls, power lines and trees.
- d. Identify and assist the injured.
- e. Keep phone lines clear except when necessary to report serious hazards or injuries.
- f. Do not return to an evacuated building unless directed to do so by Public Safety, Fire or Police personnel.

6. Evacuation Procedures

- a. Be aware of all the marked exits from your area and building.
- b. When the building evacuation alarm is sounded or when you are ordered to leave by the Public Safety personnel, walk quickly to the nearest marked exit and ask others to do the same. Exit the building following any given instructions or to the safest open area or nearest parking lot.
- c. Make sure all staff and students have evacuated the classroom/office.
- d. Assist the disabled in exiting the building and escort them to the parking lot if safe to do so.
- e. Once outside, proceed to the safest open area or nearest parking lot. Keep walkways clear for emergency vehicles.
- f. Do not return to an evacuated building unless directed to do so by Public Safety, Fire or Police personnel.

7. Explosion

- a. Immediately take cover under a table, desk or other object that gives protection from broken glass or debris.
- b. After the effects of the explosion have subsided, notify the Police at 9-9-1-1. Give your name and describe the location and nature of the emergency.
- c. Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go. Notify your supervisor. Be aware of structural damage. Stay away from glass doors and windows. Do not touch or move any suspicious object.
- d. Assist others, especially the injured and disabled to evacuate the building.
- e. Once outside, move to a clear area at least 300 feet away from the affected building. Keep the walkways clear for emergency vehicles.
- f. Do not return to an evacuated building unless directed to do so by Public Safety, Fire or Police personnel.

8. Fire

If you see smoke or fire:

- a. Call the Fire Department immediately by activating the nearest fire alarm pull station, contacting the Public Safety Department, or by calling 9-9-1-1.

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- b. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- c. If you are outdoors, seek shelter in a safe nearby building.
- d. If you are indoors, and it is safe to do so, close all windows and doors; open all curtains and blinds. Relocate all combustibles away from windows.
- e. ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- f. If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.
- g. If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing and shout for help.
- h. When the fire alarm sounds, do not use elevators. An elevator may become a trap.
- i. If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.
- j. If there is smoke in your only exit path, crawl on your hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- k. Once outside, assemble at least 500 feet from the building, and stay out of the way of emergency personnel.

9. Flooding and Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

If a water leak occurs:

- a. Call the Facilities Department and advise them of the problem.
- b. Advise the dispatcher of the location and severity of the leak.
- c. If there are any electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- d. If you know the source of the water and are confident of your ability to stop it (i.e. turn off water, etc.), do so cautiously.
- e. Be prepared to assist, as directed, in protecting campus and personal property that is in jeopardy.

10. Hazardous Materials

If a hazardous material spill occurs:

- a. Contact the Public Safety Department or the Fire Department by dialing 9-9-1-1.
If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
- b. If you can give the responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.
- c. Notify the Facilities Department of the extent and location of the spill. If there is any possible danger, evacuate the area immediately.

If a chemical fire occurs:

- a. Contact the Public Safety Department or the Fire Department by dialing 9-9-1-1.
- b. If time and safety permit, close windows in the room where the fire is located. Close the door behind you as you leave, and immediately sound the building fire alarm. Do not attempt to extinguish the fire.
- c. If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.

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- d. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops.
- e. ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- f. When fire alarms sound, do not use the elevators. An elevator may become a trap.
- g. Once outside, assemble at least 500 feet from the building, and stay out of the way of emergency personnel.
- h. Do not return to an evacuated building unless instructed to do so by Public Safety, Fire or Police personnel.

11. Medical Emergencies

If a serious injury or illness occurs on campus, call 9-1-1-1. Give your name, location, telephone number and nature of the medical problem.

Quickly perform these steps:

- a. Call 9-1-1-1 or have someone close by do this for you.
- b. Contact the Public Safety Department and/or the Campus Health Center/Nurse.
- c. Ask the victim "Are you okay?" and "What's wrong?"
- d. Check breathing and pulse. If you are trained, administer CPR if necessary.
- e. Control serious bleeding by applying direct pressure on the wound. Keep the victim still and comfortable.
- f. Have the victim lie down if necessary.

Continue to assist the victim until help arrives:

- g. Try to determine the extent of the injury or probable cause of illness.
- h. Protect the victim from disturbances, reassure the victim and do not move him or her unless absolutely necessary.
- i. Look for emergency ID, gather information from witnesses and give all information to the emergency personnel arriving on the scene.

12. Power Outages

If a power outage occurs:

- a. Contact the Public Safety Department and the Facilities Department.
- b. Give your name, location and telephone number. Advise the dispatcher or coordinator of the situation and of any additional locations that are without power.
- c. Provide assistance to other individuals in your immediate area.
- d. Secure files, turn off computers and unplug electronic equipment.
- e. If you are trapped in an elevator, remain calm. Use the emergency telephone or emergency call button. Public Safety officers, Facilities engineers or the Fire Department will be dispatched to your location for assistance.

13. Psychological Crisis

A psychological emergency is defined as a person's temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset and/or behavior that is outside normal parameters. Examples include suicidal thoughts, disconnect from reality, extreme agitation, paranoia and hallucinations.

- a. Respond to the person with calmness and acknowledge their distress.
- b. Do not leave the person unattended.
- c. Contact the Public Safety Department or call 9-9-1-1.
- d. Give your name, location, contact phone number and nature of the situation.

14. Shooter on Campus / Lockdown

- a. Call 9-9-1-1 (on-campus phone).
- b. If you see or hear gunfire, notify the Public Safety Department immediately. Provide the dispatcher with all available information regarding the threat.
- c. Assess the situation. If it is safer to remain in the classroom/office, then stay put and lock or barricade doors. Do not open doors unless instructed to do so by staff or authorized personnel. Emergency responders may enter the room using a master key or by providing positive identification.
- d. The campus may be placed on a heightened security status. Remain quiet until more can be learned about the situation.
- e. Calmly and quietly review emergency evacuation procedures to prepare for possible evacuation. Remain in classroom/office unless notified by the appropriate authorities.

15. Assisting Students with Disabilities

To Assist Visually Impaired Persons:

- a. Explain the nature of the emergency. Alarms or confusion may disorient the student, even when normally familiar with the area.
- b. Guide the student. Have them take your arm below the elbow and ask them to follow.
- c. Tell the student where you are as you walk.
- d. Advise of any obstacles in the path.
- e. When you have reached safety, orient the student to where he or she is and ask if any further assistance is needed before leaving.

To Assist Hearing Impaired Persons:

- a. Flash room lights.
- b. Wave your arms.
- c. Tap the person's shoulder.
- d. Gesture what is happening and what to do.
- e. Write on the board or paper what the nature of the emergency is and the evacuation route.

To Assist Mobility Impaired Persons:

- a. Always ask students first if they have special needs or requirements.
- b. Individuals using wheelchairs can be pushed or accompanied to safety.
- c. Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.
- d. Contact the Public Safety Department or other trained campus personnel and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.
- e. Special evacuation chairs may be used for stairway evacuation or to transport injured or non-ambulatory persons. These are mounted near stairwells.

EMERGENCY PLANNING DOCUMENTS / EMERGENCY OPERATIONS CENTER

For Emergency Planning documents and information about our Emergency Operations Center (EOC), please visit our Emergency Planning downloads site at:

[Emergency Planning Documents](#)