



# **Ohlone Community College District**

## **Emergency Operations Preparedness and Response Plan**

# Emergency Operations Plan

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## **PREFACE**

The President/Superintendent shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural or man-made disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements may vary based upon job titles or assigned roles within the emergency plan

The Emergency Operations Plan will provide guidelines for the Ohlone Community College District to plan for campus emergencies. While the Emergency Operations Plan does not cover every conceivable situation or event, it does provide the administration structure and guidelines in SEMS/NIMS response and activation to cope with most campus emergencies. The Emergency Operations Plan will be implemented at either the Fremont or Newark campus or both as is necessary to respond to an emergency.

Administrators and managers, who have the responsibility and authority to enact the emergency operational plan, will follow the procedures described. Emergency operations will be conducted within the framework of SEMS/NIMS. Any exceptions to these crisis management procedures will be conducted by, or with the approval of the college president or those administrators directly coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations, are to be submitted in writing to the Safety Officer for technical review. All changes or modifications recommended by the Safety Officer will be submitted to the Administration for evaluation and adoption.

Responses to emergencies or natural or manmade disasters are to be organized by SEMS into five categories: Field Response, Local Government, Operational Areas, Regions, and State.

Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including Mitigation and Prevention, Preparedness, Response, and Recovery. The District shall ensure that its Emergency Response Plan is updated regularly.

**REPRINTED BELOW ARE THE GOVERNMENT CODE SECTIONS  
REGARDING SCHOOL EMPLOYEES IN CASES OF EMERGENCY/DISASTER**

3100 – Declaration: Public Employees as Disaster Service Workers

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources are of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101 – Definitions

For the purpose of this chapter, the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

**IN ACCORDANCE WITH LAW, ALL EMPLOYEES OF THE OHLONE  
COMMUNITY COLLEGE DISTRICT ARE REQUIRED TO REMAIN ON  
CAMPUS DURING AN EMERGENCY.**

The District must ensure that all employees are in compliance with the disaster service worker oath requirements.

## **CHAPTER 1                      Planning Basis**

### **Purpose**

This document with its associated information and contingency plans for different types of emergencies constitutes The Emergency Preparedness Plan for the Ohlone Community College District campuses located in Fremont and Newark, CA.

The Emergency Preparedness Plan is intended for peacetime emergencies and is designed to protect lives and property through effective use of available people and resources during emergency operations. It is placed into operation whenever a natural or induced emergency affecting the college district reaches proportions not covered by routine measures. Its purposes are to:

1.        Protect the lives of every person on each campus, protect college district property, and to preserve the orderly continuity of the college function;
2.        Establish understanding of the authority, responsibility, functions and operations of the college district during emergencies;
3.        Provide a basis for the coordination of emergency operations and the management of critical resources during emergencies;
4.        Provide contingency plans for major potential disasters which may affect the college district;
5.        Identify the college district's role for mutual aid to the city and/or county during a disaster; and
6.        Coordinate emergency operations with other emergency preparedness agencies.

### **Planning Factors**

1.        Mutual Aid
  - a.        Mutual aid, including personnel, supplies and equipment will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement (JPA) and with other written agreements to provide mutual aid through established procedures and channels.
2.        Types of Emergencies
  - a.        Emergencies that occur on Ohlone Community College District campuses

- b. Community wide emergencies that require that the Ohlone Community College District respond as “civil defense emergency workers” or the Ohlone Community College District campus is designated as a “safe haven”, evacuation center, or operations center for a period of an emergency.
- 3. Potential emergency situations addressed in this plan, together with supporting information and contingency plans, include but are not limited to:
  - a. Earthquake
  - b. Fire and/or Explosion
  - c. Hazardous Materials Incident
  - d. Power Outage
  - e. Severe Winds
  - f. Shooting on Campus
  - h. Barricaded Suspect(s)
  - I. Sniper
  - j. Civil Disorder
  - k. Aircraft Crash
  - l. Flood
  - m. Pandemics and Epidemics
- 4. Other concerns at the time of an emergency include the following:
  - a. Assisting Disabled Persons
  - b. First Aid
  - c. Care and Shelter
  - d. Search and Rescue
  - e. Recovery of Dead Bodies

## **Authorities & References**

### General Requirements

1. Homeland Security Presidential Directive 5 (HSPD – 5) “Management of Domestic Incidents” requires that states, territories, local jurisdictions and tribal entities adopt the National Incident Management System (NIMS). School districts are an integral part of local government and their use of NIMS should be achieved in close coordination with other components of the local government.
2. Executive Order S-2-05 by Governor Schwarzenegger ordered that California would comply with and adopt the standardized Incident Command System (ICS), and would accept, adopt, and implement the National Incident Management System (NIMS).

3. The California Emergency Service Act (Chapter 7 of Division 1 of Title 2 of the Government Code), in Article 3, Section 8568 , states "The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."
4. Title 5, California Administrative Code, Section 42402 states: "The President of each campus is responsible for the educational effectiveness, academic excellence and general welfare of the campus over which he presides".
5. Title 5, California Administrative Code, Section 41302 states:
  - i. "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, he/she safeguards persons and property and maintain educational activities".
6. California Emergency Plan and Sub-Plan (as issued).
7. Ohlone College Board Policy states: "In accordance with the provisions of Title 5 of the California Administrative Code, a Civil Defense, Disaster and Emergency Preparedness Plan shall be adopted by the Board of Trustees as a policy guideline for use in this district. This plan shall be reviewed by the board and revised as needed. A copy of the most recently adopted plan shall be filed with the county superintendent of schools. The Emergency Preparedness Plan shall be tested twice each school year and records kept of such tests."

## **C H A P T E R 2**

## **Disaster Plan's Organization**

This Disaster Preparedness Plan outlines the functions, duties and responsibilities necessary for effective response to emergency situations. This plan is primarily an administrative guide for rapid communication and decision-making. The plan is separated into five specific sections.

- Section I      This section identifies administrative authority and the college's emergency organizational structure in conjunction with the incident Command System (ICS). (Chapters 1 - 2 )
- Section II      This section identifies the functional procedures required to operate and staff an Emergency Operations Center (EOC). It also specifies how to evacuate all or specific areas of the campus and to quickly and effectively coordinate the distribution of resources. (Chapters 3 – 5)
- Section III     This section includes a discussion of the evacuation of persons with disabilities on campus. (Chapters 6 and 7)
- Section IV     This section is concerned with specific functions and operations for different types of disaster/emergencies. (Chapters 8 – 18)
- Section V      Appendices include additional information including:
- a. Chain of Administrative Authority
  - b. Emergency call list (key personnel)
  - c. Emergency call list (building coordinators and alternates)
  - d. List of emergency equipment on Campus
  - e. Outside resources at time of disaster
  - f. Evacuation maps of each building/floor
  - g. Evacuation assembly areas
  - h. Resource list for persons with disabilities
  - i. Locations of gas main valves
  - j. Locations of electrical main valves
  - k. Locations of water main valves

## **CHAPTER 3**

### **Organization and Administrative Authority**

All college employees are vital to the success of the disaster plan. College employees are required to provide certain services at the time of a disaster. This is because community college employees are designated "civil defense workers", subject to such defense as may be assigned to them (State of California Government Code Section 3100-3101).

#### **Emergency Organizational Structure**

Persons from other governmental organizations who are assisting and/or providing mutual aid are designated as "disaster service workers". College personnel pressed into service to aid during an emergency are secondarily termed "disaster service workers".

1. The structure of the emergency organization is based on the following:
  - a. Clear lines of authority and clear channels of communication
  - b. Simplified functional structure
  - c. Incorporation into the emergency organization of all available personnel and resources
  - d. Continuous leadership at the administrative level
2. The Disaster Plan is ultimately under the command and control of the President of the College, known as the Incident Commander in an emergency situation, and is directed by the Chief of Operations. The Incident Commander may be designated by the President. Changes in the emergency organization structure may be required to respond to satisfy specific situations. Such changes will normally be confirmed by the President. Each position alternate will fill vacant positions of authority as they become available or necessary. The President and/or Incident Commander can delegate tasks designated by the Operational Plan to individuals as necessary during the emergency incident. This delegation will facilitate a more timely response at the time of the disaster.
3. Establishment of an Emergency Operations Center (EOC): If deemed necessary by the Incident Commander, an Emergency Operations Center (EOC) will be established. It will be located in an appropriate location on or as near the campus as determined by the Incident Commander.
4. Personnel who will report to the EOC, if activated, are as follows:  
See Appendix I

#### **At Time of an Emergency**

The administrative organization of the college at the time of an emergency or disaster is shown in the next chapter. Following this chapter is a list of EOC personnel and their specific roles at the time of the emergency and campus phone numbers.

## **C H A P T E R 4**

## **Assignments and Organizational Structure**

The following are specific task assignments and/or responsibilities of the Incident Action Plan positions in the EOC and operational areas outside the EOC:

### **Command Staff:**

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison Officer

### **Incident Commander**

The Incident Commander is to oversee the ICS organization and to ensure that activities are effectively coordinated. Specific duties and responsibilities include:

1. Establishes the basic policies which govern the campus emergency organization
2. Proclaims a local emergency
3. Acts as the highest level of authority during a disaster
4. Establishing the ICP
5. Coordinate and manage the emergency through the Operations Chief
6. The Incident Commander or designated Public Information Officer will make all official public statements to the campus community, press, and general public
7. The Incident Commander will approve all press releases to the public
8. Assessing the evolving situation
9. Determining the incident Objectives and Strategies
10. Assigning necessary staff
11. Activating the various ICS elements
12. Conducting the initial briefing
13. Approving all plans
14. Approving resource orders
15. Approving demobilization plans
16. Ensuring coordination of staff

### **Public Information Officer**

The Public Information Officer or “PIO” may be needed when the incident is highly visible, when the media will come to the scene, or the media is already on-scene.

The PIO is to:

1. Develop an initial information summary
2. Obtain the Incident Commander's approval on all releases
3. Make releases to the media
4. Set up meetings between incident personnel and the media
5. Provide periodic media briefings
6. Arrange for escorts for the media and VIP's
7. Monitor any restraints that have been placed on the media by the Incident Commander
8. Deal with rumors
9. Determine from the Incident Commander if the area is considered a "crime scene"
10. Establish a Joint Information Center ("JIC") if appropriate

The PIO is established and operates within the parameters established for the "Joint Information System" ("JIS"). The JIS ensures:

- Interagency coordination and integration in public information activities
- Effective development and delivery of messages
- Support for decision-makers

The duty of the PIO is to ensure that all information is triaged through a central source. The establishment of a "Joint Information Center" or "JIC" achieves this goal.

### **Safety Officer**

A Safety Officer should be assigned whenever there are significant hazards that may impact responders or whenever the incident involves hazardous materials.

The role of the safety officer is to:

1. Participate in planning meetings
2. Identify hazardous situations
3. Review plans for safety implications
4. Stop unsafe acts (that are outside of the planned objectives / strategies)
5. Investigate accidents (to responders)
6. Develop a hazardous materials site safety plan, if required

### **Liaison Officer**

The Liaison Officer can assist during incidents when there are numerous agencies responding and there is a need for accountability of incoming agencies.

The role of the Liaison Officer includes:

1. Serving as the point of contact for Agency Representatives
2. Identifying Agency Representatives and their communications link(s) and location(s)
3. Identifying agency's ICS organizational contacts
4. Identifying potential inter-organizational problems
5. Providing information and maintaining contact liaison with other agencies that are not on-scene

**General Staff:**

The General Staff oversees four basic functions:

- Planning & Intelligence
- Operations
- Logistics
- Finance & Administration

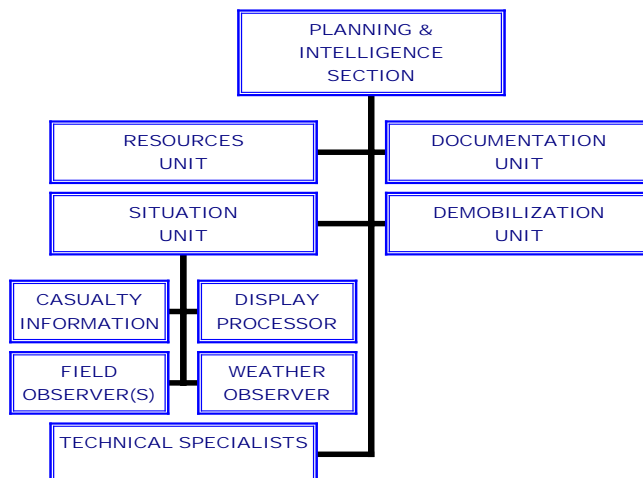
**Planning & Intelligence Section**

The Planning & Intelligence Section is charged with the task of:

- Developing the incident assessment
- Developing the Incident Action Plan (IAP)
- Developing missions to meet the objectives of the IAP
- Monitoring the progress of the Incident Action Plan objectives

Under NIMS, a separate “Intelligence Section” may be established in a terrorist incident.

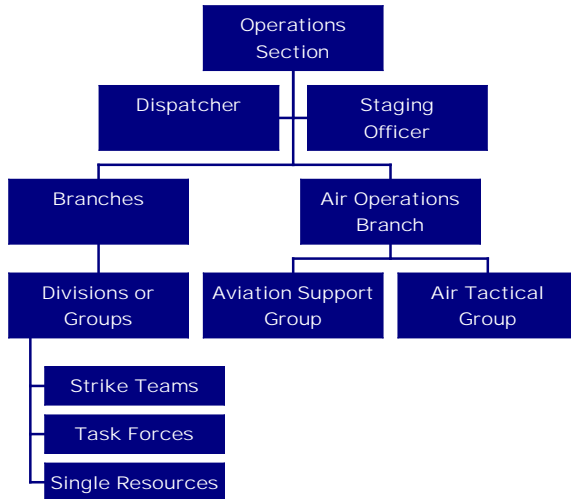
In a complex or large incident, this Section can be expanded to allow more individuals to focus on specific tasks assigned to this Section.



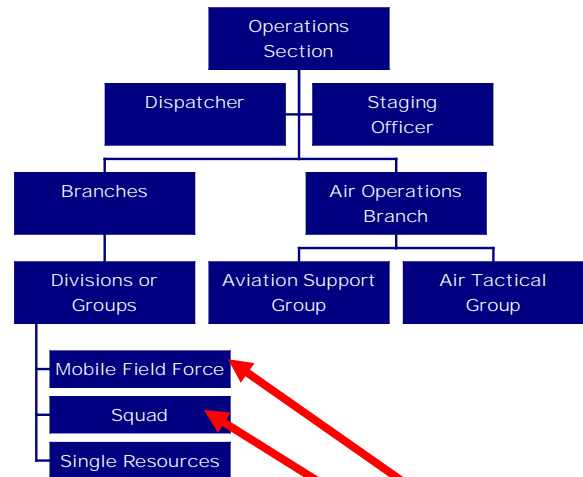
## Operations Section

The Operations Section is tasked with carrying out the tactical missions of the Incident Action Plan.

On complex or large incidents, the Operations Section can be expanded to focus on specific functions:



Typical expansion of the Operations Section



Typical expansion of the Operations Section in a California law enforcement incident

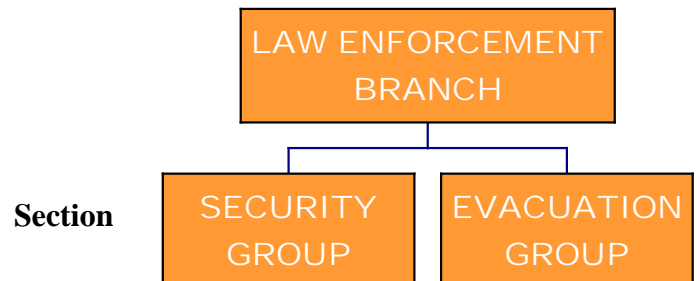
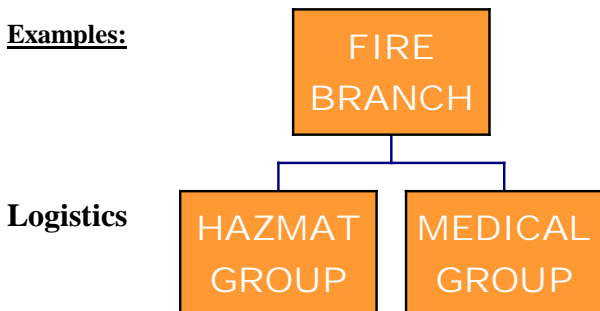
“**Branches**” may be configured by discipline (e.g. Campus Police, Buildings and Grounds, Administration, Faculty, etc.) or by function (e.g. Evacuation Branch, Security Branch, Search and Recovery Branch, etc).

“**Divisions**” are utilized in the Operations Section to divide a branch geographically. Division titles are generally by building number or a compass location, i.e., pool, softball field, etc.

“**Groups**” are activated upon the identified need in the Incident Action Plan for a specific “function”. Examples might be:

- A “HazMat Group” or a “Medical Group”
- A “Security Group” and an “Evacuation Group” under the Campus Police

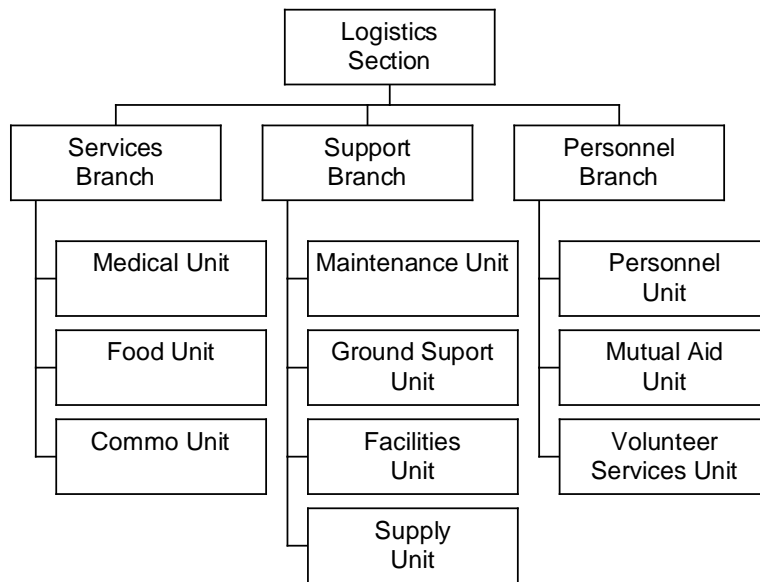
### Examples:



The Logistics Section is responsible for managing all incident resources including:

- Personnel
- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services (for responders)
- All off-incident resources (supporting the incident)

The Logistics Section can be expanded to meet the needs of a complex or large incident:



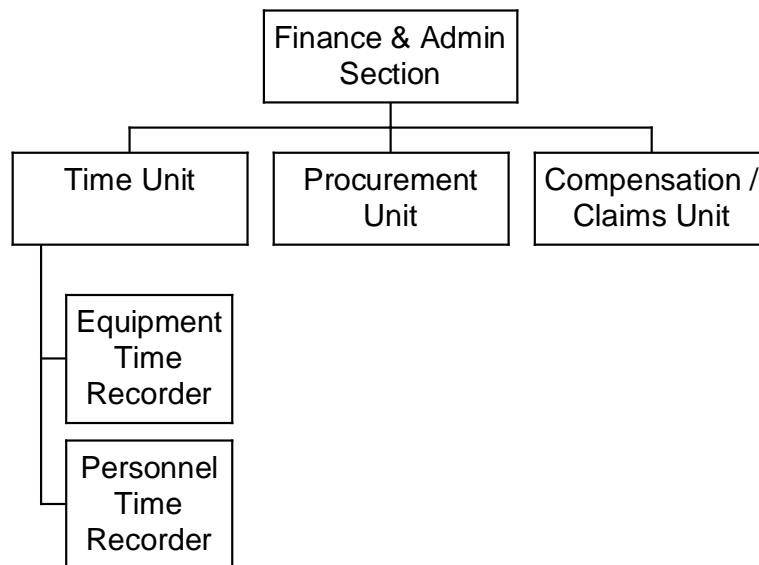
Note that the "Personnel Branch" illustrated above is used by California law enforcement.

## Finance & Administration Section

The Finance & Administration Section is tasked with:

- Managing the financial aspects of the incident
- Procuring resources that are not immediately available from agency inventories
- Providing a financial and cost analysis to the Incident Commander
- Ensuring that all obligation documents initiated at the incident are properly prepared and completed

The Finance & Administration Section can be expanded in a complex or large incident:



## “Cycle” of Incident Operations

These Sections create a “cyclic” process for the management of the incident.

- The Planning & Intelligence Section determines what has happened and develops an **Incident Action Plan (IAP)**
- The Operations Section carries out the missions of the **Incident Action Plan**
- The Logistics Section obtains the resources needed to carry out missions
- The Finance & Admin Section tracks the financial costs and procures resources that Logistics can not immediately obtain
- Because the situation is always changing, the Planning & Intelligence Section reassesses the situation, updates or modifies the **IAP**, and the process continues

The emergency organizational structure should reflect *only* what is required to meet the planned tactical objectives of the **Incident Action Plan**. Flexibility is the key – the ability to activate and deactivate elements as the situation evolves is essential.

Do not combine two or more Sections into one. If there are insufficient persons to staff each Section, then place one person in charge of two Sections – but keep them organizationally separate. That way, when additional personnel become available, handing off one of the Sections is far easier.

### **Additional Considerations and Responsibilities:**

1. The **Incident Action Plan** may be implemented at the specific request of the Operations Chief to the Incident Commander. When implementation is ordered, the Operations Chief will ensure notification of those persons listed on the Emergency Notification Chart and ensure that all necessary aspects of the **Incident Action Plan** are activated.
2. The Medical Unit Officer will assist the Safety Officer as follows:
  - a. Determines public health hazards
  - b. Establishes standards for control of public health hazards
3. The Communications Unit Officer
  - a. Restores and maintains essential campus communications.
  - b. Conducts assessments of damages of all communication devices, systems, and networks
  - c. Provides technical advice and information to the Incident Commander via the Logistics Section Chief
4. Chief of Campus Police Services, Safety and Security:
  - a. Enforces laws, rules and regulations
  - b. Provides security for facilities and resources
  - c. Controls vehicular and pedestrian traffic
  - d. Assists in search and rescue operations and directing evacuations
  - e. Enforces traffic regulations
  - f. Coordinates campus-wide traffic control
  - g. Assists in responding to hazardous material spills
5. Coordinator, Disabled Services
  - a. Assists in coordinating and providing required services to meet the needs of disabled persons
6. Building Monitors are responsible for the following within their assigned building (s) during specific emergencies. (See Appendix II)
  - a. Assumes the responsibility for the overall safety of people in their building

- b. Determines the status of individuals in the building (number present, number injured, and number disabled)
- c. Informs Operations Chief of the status of the people in the building and, if required, sounds the building's fire alarm system
- d. Coordinates the orderly evacuation of the building. People are to be evacuated to "Staging Areas", as designated on the campus maps and stay in the assigned areas
- e. Establishes and supervises the initial first aid until campus emergency response personnel or an outside medical team arrives, utilizing available emergency first aid kits
- f. Continues to keep the EOC informed of the status and needs of his/her building and people

In an evacuation, first priority should be given to persons with disabilities and the mobile injured. Any disabled person requiring assistance for evacuation will be identified to the EOC so that a college vehicle can be sent to assist the individual.

Extreme caution should be observed when moving the injured. Assigned personnel will assist the Building Monitor in removing the injured from the building and in removing trapped victims.

#### Classroom Monitors (If Designated)

1. Assumes responsibility for the overall safety of people in your classroom/building. Assist the Building Monitor with providing direction and assistance to people in your classroom/building
2. Determine the status of individuals in the classroom/building (number present, number injured and number disabled) and informs the Building Monitor
3. Coordinates with the Building Monitor the orderly evacuation of the classroom or building. People are to be evacuated to "Staging Areas" as determined on the campus maps and stay in the assigned areas
4. Coordinates with the Building Monitor initial first aid until campus emergency response personnel or an outside medical team arrive
5. Continues to apprise the Building Monitor of the status and needs of his/her building and people
6. Assumes responsibility of Building Monitor in his/her absence

## **Evening Hours And Saturdays**

During evening hours and on Saturdays, the Duty Administrator is responsible for disaster and emergency procedures, and for directing the Emergency Operations Center. The senior manager on duty in the Office of Instruction is responsible for instructional areas. He or she shall designate other members of management and the faculty and staff to assist him or her in the evacuation of buildings and in carrying out other procedures to safeguard students, faculty and staff. Campus Police Services personnel will be dispatched to these locations. Special Staging Areas may be designated in addition to the areas stipulated on the campus map. (These areas will be determined by the Incident Commander in coordination with available staff members.)

## **After Campus is Closed**

Campus Police Services, Safety and Security will assume responsibility for emergency operations . When the college is not in session and administrators are not present, the officer(s) on duty are authorized to call for police and/or fire assistance in matters of severe emergencies. All emergency matters will be communicated to the Incident Commander.

Emergency Notification protocol will be initiated to notify all administrative officers of the emergency and provide information as to the current status.

## **CHAPTER 5**

## **Emergency Operations Center (EOC)**

### **General Definition**

The Emergency Operations Center (EOC) is a facility for centralized direction and control of the emergency organization and the campus community. During a declared campus alert/emergency, the EOC will be activated and personnel assigned to the extent required.

### **Operational Considerations**

The Incident Commander, or his/her designated representative and assigned staff, will direct and coordinate emergency operations from the EOC. Alternate EOC facilities will have designated persons readied for specific circumstances.

### **Facilities Use:**

#### **Fremont Campus**

The following facilities are designated as Emergency Operation Centers:

Primary:	Building # 12 - Hyman Hall
First Alternate:	Building # 7 – Student Services Building
Second Alternate:	Bldg #19 – Child Development Center

#### **Primary EOC**

The Primary EOC located in Building #12 (Hyman Hall). Upon activation, the following equipment will be arranged by the Incident Commander:

1. Communications
  - a. Telephones
    - i. Telephone lines will be designated as "essential service lines" which will provide for usage in the event of a system overload. Phones will only be of value as long as phone lines are not disrupted.
    - ii. The coordination of telephone usage will be from the EOC. The Incident Commander will designate personnel in the EOC to initiate calling of required personnel, including the Building Monitors.

b. Radio Equipment

Radio equipment will be made available from the Campus Police Services office. A battery-operated radio with telephone capability will be used. Buildings and Grounds and Campus Police have two way radios and Push-to-Talk cell phones for on-campus use.

2. Equipment and Materials

Emergency equipment will be made available to the EOC. It is presently available or will be provided by the Logistics Officer.

3. The campus will have radio communications with other agencies through the Tri-Com Network (TESA) radio located in the Campus Police Office.

**Newark CHST**

The following facilities are designated as Emergency Operation Centers:

Primary:	Room 1100
Alternate:	Room 1217

**Primary EOC**

The Primary EOC located in Room 1100. Upon activation, the following equipment will be arranged by the Incident Commander:

1. Communications

a. Telephones

- i. Telephone lines will be designated as "essential service lines" which will provide for usage in the event of a system overload. Phones will only be of value as long as phone lines are not disrupted.
- ii. The coordination of telephone usage will be from the EOC. The Incident Commander will designate personnel in the EOC to initiate calling of required personnel, including the Building Monitors.

b. Radio Equipment

Radio equipment will be made available from the Campus Police Services office. A battery-operated radio with telephone capability will be used. Buildings and Grounds and Campus Police have two way radios and Push-to-Talk cell phones for

on-campus use.

2. Equipment and Materials

Emergency equipment will be made available to the EOC. It is presently available or will be provided by the Logistics Officer.

3. The campus will have radio communications with other agencies through the Tri-Com Network (TESA) radio located in the Campus Police Office.

## CHAPTER 6

## Emergency Evacuation Plan

**Purpose** To reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure. (See Appendix V for evacuation maps.)

### Objectives

1. Alert the campus community that a hazard exists
2. Conduct orderly and safe evacuation from danger by using designated routes
3. As necessary notify outside agencies that an evacuation has occurred
4. Notify the campus population through the following measures, as appropriate to the specific circumstances at the time:
  - a. Building fire alarms
  - b. Campus telephones (as directed by the Incident Commander)
  - c. AlertU
  - d. Bullhorns
  - e. Runners
  - f. Flashing lights for hearing impaired/deaf persons

### Evacuation Procedures

1. When an evacuation is determined to be necessary by the Incident Commander, and approved by the College President, if the President is not acting as the Incident Commander, occupants will leave their buildings immediately by the nearest plan-designated evacuation route to the "Staging Area" or other area as advised. In each classroom and building, a chart is posted identifying the appropriate evacuation route from the building.
2. Building Monitors designated in the **Incident Action Plan** will assist college district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans, as shown on the campus maps (see appendix III). People will be evacuated to designated "Staging Areas" around the campus.
3. Evacuation of disabled persons will be given high priority by Building Monitors in all emergencies. They will be evacuated in accordance with the building evacuation plan. Elevators are not to be used. Building Monitors may request assistance of faculty or other staff. Based on specific circumstances, Building Monitors

are responsible for designating the safest evacuation routes for disabled persons

4. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Incident Commander at that time
5. The Incident Commander will dispatch available emergency personnel and apparatus to the emergency scene
6. Emergency alerting will occur by utilizing the campus wide fire alarm system or other alerting systems
7. Building Monitors and other support staff available on campus will be notified by EOC and will report to assigned areas and stand by

### **On-Campus Evacuation Areas**

Areas on campus have been designated as "Staging Areas" for on-campus evacuation (see Appendix VI). These include:

1. Newark Ohlone Center (Parking Lots A, B, C, and D)
2. Fremont Campus
  - a. Baseball field, soccer field
  - b. Tennis courts, softball field
  - c. Parking lots (All persons should assemble in the middle of parking lots as designated)

If only an on-campus evacuation is necessary (i. e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" sign is given by the Incident Commander.

### **Evacuation From Campus**

If evacuation from the campus is necessary, the Incident Commander will at the time designate evacuation routes as the incident requires. A shelter site, if appropriate, may be designated at this time.

If the emergency occurs during class/office hours, the outlined alert and warning procedures will be activated by the Incident Commander. EOC personnel will make these required calls. People on the Building Monitors List will be called.

Persons contacted will be given general instructions and advised to aid in the evacuation of persons in their particular area of responsibility or general location. Additional telephone calls by those contacted may be requested by public safety personnel.

## **Pedestrians/Vehicle Traffic**

Campus Police or other designated emergency personnel will inform other persons on campus of evacuation instructions by utilizing available communication systems (bullhorns, building fire alarms, AlertU, runners, etc.) as appropriate to the specific situation.

### **All Clear**

1. The Incident Commander will coordinate an "all clear" sign via runners or voice command.
2. Telephone notification by EOC personnel (upon direction from the Incident Commander).

## **C H A P T E R 7**

## **Evacuation Procedures to Leave Campus**

### **Purpose**

To assist the Emergency Operations Center (EOC) personnel if evacuation of the campus is necessary due to an emergency and persons on campus without vehicles must be transported.

### **Background**

In the event of an emergency at the college (i.e., a hazardous material spill), it may be recommended to evacuate the campus. Guidelines for persons on campus needing evacuation who do not have a means of transportation to leave the college are outlined below.

### **Notification**

In the event that campus evacuation is the selected action, emergency alerting will occur via the EOC through: (1) calling Building Monitors, (2) using the fire alarm system, (3) dispatching personnel to specific buildings, use of bullhorns or public address system, (4) AlertU notification

### **Instructions**

Persons with vehicles will be advised by Campus Police to exit the Campus by a designated route. Persons without vehicles will be instructed to obtain a ride if possible.

### **Transportation**

Persons needing to evacuate who cannot obtain transportation will be instructed to proceed to the "Staging Areas" as designated on the campus maps. These include the following: Fremont campus: (1) Parking Lots, (2) Baseball Field, (3) the Tennis Courts and (4) Soccer Field. Newark campus: Parking Lots.

Campus vehicles will be dispatched to these areas to provide transportation, if campus evacuation is required.

If campus evacuation is required, the EOC staff will designate vehicles and drivers to be dispatched. Each driver will be given instructions as well as the destination point(s) for evacuation. The Logistics Officer shall designate staff to gas vehicles as soon as possible.

Evacuation routes will be determined by the Incident Commander after consultation with the staff of the County EOC. (If an emergency occurs which necessitates immediate evacuation, this information will be determined by the college in coordination with the City Police, the California Highway Patrol and other involved agencies.)

## **Special Patrol**

Campus Police Services personnel on patrol on campus will give instructions to pedestrians on evacuation procedures and the location of "Staging Areas" from which off-campus evacuation will be coordinated.

## **Record- Keeping**

Appendix VIII is a sample form to use which lists vehicles used in this evacuation as well as people evacuated. This list should be maintained by Campus Police Services personnel and returned to the Finance & Administration Section when completed. This list will be used to respond to public inquiries regarding individuals thought to be on campus at the time of an emergency.

## **Summary Checklist**

The following activities should be utilized by the Incident Commander to activate procedures for evacuation.

1. Activate evacuation alert procedures.
2. Determine evacuation route(s) and advise campus community.
3. Advise Building Monitors to recommend that those persons without vehicles obtain a ride if possible.
4. Advise Building Monitors to inform persons needing transportation to go to the designated "Staging Areas".
5. Advise Logistics and Operations of the location(s) where vehicles must be dispatched for transportation. Also, advise Logistics personnel of destination point(s) and any other special instructions.
6. Drivers should maintain a list of those persons who are evacuated. (Use form, Appendix VIII.)
7. Advise City/County EOC personnel (through County Communications) of status of evacuation.
8. Dispatch Campus Police Services personnel to "Staging Areas" for assistance/information.
9. Coordinate evacuation of disabled population.

## **Evacuation Message to be Used During Normal College Hours**

The following statement(s) will be made by Campus Police Personnel and/or the Incident commander via campus pagers, bullhorns or other created loudspeaker systems at the time of an evacuation:

### **Fremont campus:**

"This is (NAME), (TITLE).

We have been advised to evacuate the campus. Those persons without transportation are advised to obtain rides if possible. Those persons who can not obtain rides are advised to go to the following "Staging Areas": Baseball Field, Tennis Courts, Parking Lots. Vehicles will be dispatched to these locations for relocation to the following destination: (will need to be determined at time of disaster).

**Newark campus:**

"This is (NAME), (TITLE).

We have been advised to evacuate the campus. Those persons without transportation are advised to obtain rides if possible. Those persons who can not obtain rides are advised to go to the following "Staging Areas": Parking Lot A. Vehicles will be dispatched to these locations for relocation to the following destination: (will need to be to be determined at time of disaster).

**Evacuation Message for Use After School Hours and on Weekends**

**Fremont and Newark campus:**

"This is (NAME), (TITLE).

We have been advised to evacuate the campus. Those persons without transportation are advised to obtain rides if possible. Those persons who are unable to obtain a ride are advised to go to one of the following "Staging Areas": (Names location(s). Vehicles will be dispatched to these locations for relocation to another site. We have been advised that these locations are as follows: (will need to be to be determined at time of disaster).

## **CHAPTER 8 Earthquake**

### **Background**

Historical and geological data substantiate that every city in California is within an area of potential major damage in the event of an earthquake of major magnitude. The exact time and place cannot be anticipated; therefore, disaster planning will help prevent or minimize the danger to life, property and equipment.

Safeguarding the lives of employees and students is paramount; all will be immediately affected. Fear at the time of an earthquake may breed panic: this panic will account for more deaths and injuries than the earthquake itself. Therefore, calming personnel and preventing panic is critical. The magnitude and severity of damage to facilities as well as injuries will dictate the level of response.

### **Purpose**

To provide instructions for responding to an earthquake.

### **Objectives**

1. Notify designated college personnel that a hazard exists.
2. Implement procedures for a college-wide response effort.
3. Interface successfully with city, county, and state agencies.

### **Plan**

#### At Time of Earthquake

1. The Incident Commander will initiate the following actions:
  - a. Activate EOC personnel and Building Monitors.
  - b. Make necessary contacts with outside resources.
  - c. Instruct the Operations Officer to survey campus buildings in order to identify structural damage. He/She will make a building assessment in order to identify structural seismic hazards and turn off gas, electricity and water as required and,
2. As appropriate, he/she will order Building Monitors to coordinate evacuees to respond to designated "Staging Area" sites.
3. Emergency Operations

Activation of the Emergency Operations Center (EOC) will depend upon damage to the college campus and potential hazards. When the EOC is activated, a hotline to the City of Fremont EOC or Newark EOC will be initiated.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Students, faculty and staff will be notified by the EOC of the necessity to evacuate.

In the event of evacuation, the EOC staff will instruct, through its Building Monitors, disabled students/staff to gather at the Staging Areas. Vehicles will move them to identified shelter centers if possible.

If evacuation is not possible, on-campus shelter facilities will be announced and a Building Monitor will be assigned to each designated shelter. That person will register the people in the shelter and maintain internal phone communication with the Ohlone College EOC. If the campus phones are not operational, it may be necessary to send a runner to the EOC.

If on-campus sheltering is required, the EOC will arrange transportation to the campus designated shelters for disabled persons. Any relocation subsequent to initial campus sheltering will be coordinated by either the city or the county.

The Operations Officer or designee will send damage assessment teams to survey the campus for injured people, building damage, chemical and electrical hazards and resources requirements. Assessment teams will continue until all campus buildings are identified as safe for re-entry.

The Incident Commander shall provide updates to the Chancellor's Office as required.

The Incident Commander shall maintain communications with the City of Fremont EOC or City of Newark EOC and directs implementation of protective actions selected by the city or county emergency agencies.

The Incident Commander directs via the Operations Commander re-entry/ recovery/ assessment operations.

Ohlone oriented messages will be given out by the County communications over the Emergency Broadcasting System (89.9 FM).

### **Public Information Officer**

Prepares and releases Ohlone College District specific public information during the emergency after review and approval by the Incident Commander

Keeps Incident Commander advised of all Emergency Broadcasting System releases made by the County.

Insures sufficient public information is released during an emergency or disaster.

### **Communications Section Officer**

Responsibilities:

Oversees communications setup in EOC

Oversees maintenance of communications with city or county EOC, Building Monitors, and other designated college personnel

Sets up EOC communications with equipment to both Maintenance and Building Monitors

Periodically checks and maintains communication equipment

### **Sheltering**

#### **Incident Commander**

Responsibilities:

Coordinate with and implements recommendation regarding campus sheltering

Directs notification of need for sheltering to the Shelter and Care Officer, who will then coordinate sheltering

If required, directs movement of initial EOC to a backup EOC location

Notifies Medical Officer of sheltering actions

#### **Shelter and Care Officer**

Responsibilities:

Oversee total campus shelter operation

Assure that Building Monitors are sent to each shelter.

Coordinate with Medical Officer

#### **Building Monitor(s)**

Responsibilities:

Reports to assigned campus shelter location to open and activate it

Establishes and maintains communications with campus EOC

Registers all people in shelter

## **Logistics Officer**

Responsibilities:

Provides Facilities Department employees to act as part of Building Assessment Teams

Arranges transportation assistance for persons with disabilities

Provides additional employees to act as additional shelter leaders, if necessary

Assists in securing buildings during evacuation

Assists in traffic control

## **Medical Officer**

An initial assessment will be handled by each Building Monitor and this information forwarded to the EOC and Medical Officer. The Medical Officer will assist in any emergency response. Outside assistance will be requested and, if possible, medical treatment of patients will be performed at local hospitals or clinics. Transportation will be provided if required.

Responsibilities are:

Assesses status of injured persons

Perform emergency medical treatment as required

Coordinate first aid assistance

## **Recovery/Re-entry**

Re-entry is a critical phase due to potential hazards created by the initial or secondary seismic shocks. Chemical spills, gas leaks, fires and structure hazards need to be assessed and made safe before re-entry can occur.

## **Operations Commander**

Oversees the assessment of buildings for safe re-entry

Oversees re-entry on campus;

In coordination with the President or Incident Commander, authorizes public announcements regarding resumption of classes.

**Summary: Implementation Procedures for an Earthquake  
Disaster Response**

## **Damage Assessment**

Operations Commander responsibilities:

Establishes field teams to survey campus for damage and hazard areas

Directs field teams to report damage/ hazards to Emergency Operations Center (EOC) in coordination with the Safety Officer

Maintains lists/logs of damaged areas, hazard areas, etc.

Advises field teams to check for and identify chemical and electrical hazards and resource requirements

Advises field teams to report any injuries to EOC so that the Medical Officer can respond. (Reports of injuries should also be made to the EOC by Building Monitors.)

Keeps the Incident Commander advised of information reported from field personnel.

## **Evacuation**

Operations Commander:

Dispatches field teams to classrooms to announce evacuation and secure buildings when empty. This will be coordinated with Building Monitors.

Directs field teams to assist in evacuation if required. Each building evacuation route is designated on the campus map; if circumstances require changes, the Incident Commander or Operations Commander will announce those changes.

Dispatches special transportation for disabled population as requested.

Dispatches vehicle(s) to "Staging Areas" to pick up those who are disabled, if further off-campus evacuation is required.

Tracks the status of the evacuation.

The Incident Commander, once all campus buildings are completely evacuated, advises the City's EOC and, if campus closure is necessary, will then close the Ohlone EOC and Administration Building or the Newark Center HST building. The Medical Officer will request ambulance transport for seriously injured patients that cannot travel in a car or bus. (Such assistance may not be readily available if the disaster is widespread.)

## **Campus Closure**

Incident Commander is responsible for the following:

Directs the Public Information Officer to prepare a media release stating that the campus is closed and why. This release, once authorized by the

President, is to be given to the City's EOC officer for release through County Communications.

Directs the Public Information Officer to prepare a release to be read throughout the campus by the Building Monitors or Campus Police and sent via AlertU.

Directs the Operations Commander to send field teams to classrooms (if during class hours) to announce the closure of the campus.

Once the buildings are empty, directs Campus Police Services or Facilities to secure them and report secured buildings back to the EOC.

## CHAPTER 9

## Fire, Explosion

### Purpose

At the site of a major incident, the administrative staff's purpose is to reduce injury to life and damage to property quickly, aggressively and systematically.

### Concept of Operations

The administrative staff will provide a clear strategy to respond to a major disaster. An organized evaluation of the forces involved, including the size of the incident, topography, population, weather, time (day and month), and overall logistics, will be completed. This evaluation will be coordinated by the Operations Commander and begins with the following steps:

1. Ascertain location of the emergency (keep caller on line for witness information);
2. Activate Fire/emergency dispatch procedures (I. e., notify "911");
3. Notify Operations Officer to make an initial assessment of damages and report back to the Operations Commander the results.
4. Notify Medical Officer to make report of known injured persons and assistance needed.

**Response** If required, the Incident Commander will activate the EOC. Based on the nature of the emergency, the following tasks will be completed:

Campus Police Services or Emergency Personnel:

1. Secure the immediate area.
2. Conduct fire suppression/ rescue (if the fire department is not readily available);
3. Requests further notifications be made and/or determines if evacuation is required. Building Monitors are responsible for the evacuation of all people from their assigned buildings and also are to insure that only emergency response personnel enter an evacuated building or area.

**All Clear Sign** When the emergency is over, the Incident Commander will give the "ALL CLEAR" sign notification.

## **CHAPTER 10**

## **Hazardous Materials**

### **Purpose**

The purpose of this plan is to minimize hazards to employees, public health or the environment from any unplanned, sudden or non-sudden release of hazardous materials, or waste. The plan is designed to set procedure for reporting all releases or threatened releases of hazardous materials.

### **Background**

A specific plan, Hazardous Materials Business Plan (HMBP) from which this information is extracted, is on file with Purchasing, Facilities and the Fremont Fire Department and Newark Fire Department. It specifies information regarding all hazardous materials. The Alameda County Office of Emergency Services is to be notified immediately (see Hazardous Materials Business Plan located in Facilities and Purchasing) regarding all releases or threatened releases of hazardous materials.

### **Hazardous Materials Response**

When a release is observed or anticipated, the following steps will be taken:

1. Determine the existence, or potential existence of hazardous materials. Where unidentified substances or vapors are involved in these incidents, it is always prudent to assume they are toxic or hazardous until determined otherwise.
2. Immediately, ascertain the location of any incident involving hazardous materials and notify the Incident Commander and make the appropriate dispatch of emergency equipment.
3. InfoTrac will be contacted immediately to confirm the identity and location of all hazardous materials in the area and safety measures to be taken.
4. The Incident Commander will contact "911" and the Alameda County Office of Emergency Services who will initiate the emergency response plan. The Medical Officer may also be called upon to assist.
5. Scene management shall be the responsibility of the Operations Commander until the arrival of public safety response personnel. In such instance, the Incident Commander and Operations Commander will cooperate with and support the lawfully designated Scene Operations Officer.

6. Protection of scene- It is imperative to protect responders and bystanders from injury or contamination. Personnel first on the scene should immediately take steps to secure the area and establish perimeter control at a safe distance until such time that an agency, (i. e., Police or Fire personnel) arrives and assumes this responsibility.
7. Evacuation- the Incident Commander must determine if there is any potential danger to individuals in the area and take steps to notify and evacuate. Assistance will normally be furnished by law enforcement agencies. In major incidents, city and/or County Disaster Officials will be involved and evacuation will be followed as described in the City's Major Disaster Plan.
8. Clean-up responsibility is determined by the cause of the incident. If caused by the college, the college has the responsibility to clean-up (either by college personnel or an approved contractor).
9. Decontamination- Appropriate steps must be taken to decontaminate all victims and response personnel. Local hospitals have facilities to assist in this procedure. Care must be taken to avoid spread of contamination by response vehicles entering or leaving the scene.
10. Emergency Medical Response- When needed, Ohlone College's Incident Commander should contact appropriate hospitals and other medical services if transported by Ohlone College. If "911" is called, the city through Alameda County Communications, will be responsible for dispatching all necessary ambulances and coordinating the reception of victims at appropriate hospitals. They will follow normal prescribed procedures and be supplemented with specific information if contamination is involved.
11. Identification- As requested, Alameda County Communications will relay information between the response units at the scene and other agencies, including INFOTRAC or CHEMTREC. In all incidents, follow the procedures in order as listed in this Plan. Use supplemental information as required. Use current call lists.
12. For all questions regarding requirements of this plan call Campus Police Services, Safety and Security at 510-659-6111.

## **CHAPTER 11**

## **Power Outage**

### **Purpose**

To assist Ohlone College's Maintenance personnel in dealing with a major power outage at the college.

### **Background**

A major power outage can occur at any time or location and significantly affect the college's ability to function. A major power outage may not be destructive, but panic and/or a fire could endanger life and property.

### **Concept of Operation**

This type of emergency can be caused by a variety of man-made or natural hazards. The immediate evaluation of the situation must be accurate and based on the most responsible information available. PG & E will be contacted immediately by the Incident Commander.

All College personnel at the scene will safeguard the lives of employees and students. An accurate appraisal of the conditions is necessary to determine where and what equipment and/or manpower is needed. Employees and students should remain calm and follow instructions.

Panic can be partially avoided by a timely decision on the need to evacuate or cancel classes. This decision will be made by the Incident Commander. The decision not to cancel or evacuate classes is equally important and must be announced to employees and students to prevent further panic.

Where employees and/or students are permitted to remain, periodic situation checks will be made. Once the safety and welfare of personnel is insured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration.

Assistance required at this time, in addition to an increase in manpower, will be emergency procurement and provision for emergency expenditure of funds.

## **CHAPTER 12**

## **Severe Winds**

### **Purpose**

To assist Emergency Operation Center personnel in dealing with severe winds in the college area.

### **Background**

Windstorms, severe enough to cause damage, may occur in the Fremont and/or Newark area at infrequent intervals and may be accompanied by torrential rains. Accurate meteorological predictions may be available and prior warning may be expected in sufficient time to enable the surrounding areas to prepare for emergency conditions.

### **Concept of Operation**

This type of emergency may cause fire and explosion, flooding and injury to persons; therefore, the operational plan for fire and explosion and flooding will be reviewed for possible execution. Likewise, support plans for shutdown and medical procedures may be placed in effect simultaneously with this plan.

Advanced warning of severe winds can be anticipated; however, warning of a tornado may only be of an immediate nature. Therefore, the Emergency Operation Center will be activated as quickly as possible after a warning to insure that all necessary actions are taken.

The best protection in the event of severe winds is the use of the permanent campus buildings. Steps will be taken to ensure the safety of personnel within buildings rather than to have them evacuate. Time permitting, employees and students in temporary structures will be moved to permanent concrete structures.

In the event of a tornado warning, attempts will be made to inform the campus of the approaching tornado. Employees and students will be requested to move out of all windowed areas, close doors and remain in hallways or basements until further instructions are issued by the Incident Commander. Insofar as is practicable, Building Monitors will follow up on warnings to employees and students by making a room-by-room inspection of all floors above ground level.

At the time of warning of impending severe winds or tornado, property and equipment not properly anchored will be moved inside a building or tied down. Shutdown of utilities will be accomplished when danger of fire or other emergency conditions may exist. Immediately after the tornado has passed or the cessation of severe winds, the Safety Officer will inspect all areas for damage. The injured or the ill will be treated by medical personnel and/or dispatched to hospitals.

## **Response**

If evacuation of an area is necessary, all employees, except those required to assist in the emergency, will be released from work.

Prior to release, freeway and street conditions will be ascertained and posted where practicable. In extreme cases, where outside areas are affected and travel disrupted, it may be necessary for employees to remain on campus for a length of time.

Any area evacuated will be sealed off by barricades by Campus Police Services personnel and only those required to assist in the emergency will be permitted into the area.

Requests for emergency services can be made in accordance with normal procedures, but it should be remembered that in such an emergency, in-house emergency capabilities must be maximized. Search and Rescue teams should be available and readied for assignment.

Feeding of personnel may be required if personnel are unable to leave campus. Rationing of food and water must be considered. Assignment of employees to safe areas and rooms may be necessary. Other actions such as eating schedules, emergency lighting, etc., may be required.

The restoration of utilities will begin as soon as the threat of the emergency is ended. Completion of this work may involve restoration of public utilities, electrical areas, specialized areas, such as the computer center, offices and other support facilities.

Assistance required at this time, in addition to an increase in manpower, may be food services, emergency procurement and provisions for emergency expenditures of funds. Externally damaged areas, particularly on the first and second floors of buildings, will require 24-hour surveillance by the Campus Police Services personnel.

## **CHAPTER 13**

## **Bomb Threat**

### **Purpose**

To assist Ohlone College District administration and personnel in dealing with a bomb threat received at Ohlone College.

### **Background**

The majority of persons calling in "crank" bomb threats are usually not sadistic to the point where they want to see persons injured. As a result, a bomb is usually not planted. Instead, this person is perverted to the degree where satisfaction is achieved by observing a building evacuated or increased activity because of his/her telephone call. Experience also shows that at facilities where evacuation is ordered, threats are more frequent than at facilities where outside activity is kept to a minimum.

However, bomb threats and actual detonations are not uncommon in civil disorders and attempts at sabotage or terrorism. Therefore, it is necessary to relate the threat in consideration to the conditions which exist on campus at the time the call is received.

### **Concept of Operations**

This type of emergency could precede or follow civil disorder, disgruntled or agitated people, or an attempt at sabotage or terrorism. Therefore, the police ("911") should be alerted for the possible execution of civil disorder and sabotage plans. Efforts to locate the bomb will be carried out by campus personnel until city personnel arrive. Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be executed.

Bomb threat procedures vary from other procedures in that there is no degree of positive action, the only exception being the decision to evacuate.

A tracing system affords the only opportunity to apprehend a person placing a bomb threat by telephone: it can be effective only when secretaries, receptionists and telephone operators are schooled in the procedure.

The telephone procedure by an employee receiving a threat is as follows:

1. When a bomb threat telephone call is received, the person receiving the telephone call should attempt to hold the call as long as possible, asking the caller detailed regarding:
  - a. When is the bomb going to explode?
  - b. Where is the bomb right now?

- c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
  - f. What is your name or what do you want to be called?
  - g. Where are you calling from?
2. Alert Campus Police Services immediately (extension 6111) after writing down the information received during the call.
  3. Campus Police Services will immediately call the Office of the President and then call Emergency "911" if appropriate and give as much of the following information as was received:
    - a. Identify the location and department;
    - b. Identify the person calling by name;
    - c. Explain the nature of the call and bomb scare threat;
    - d. Give the phone number from which the incoming bomb threat call was received.
  4. The decision to evacuate a building will be the first concern in dealing with the emergency. To assist in this decision, the following general guidelines have been established:
    - a. Immediate evacuation will be conducted when the location of the bomb is given and the time given is within minutes of detonation (the President or Incident Commander shall make this decision).
    - b. Evacuation may still be recommended even if the specific building or exact time is not identified. The final decision to evacuate a building will be made by the President who will inform the Operations Commander, who will inform the Building Monitors of this decision.

In all cases, action on the bomb threat commences immediately after the call is received. The President's Office will also be immediately notified by CPS.
  5. The Fire Department "911" will be alerted in the event of an explosion and/or fire. Search teams will be organized

as soon as personnel are available. These teams will be briefed by the Operations Commander on the procedures to be followed:

- a. Areas to be searched (note Item 6 below);
  - b. Details of incident;
  - c. Contact will be made to the Building Monitor(s) of the specified building(s);
  - d. Procedure to follow if a suspect explosive device is located (Campus Police Services and/or City Police);
  - e. Communications with Campus Police Services personnel should be via land line telephone; turn off all radios and cell phones in the area.
6. Areas searched should be marked to avoid duplication of effort (mark on the door with chalk, grease pencil, etc.). The first priority in a search should be areas accessible to the public. Priorities of the search may vary but should include:
- a. Occupied rooms and office areas;
  - b. Lobbies;
  - c. Roof areas;
  - d. Restrooms;
  - e. Conference rooms;
  - f. Janitorial closets;
  - g. Trash rooms;
  - h. Unoccupied storerooms;
  - i. Telephone areas;
  - j. Copy rooms;
  - k. Electrical Panels;
  - l. Basements and machinery areas;
  - m. Outside gathering areas
7. If a building is evacuated, all areas will be thoroughly checked for personnel remaining behind. Pilferage of personal property as well as Ohlone College property could be a problem. The building will be isolated by Campus Police Services personnel.
- Entry into this area will be limited to those persons necessary to assist in the emergency. Time permitting, a security inspection will be completed. All personnel will be cleared and moved to a safe location.
8. If a suspected bomb is found, and if they have not already been called by the city police, Campus Police Services will request a bomb disposal team from the Alameda County Sheriff's Department.

**Purpose**

To provide guidelines for Emergency Operation Center personnel in dealing with incidents of shootings on campus.

**Background**

In the past, major acts of violence were, for the most part, extremely rare incidents on a college campus. However, violence in the form of mass homicides, shootings, robberies and kidnappings has increased dramatically. The exact time and place that a major act of violence may be perpetrated cannot be anticipated. As in the case of all emergencies, safeguarding lives is a paramount. This is particularly important in a shooting because of inherent dangers to persons in the immediate area.

The outlined procedures cover a situation where a suspect(s) has committed an act of shooting or is in the act of shooting. As there are never two situations alike and the number of college personnel on duty is different at various times of the day, these procedures are only a guideline.

**The Initial Call – Shooting/Shots Fired**

A call should be placed to Campus Safety at extension 6111 indicating "There has been a shooting," "Someone has been shot," etc.

1. The person receiving the call should immediately ascertain the following:
  - a. Location of the incident and if the suspect is still shooting;
  - b. Number and conditions of victim(s);
  - c. Brief description of the suspect(s), clothing, vehicle (if applicable), direction from where the shots were fired from, etc;
  - d. Type of weapon used (handgun, rifle, etc.);
  - e. Direction of travel or location of the suspect.

**Reporting of Incident to City Police Department**

Campus Police Services will:

Call "911" or broadcast over the Fremont or Newark police department frequency and provide a description of the suspect(s), the suspect(s)'s vehicle, direction of travel, type of weapon, etc.

## **Campus Police Services Response**

1. Campus Police Services will report the following to the Police Department:
  - a. Condition of victim(s)
  - b. Campus Police Services will then request EMS/ambulance assistance;
  - c. Exact location and safe avenues of access, if suspect(s) is/are still shooting.
2. Campus Police Services will give the location of the suspect(s), if known, or can be obtained without jeopardizing their safety.
3. Fremont Police Dept. or Newark Police Dept. will make a search of the campus in an attempt to pinpoint the location of the suspect(s).

## **Operations Commander or Incident Commander Responsibilities**

1. Call the Building Monitors in the affected building(s), the surrounding buildings (s), etc. stating location of the suspect(s) and advise of the situation. They will be instructed to post individuals at exits and not allow persons to leave.
2. Will set up an Command Post in a safe area where the **location** of the suspect(s) can be observed (if possible and safe to do so).
3. Using audible means (i.e., bullhorn or P.A.) and ALertU, inform the campus community of the situation.
4. Keep the area under constant surveillance until the police arrive.

## **CHAPTER 15**

## **Barricaded Suspect(s)**

### **Purpose**

To provide guidelines for Emergency Operation personnel in dealing with incidents of barricaded suspect(s) on campus.

### **Background**

One of the most difficult situations confronting the police is a barricaded suspect(s) situation. The prime ingredients for success in such a situation are to: (1) keep calm; (2) be patient; and (3) analyze each action prior to taking it.

### **Concept of Operation**

1. Campus Police Services is made aware of the incident and calls "911" with the following information:
  - a. Exact location of the barricaded suspect(s).
  - b. Description of suspect(s), type of weapon and number of hostages, if any.
  - c. Type of building, number of exits, etc.
  - d. Informs police of possible location of suspect(s); i.e., front window, roof, what floor of which building, room number, etc.
  - e. If any shots were fired by the suspect(s).
  - b. During class hours, the Operations Commander will call the Building Monitor of the building in which the suspect(s) is barricaded and inform him/her of the situation, and the need to keep clear of the suspect(s) area.

### **Additional Tasks (If Necessary)**

1. Operations Commander will set up a command post in the best possible area near the scene (an area where the location of the suspect(s) can be observed while providing safety).

### **Points to Remember**

1. Number one priority is the safety of the people in the area and officers at the scene.
2. Take time to analyze the situation.
3. Assess number of people in the building(s)/location and surrounding areas.

## **CHAPTER 16**

## **Sniper**

### **Purpose**

To provide guidelines for Emergency Operation Center personnel in dealing with incidents involving a sniper on campus.

### **Background**

The University of Texas was the scene of a sniper tragedy. We all may say it will never happen here. However, one must be prepared. These guidelines are to advise personnel on campus of the first reactions to such an incident and outline suggested procedures.

### **Initial Notification of a Sniper Firing**

1. A call should be placed to Campus Police Services. The person receiving the call should ascertain the following:
  - a. The exact location of the sniper.
  - b. Ascertain, if possible, a description of the sniper i.e., physical, gender, clothing and type of weapon
  - c. Ascertain if any persons are injured and location of the injured.

### **Incident Commander's Responsibilities**

1. Notify police department if not already done. Advise them to respond to a safe area and whether an ambulance is required. Advise where the ambulance will be met by a member of Campus Police Services.
2. Call the Building Monitor(s) in the specific building(s), surrounding buildings, etc., and advise them of the situation and the location of the sniper. Instruct the Building Monitors to post individuals at exits to prevent persons from leaving.
3. Set up a command post in a safe area where the location of the sniper can be observed, until police arrive.
4. Using audible means (i. e., bullhorn or P.A. system) and AlertU to inform the campus community of the situation.
5. Keep the area under constant surveillance until police arrive.

### **Points to Remember**

1. Do not overreact.
2. Take time to analyze the situation.
3. Be patient, keep a cool head, and follow instructions.

**Purpose**

To assist Emergency Operation Center Personnel in dealing with a civil disorder or disturbance, which would endanger life, cause damage to property or otherwise disrupt the operations of the college.

**Background**

A civil disorder or disturbance may take one of several forms including picketing, marches, rallies, parades, sit-ins, trespassing, riots, sabotage and malicious destruction of property or other illegal actions. There is always the potential of escalation to a major catastrophe. Maximum preparation is required to intelligently cope with any incident which may occur.

**Concept**

The primary considerations in civil disorder are to protect the lives and property of employees, students and visitors while on college premises, and to preserve the orderly conduct of education.

In that prior warning of this type of an emergency can be expected, instructions to personnel can be given and adequate precautions taken. Specific actions to be taken at this time will depend upon the seriousness of urgency of the incident and on the type of civil disorder confronting the college.

**Incident Commander's Responsibilities**

1. Employees and students will be given instructions on whether an area will be evacuated and any restriction of movement into or out of college buildings.
2. Employees will be requested to avoid direct confrontation with the demonstrators.
3. An attempt should be made to record all incidents by still and moving photography and a voice tape recording of all occurrences is likewise desirable.
4. As employees are briefed by the Incident Commander, steps will be taken to provide for the physical security of the area. The Logistics Officer will provide standby personnel equipment for emergency shutdown of facilities, if needed.
5. The duration of the emergency condition may be abnormally long therefore, the Incident Commander will inform the Logistics Officer to provide for the feeding and relief of employees and outside police agencies.

(Demonstrators will not have a supply of food and water, nor will they have access to restroom facilities).

### **After Action Activities**

Once the safety of personnel is ensured and the danger to property and equipment is reduced, repair operations will receive primary consideration. Priorities of work will be assigned by the Incident Commander to the Operations Commander to restore facilities at the earliest practicable time. Completion of this effort may involve restoration of public utilities, electrical and machinery areas, specialized areas involved and other support facilities.

Assistance required at this time, in addition to an increase in manpower, will be food services, emergency procurement and provisions for emergency expenditure of funds.

## **CHAPTER 18**

## **Downed Aircraft**

### **Purpose**

To assist emergency Operation Center Personnel in dealing with an downed aircraft (crash) on campus which would endanger life, or cause damage to property.

### **Background**

Ohlone Community College District is located in the flight path of two large airports, San Jose and Oakland. Many small aircraft use the airspace near the campuses. An emergency landing or crash by an aircraft on one of the campuses is possible.

### **Concept of Operation**

This type of emergency may cause fire and explosion, and injury to persons; therefore, the operational plan for fire and explosion will be reviewed for possible execution. Likewise, support plans for shutdown and medical procedures may be placed in effect simultaneously with this plan. This evaluation will be coordinated by the Incident Commander and begins with the following steps:

1. Ascertain location of emergency (keep caller on line for witness information);
2. Activate Fire/ emergency dispatch procedures (I. e., notify via "911").
3. Notify Operations Commander to make an initial assessment of damages and report back to the Incident Commander the results.
4. Notify the Medical Officer.
5. Provide aid to injured and trapped individuals.

### **Response**

If required, the Incident Commander will activate the EOC. Based on the nature of the emergency, the following tasks will be completed:

#### **Campus Police Services or Emergency Personnel**

1. Conduct fire suppression/ rescue (if the fire department is not readily available);
2. Secure the immediate area;

3. Requests further notifications be made and/or determines if evacuation is required. Building Monitors are responsible for the evacuation of all people from their assigned buildings and also are to ensure that only emergency response personnel enter an evacuated building.
4. Notify the Federal Aviation Agency (FAA)

**Purpose**

The purpose of this plan is to minimize and reduce health hazards to students, faculty, and staff, visitors, and the general community from any communicable disease or other event declared to be an epidemic or pandemic or health emergency by a public health agency or due to a local health emergency.

**Background**

A specific plan on dealing with a declared health emergency or epidemic or pandemic will be in coordination and cooperation with health authorities and the Chancellor's Office. As each type of epidemic, pandemic, or health emergency can be significantly different and may need to be addressed in a specific manner, the Emergency Response Plan will be generalized and establish guidelines for dealing with the situation. It is essential to assess the impact of the health emergency upon the college community and the ability of the District to continue providing educational services to students during such an emergency.

**Health Emergency, Epidemic, or Pandemic**

When a health emergency is declared by a public health agency, such as but not limited to: the United States Department of Health and Human Services, Centers for Disease Control and Prevention, the State of California Department of Public Health, Infectious Disease Branch, or the Alameda County Health Department, Division of Communicable Disease Control and Prevention, the President/Superintendent or designee will review the following guidelines and consult with appropriate healthcare and medical authorities to develop and set in place an operational response plan.

**Assessment of Health Emergency**

Determine the type and nature of the health emergency and whether the response is of an emergency medical type of response requiring an evacuation, shelter in place, hospitalization, or isolation or a developing type of health emergency that requires strategic planning and response.

**Urgent Response**

If the response must be urgent the following guidelines will be observed:

- a. The Incident Command System will be implemented.
- b. If an evacuation is to be conducted, refer to the Emergency Evacuation Plan, Chapter 6
- c. If a Shelter-in-Place is required, all offices will be phoned and employees and staff notified; classrooms with telephones will be called and the instructor advised of the Shelter-in-Place emergency; an alert message will be sent

- via AlertU; Campus Police will make announcements via loud speakers and public address systems; announcement e-mails will be sent to those individuals whose e-mail addresses are on record
- d. If hospitalization is required, the fire department and Regional Ambulance will be notified regarding the nature of the health emergency, number of people requiring transport, and location where victims are located
  - e. If isolation is required, the Director of Student Health Services or other medical or health official will designate the appropriate location to be used as an isolation area. Campus Police will establish perimeter control and erect signs and barricades to warn others of the isolation. If the Public Health Officer has not been notified, the Department of Public Health will be notified immediately upon institution of the isolation procedure.

### **Contaminated or Exposed Area**

If a determination is made that an area has been contaminated or exposed and requires decontamination prior to being occupied, the following procedures will be implemented:

- a. The Public Health Officer or Director of Student Health Services will be informed of the possible contamination
- b. The Public Health Officer or Director of Student Health Services will determine whether a decontamination of the area is required
- c. The Public Health Officer or Director of Student Health Services will provide instructions regarding the proper methodology and procedure to decontaminate the area
- d. Depending upon the type of decontamination procedures and any need for any specialized equipment, the President and Director of Facilities will determine who shall perform the decontamination procedures
- e. The Public Health Officer or Director of Student Health Services shall inspect the area after decontaminated and declare the area safe for occupation if appropriate
- f. Campus Police or Facilities will remove the signs and barricades and open the area for occupation

## Non-urgent Response

If an urgent response is not necessary or warranted, the President or designee will consult with the Director of Student Health Services or representative from a public health agency for advice regarding an appropriate response plan.

1. As information regarding the health emergency is received and evaluated, the President or designee will advise students, faculty, and staff of the plans and procedures that will be implemented to respond to the health emergency.
2. Faculty and staff will be reminded that no medical advice should be given to any student, faculty, or staff except by qualified, licensed medical healthcare professionals.
3. The President, Director of Student Health Services, or designee may provide information regarding personal protective measures, personal hygiene recommendations, and available health resources.

Such information may include but is not limited to:

- a. The use of alcohol-based hand sanitizers containing at least 60% alcohol (gels, foams, or wipes).
  - b. Washing hands often with soap and warm water for 15-20 seconds, especially after sneezing or coughing. (Alcohol based hand sanitizer or cleaners will also work.)
  - c. Avoiding touching your eyes, nose, or mouth to prevent the spreading of germs.
  - d. Cover your nose and mouth with a tissue when coughing or sneezing. Discard the tissue appropriately after use. If you do not have a tissue, cover with your hand and immediately wash or sanitize your hands.
  - e. Try to avoid contact with sick people.
  - f. Stay home from work or school if you are sick until you are completely well. Obtain medical clearance if required.
  - g. Limit contact with others while sick.
4. Students, faculty, or staff that exhibit symptoms of being sick that fit within the described symptoms of the declared health emergency will be ordered to leave the campus and not return until they are no longer ill or have been cleared by a physician. Students, faculty, or staff, who refuse to leave or who return to the college campus prior to receiving medical clearance will be subject to disciplinary action.
  5. The President and the Director of Student Health Services will

monitor and assess the information received from the public health agencies to determine a proper course of action and develop a strategic plan for implementation.

### **Closure of College Campus or District Due to Health Emergency**

Closure of a campus or the district may be ordered by the Governor of the State of California, the Public Health Officer, the Chancellor of the California Community Colleges, or a local health officer during a declared health emergency.

The President or designee may determine that it is necessary to close a campus or the entire district based upon the need to protect the college community from harm or to prevent the spread of a communicable disease during an epidemic or pandemic during a health emergency.

In order to be prepared for such an event, faculty should be familiar with how to conduct classes on-line or by other means until the closure is lifted.

During the closure of any campus or the district due to a health emergency, no unauthorized personnel will be allowed to enter or remain upon any grounds or buildings. All violators will be subject to arrest and criminal prosecution. Employees will also be subject to disciplinary action in addition to any criminal proceedings.

### **Closure**

1. Students, faculty, and staff will be notified via e-mail, AlertU, telephone call, or written correspondence that the college district or campus is closed. The notification will include the reason for the closure, anticipated length of closure, and where additional information regarding the closure can be obtained.
2. Campus Police Services, Safety and Security will post barricades and signs advising of the closure at all entrances. Additional measures such as crime scene or emergency warning tape, cones, and other structural methods may be used as necessary.
3. Campus Police Services personnel may be assigned to patrol the perimeter to prevent unauthorized entry. If necessary, Campus Police will request the assistance of the local police department to enforce the campus closure.

### **Termination of Closure**

1. Students, faculty, and staff will be notified via e-mail, AlertU, telephone call, or written correspondence that the college district or campus is open. The notification will include the reason for the opening, time and date that entry will be permitted, and where additional information regarding the opening can be obtained.

2. Campus Police Services, Safety and Security will remove all barricades and signs advising of the closure from all entrances.
3. Campus Police Services personnel may be assigned to assist students, faculty, and staff returning to the campus.

## **Appendix I                      Chain of Administrative Authority**

### **Incident Command and Responsible Administrator when President is Absent**

1.     President: Gari Browning
2.     Vice President of Academic Affairs: Jim Wright
3.     Vice President of Student Development: Ron Travenick
4.     Vice President of Administrative Services: Mike Calegari
5.     Associate Vice President of Newark Center HST: Leta Stagnaro
6.     Associate Vice President of Human Resources: Shairon Zingsheim
7.     Dean of Business Services: Joanne Schultz
8.     Dean of Business and Fine Arts: Walt Birkedahl
9.     Dean of Science, Technology and Math: Ron Quinta
10.    Dean of Humanities and Social Sciences: Mikelyn Stacey
11.    Dean of Research and Curriculum: Michael Bowman
12.    Dean of Counseling: Martha Brown

## **Appendix II            Legal Authority**

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

19 California Code of Regulations (CCR) Sections 2400-2450

### Appendix III                      **Emergency Call List (key personnel)**

The Emergency Call List is located at the EOC, Campus Police Office, and Switchboard.

President	6200	Gari Browning
Vice Pres./Student Services	6262	Ron Travenick
Vice Pres./Academic Services	6161	Jim Wright
Vice Pres./Administrative Services	6261	Mike Calegari
Assoc. Vice Pres./Newark Center for HST	7358	Leta Stagnaro
Assoc. Vice Pres./Human Resources	6201	Shairon Zingsheim
Dean of Business Services	6146	Joanne Schultz
Dean of Business, Fine Arts, Broadcast	6188	Walt Birkedahl
Dean of Math, Science, Technology	6173	Ron Quinta
Dean of Humanities and Social Sciences	6276	Mikelyn Stacy
Dean of Research and Curriculum	6064	Michael Bowman
Dean of Counseling	6120	Martha Brown
Dean of Deaf Studies	6272	Genie Gertz
Dean of Health and Exercise Sciences	3101	Gale Carli
Director/Gallaudet Regional Center	6268	Pamela Snedigar
Director of Athletics	6044	Chris Warden
Director/EOPS and Campus Activities	6152	Debbie Trigg
Director/Student Health Center	6258	Sally Bratton

## Appendix IV

### Building Monitor Call List

<u>Building</u>	<u>Monitor / Alternate</u>
1-1	Connie Teshara
1-2	Kathleen Johnson / Sarah Daniels
1-3	Rebecca Ortega/Jamillah Gabriel
1-4	UNASSIGNED
2-1	Jackie Whitehouse
2-2	Rich Cominos
2-3	Tuong Van Nguyen (Van) / Bob Bradshaw / Maru Grant / Paul Mueller
3	UNASSIGNED
4	Donna Ireland / Sandi Goudy
5-1	Mona Farley / David Panales
5-2	UNASSIGNED
5-3	Sue Owen
6-1	Linda Dickerman
6-2	Janice Fonteno
6-3	Shelley Lawrence
7-1	Jill Rojas / Ron Travenick
7-2	Deborah Griffin / Debbie Trigg / Chris Williamson / Ann Burdett / Kelly Wilmeth
7-3	Sue Steffen / Martha Brown / Janet Quijas / Sally Bratton
8-1	Irene Benavidez
8-2	Ron Quinta
8-3	Georgina Wilson-Gonzales / JuWei Huang
9	Chris Warden
10	Jennifer Parker / David Schurtz
12-1	Chen Huidiono / George Wong
12-2	Mikelyn Stacey / Kathleen Martinez
12-2	David Wood / Mary Fontanilla / Brotati Guha
14, 15	Ann Burdett
16, 17	BUILDING VACANT
18	BUILDING VACANT
19	Janice Jones
20	On Duty Dispatcher / Steve Osawa
22	Walt Birkedahl
24A	LEASED TO PRIVATE PARTY
25	BUILDING VACANT
26	Liz Crisp / Mike Triplett
27	Ana Lopez-Cepeda

## Appendix V

### List of Equipment on Campus

- On Hand at**
1. Bldg. 10 battery- powered **lights** (flashlights) (Also located at Campus Police Services.)
  2. Campus Police 2 way radios of major power with phone capability. Units will be configured channel-wise so that Security has those two units with a dedicated phone line. The Campus Police Services Office will have a unit without phone capability which can interact with our Facilities Department for internal communications only.
  3. **AM/FM battery- powered radios** (only those belonging to individuals; none owned by Ohlone College). (Use car radios (tune to AM or FM.)
  4. Campus Police **bullhorns**
  5. Bldg. 10 sets of **tools to turn off valves for gas, electric and water mains**
  6. **Emergency lights** in the buildings
  7. Water
  8. **Food:** stored in the Cafeteria. The amount of food depends on the time of year as to what is available in the cafeteria. No special food provisions are stored for a disaster.
  9. **Rescue equipment:** The following general equipment is available in the Maintenance Building: shovels, picks, crowbars, hand tools, one a small tractor and welding/cutting equipment.

### Use of Phones

1. **On-Campus Phone use:** In the event of electrical power outage, the telephone system for on-campus calls will continue to operate for at least four hours, utilizing the built-in battery backup system.  
  
If a power outage were to last longer than the battery backup system, no on-campus calls would be possible.
2. **Off-campus phone calls:** All incoming and outgoing telephone calls from Ohlone College are routed through Pacific Bell's central office which is located in Fremont. When a power outage occurs at Pac Bell's central office, batteries keep the system functioning until the installed auxiliary generator produces backup power.

If the Ohlone system fails after the four hour backup

period, a direct Pacific Bell line located in can be used to place off-campus calls.

Consequently, unless the telephone trunks are severed between Ohlone College and Pacific Bell's central office, campus phone users should experience no interruption of service for local and long-distance calls as long as the system is operational.

In the event that the telephone trunks are severed between Ohlone College and Pacific Bell's regional office, off-campus emergency phone calls can be made from telephones: one located in the IT Department and one with Campus Police Services.

Appendix VI                    **Additional Resources at Time of a Disaster**

Pacific Gas and Electric	1-800-743-5000
Alameda County Water District	510-668-4200
Union Sanitation District	510-477-7500
Washington Hospital	510-797-1111
Kaiser Permanente	510-248-3000
Red Cross	510-429-3300
California Department of Transportation (Cal Trans) (Maintenance Facilities – San Leandro)	510-614-5942
Fremont Unified School District (Education Center)	510-657-2350
Newark Unified School District	510-818-4103

11	10-GALLON WATER COOLER CONTAINERS WITH CUP HOLDERS
8	BOXES OF CONICAL 7-OZ. CUPS, (250 CUPS PER BOX)
45	FIRE AND FIRST AID WOOL BLANKETS.
24	PAIRS OF RUBBER BOOTS
3	12-TON HYDRAULIC JACKS
3	1000 WATTS TWIN WORK LIGHT WITH STAND
25	ROLLS OF 2-INCH WIDTH DUCT TAPE
14	ROLLS OF 3-INCH WIDTH DUCT TAPE
35	ROLLS OF 3-INCH, "DANGER DO NOT ENTER" TAPE
1	24-INCH BOLT CUTTER
2	HACKSAWS WITH 10 EXTRA BLADES Missing
1	AX
2	4 -LB. HAMMER
2	8 -LB. HAMMER
1	BUCKET WITH 75-FT. OF CHAIN
2	BOXES EACH CONTAINING 20-FT. OF CHAIN
2	42-INCH BOLT CUTTERS
16	HIGH- INTENSITY LANTERN/FLASHLIGHTS
38	REGULAR SIZE FLASHLIGHTS
26	FIRST AID KITS
30	HARD HATS
9	BOXES OF VINYL GLOVES
5	PACKS OF WORK GLOVES
9	FIRST RESPONDER KITS
15	BOXES OF DUST/MIST RESPIRATOR, 20 RESPIRATORS IN EACH
BOX	
7	EYEWASH SANITATION HOLDERS
5	EYEWASH LIQUIDS
28	SAFETY CONES
12	BLADE STYLE SHOVELS
12	SQUARE STYLE SHOVELS
1	HYDRAULIC BODY KIT
1	8-FT./300-LBS. LADDER
1	6-FT./300 LBS. LADDER
3	HEAVY DUTY PRY BAR
2	EMERGENCY BURN KITS
2	WHEEL BARRELS Missing
10	SHELTER HALVES

1	TELEVISION
1	PICKAXE
40	YELLOW RAIN COATS
31	SAFETY GOGGLES
1	BOX OF "D" CELL BATTERIES
1	BOX OF "C" CELL BATTERIES
2	BOX OF "AA" CELL BATTERIES
1	BOX OF CHEM LIGHTS <i>Missing</i>
10	YELLOW FLOURECENT SAFETY VESTS
13	BAGS OF ORANGE FLOURECENT SAFETY VESTS
2	HARNESSES
2	CROWBARS (SMALL GRAY)
10	BOXES OF POLY TARPS
10	GRAY TARPS
1	¾ TON LEVER CHAIN HOIST
2	RATCHET ROPE PULLERS
3	LITTERS
10	BACK BRACES
2	BIO PACKS
1	SERVICE KIT (BIO PACK)
4	BOXES OF EAR PLUGS <i>Missing</i>
2	BOXES OF VISIONAID DESINFECTANT WIPES

#### NEW ITEMS

3	BOXES OF NIFTY NABBER
2	BOXES OF WOODEN POLES – 2 EACH

#### MISSING ITEMS FROM PRIOR LIST

1	115 FT X 3/8 INCH CHAIN
25	SAFETY GLOVES
8	EMERGENCY RESPONSE PACKS

**(Note: These appendixes will be filled in as information is available)**

Appendix VI	<b>Evacuation Maps for each building/floor</b>
Appendix VII	<b>Evacuation Assembly Areas</b>
Appendix VIII	<b>Disabled Persons Resource List</b>
Appendix IX	<b>Locations of Gas, Electrical, Water Main Valves</b>