All College Meeting September 9, 2009

Safety Protocols

- I. Welcome
- II. Disaster Service Worker Explanation
- III. Crisis Action Team/Emergency Response Team

Crisis Action Team Members meet with the President to make immediate decisions about an emergency response. Standing members of the Crisis Action Team include several College officials:

- a. Thomas Mohr
- b. Sarah Perkins
- c. Peter Barbatis
- d. Janet Stringer
- e. Gregory Stoup
- f. Vickie Nunes
- g. Gary Hoss
- h. Danny Glass
- i. Robert Hood
- j. Susan Traynor
- k. Jai Kumar

The Emergency Response Team is called in to activate the EOC if the scope of the emergency is beyond the capabilities of the Campus Public Safety and/or the Crisis Action Team. The EOC provides a centralized location for the strategic decisions and planning for the College's various response and recovery activities.

- IV. Assistance from Public Safety and/or Law Enforcement
- V. Evacuation Procedure Hostile Intruder

In the event of a hostile intruder:

- Complete a quick analysis of the situation and danger, call 911, 9-911 from campus phone, then notify the Public Safety Department, or text message, if appropriate
- Lock/barricade classroom door, close windows and blinds
- Keep completely quiet
- Wait for instruction from administration or emergency response personnel
- VI. Evacuation Procedure Fire Drill/Seismic Event

In the event of a fire:

• Complete a quick analysis of the situation and danger

If evacuation is needed, follow the steps below:

- Take roll sheet
- o Tell students to remain calm
- Scan for anyone that needs assistance
- o Appoint students to help others who need assistance
- o Evacuate to evacuation zone and be sure room is empty

- o Remind students to listen and follow all instructions
- Take roll
- o Report status to Building Captain

VII. Building Captains

Responsibilities:

Building Captains are responsible for the safety of individuals and property in their areas of responsibility. Each Building Captain will check assigned areas as noted below.

Specific Duties Include:

- 1. Communicate if evacuation is necessary.
- 2. Direct Faculty and Staff on the evacuation route.
- 3. Make certain that all occupants are evacuated from buildings, check elevators, and secure each room indicating the room is clear.
- 4. Ensure that disabled persons and visitors are assisted in evacuating the building.
- 5. Take student head-count at evacuation zone.
- 6. Report completed tasks to the Incident Commander and/or Administrator in charge at the time of the specific shift.

VIII. UHF Radio Training for Deans