

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

- Remind students to listen and follow all instructions
- Take roll
- 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