



**LASSEN COMMUNITY COLLEGE  
DISTRICT**

# **Emergency Response Plan**



**This plan is a preparedness document.  
It is intended to be read and understood before an emergency.**

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## SECTION ONE

### ADMINISTRATIVE

#### FORWARD

The Lassen Community College District has adopted California's Standardized Emergency Management System (SEMS/NIMS). This legally recognized emergency management system forms the framework for the District's emergency procedures. This program is designed to provide for rapid emergency response at District facilities by using the same standardized emergency management system used by local, state and federal governments.

The District has established a Guide for Emergency Operations to help facilitate effective coordination of aid requests, resources and the flow of information among all agencies and jurisdictions within the region. The Guide for Emergency Operations is designed for use during the planning, response and recovery phases of an emergency or disaster that affects the District's operations, facilities, personnel, students, contractors, vendors or visitors. It has been prepared in compliance with State Disaster Planning requirements, City and County Emergency Management Plans, and SEMS/NIMS, which incorporates the use of:

- **The Incident Command System (ICS)**

As a matter of practice and training however, it is of great benefit for the District to utilize the ICS for managing routinely occurring incidents. The practice provides a seamless integration of ICS into larger emergency operations as they evolve.

A basic premise of ICS use is that in each emergency or incident, regardless of its size, the principles of ICS apply. The first on-scene emergency responder has single-discipline management responsibility. If the responder is aware of and follows the primary ICS functions, then that District employee and District are actually using ICS day-to-day performance.

- **The Master Mutual Aid Agreement**
- **The Existing Mutual Aid Systems**

The objectives of the Guide for Emergency Operations are:

- A. To provide for effective action in the case of disaster so as to minimize injuries and loss of life among students, staff and the public.
- B. To provide for the maximum utilization of staff and facilities in emergency situations.
- C. To provide for the well being of students, staff, visitors and children in child care programs.
- D. To protect school property.

The concepts contained in this plan not only apply to day-to-day situations and conditions requiring field level response, but also to “routine emergencies”. The plan can also be applied to large-scale emergencies or disasters that can, and probably would place inordinate demands on District personnel and services. Such situations would pose major threats to life and property. The procedures in this plan are designed to manage the effects of such situations.

This plan shall be activated under any of the following conditions:

- A. By direction of the Superintendent/President or his/her designated representative under the declaration of a disaster.
- B. In any emergency or disaster which directly affects the District and requires an emergency response by District employees.
- C. Upon notification by local, state or federal government officials of actual/declared or impending emergency or disaster that will directly or indirectly affect the District.

## **PURPOSE / PROCESS**

The purpose of the Guide for Emergency Operations is to consolidate all District disaster procedures into a single publication providing District personnel with a convenient set of useable instructions for dealing with disasters and emergencies.

The plan includes sections to address those required areas of the regulation necessary for the District to operate. These include:

- 1) Official Recognition of SEMS/NIMS;
- 2) Interface and Participation in the Local Operational Area;
- 3) Description of tasks associated with each SEMS/NIMS Function;
- 4) District Incident Command Team Organization;
- 5) Coordination Between the District’s Incident Command and that of the Counties and Cities;
- 6) Explanation of Inter-Agency Coordination of Resources and Decision Making;
- 7) Checklists to be used for each of the Five ICS Functions;
- 8) Authorities and documents providing legal basis for organizational emergency response system.

The plan and procedures have been developed based on the following concepts:

1. All (childcare) students will be retained at District facilities until released to parents or authorized persons during a disaster situation.
2. All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS/NIMS system.
3. If evacuation of facilities is required, all students and District personnel at each site will assemble in predetermined areas.
4. All District employees are expected to remain and fulfill their disaster responsibilities until the emergency is over or they can be relieved of their responsibilities.

## AUTHORITIES AND REFERENCES

The California Emergency Services Act is legislation, which provides extraordinary emergency powers and authority for state and local governments. Operations outlined in this plan will be conducted in accordance with legislation and the ordinances, plans and agreements listed below. The authorities and references listed herein establish the legal basis for emergency preparedness and response; however, the listings below are not all inclusive.

- A. JURISDICTIONAL: Lassen County Board of Supervisor's ordinance creates under the Operational Area Agreement the City, County Emergency Management Planning Board and defines membership, powers, duties, divisions, services and staff.
- B. INTER-JURISDICTIONAL: **Federal:** Robert I. Stafford, disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), Federal Civil Defense Act of 1950 (Public Law 81-290 as amended), and Public Law 84-99 (U.S. Army Corps of Engineers – Flood Fighting). **State:** California Emergency Services Act, California State Emergency Plan, Disaster Assistance Procedural Manual (published by California Office of Emergency Services), California Emergency Resources Management Plan, California Mutual Aid Agreement with supporting Mutual Aid Agreements, California Law Enforcement Mutual Aid Plan and Fire Mutual Aid Plan, Government Code 3100, under California Law all public employees, including special district employees are “disaster service workers” and as such have special responsibilities in disasters.

Government Code 3101. For the purpose of this chapter the term "**disaster service worker**" [**Lassen Community College District employees**] 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 and or public district, excluding aliens legally employed.

**Government Code 3102 (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.**

- C. Proclamation of a State of Emergency by the Governor: The Governor is empowered to proclaim a State of Emergency when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, terrorism or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency, or he is requested to do so by local authorities, or he finds that local authority is inadequate to cope with the emergency. See Article 2, Section 8558 (b), California Emergency Services Act, for additional information.
- D. Government Code 8550. The state has long recognized its responsibility to mitigate the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the

state. To insure that preparations within the state will be adequate to deal with such emergencies, it is hereby found and declared to be necessary:

(e) To authorize the establishment of such organizations and the taking of such actions as are necessary and proper to carry out the provisions of this chapter. It is further declared to be the purpose of this chapter and the policy of this state that all emergency services functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

E. Government Code 8557. (a) "Emergency Council" means the California Emergency Council.

(c) "Political subdivision" includes any city, city and county, county, **district**, or other **local governmental agency** or public agency authorized by law.

F. Government Code 8607 (a): The Standardized Emergency Management System (SEMS/NIMS) is the system for managing response to multi-Authority and multi-jurisdiction emergencies in California. SEMS/NIMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-Authority or inter-Authority coordination. Local governments must use SEMS/NIMS to be eligible for funding of their personnel-related costs under the state disaster assistance programs.

G. Government Code 8680.2. "**Local agency**" means any city, city and county, county, county office of education, **community college district**, school district, or special district.

## **POLICIES AND GUIDELINE STATEMENTS**

It is the policy of the Lassen Community College District to safeguard life and property by making maximum use of all available resources, to mitigate the effects of environmental, technological, civil and political emergencies.

### **General Policies and Guidelines**

1. Essential LASSEN COMMUNITY COLLEGE DISTRICT services will be maintained as long as conditions permit.
2. In an emergency, LASSEN COMMUNITY COLLEGE DISTRICT will require prompt and effective response and recovery operations.
3. Environmental, technological and civil emergencies may be of such magnitude that City, County, State and Federal assistance is required.
4. When an emergency situation exists, all LASSEN COMMUNITY COLLEGE DISTRICT departments will activate emergency operating guidelines into limited or full operation, as necessary.

5. In the event of an emergency, the Incident Commander has the authority to re-assign District personnel to assist in the response.
6. Operational situation and status reports will be made by the Incident Command Team based upon severity of the emergency or anticipated emergency to include:
  - a. Estimated time and location of impact
  - b. Date, time and location of the actual emergency
  - c. For emergencies with minimal or no warning – date, time, location, known or estimated number of emergencies, types and casualties, and estimated damage at the time of report.

Such reports will be forwarded to the Superintendent/President of LASSEN COMMUNITY COLLEGE DISTRICT, Managers, Incident Command Team members, and affected jurisdictions, as appropriate.

7. Access to emergency services shall not be denied on the grounds of race, color, national origin, religion, sexual orientation, sex, age or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but not be limited to: the aged or infirm, physically or mentally handicapped or non-English speaking persons.
8. Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. The District, its management, employees, students and volunteers duly pressed into service during a local emergency should act prudently while being protected by the privileges and immunities from liability as provided by law.

## SECTION TWO

### OVERVIEW OF EMERGENCY PREPAREDNESS

#### PHASES OF EMERGENCY MANAGEMENT

Emergency management planning can be divided into four phases:

- Preparedness
- Mitigation
- Response
- Recovery

Although each phase has assigned tasks, the process is dynamic and interconnected. For example, tasks completed to recover from a disaster may have effects on mitigation, preparedness and response to future occurrences.

**Preparedness:** Includes actions taken to plan, equip and train LASSEN COMMUNITY COLLEGE DISTRICT employees and students to respond to emergencies arising from hazards that cannot be eliminated through mitigation. This may include preparation of emergency operations plans and guidelines and exercises to test them. It may also include training in evacuation procedures, fire safety and the purchase of equipment and supplies needed to respond to an emergency.

**Mitigation:** Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster occur. Such actions include implementing building zones, requiring special identification and routing for the movement of hazardous materials, and enforcing land use and zoning requirements.

**Response:** Includes actions taken to save lives and protect property during an emergency. This may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include such behind the scenes activities as activating emergency plans and opening and staffing Incident Command Centers from which jurisdictional decision-makers direct emergency activities.

**Recovery:** Includes those processes required to return the jurisdiction to normal. This could be reconstruction of roads and public facilities, securing financial resources and review and critique of response activities. Recovery activities often begin during the response phase of an emergency.

All departments at LASSEN COMMUNITY COLLEGE DISTRICT have responsibilities in all emergency phases. The responsibilities of mitigation and preparedness are addressed in the Injury and Illness Prevention Manual (IIPP), Board policies and Administrative procedures and job descriptions.

## HAZARD ANALYSIS

### *LASSEN COMMUNITY COLLEGE DISTRICT*

#### **A. Geographic Description**

– *Lassen Community College* is located in Susanville (Lassen County), California. 478-200 Highway 139. The campus is located on a hill to the north of town. The student body at Lassen Community College is approximately 1600 per semester with approximately 120 staff members located on 165 acres.

#### **B. Hazard Analysis Survey**

A Hazard identification and analysis survey indicates that LASSEN COMMUNITY COLLEGE may be subject to the effects of natural and technological disasters. A summary analysis of these events is provided as follows:

1. **FIRE:** Urban and forest fire occurrences have significant potential to impact LASSEN COMMUNITY COLLEGE DISTRICT. Most are handled through normal response without activation of this plan.
2. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous materials.
3. **EARTHQUAKE:** This hazard includes earthquakes themselves, as well as associated hazards such as landslides and rock falls.
4. **WEATHER:** Weather extremes have a history of occurrences in Lassen County and include drought, heavy snows and rains causing localized flooding, and windstorms.
5. **TRANSPORTATION:** Transportation accidents may include major automobile accidents, airplane crashes and transportation-related hazardous materials releases.
6. **UTILITY FAILURE:** The campus may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and gas pipeline interruptions.
7. **DROUGHT:** Extreme and prolonged drought increases the potential of fires including wild forest fires.
8. **CIVIL DISTURBANCE/TERRORISM:** This hazard includes riots, protests, demonstrations, strikes as well as acts of terrorism or rampancy.

## HAZARD VULNERABILITY ANALYSIS

### LIKELIHOOD OF OCCURRENCE

Hazard	Probability			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Earthquake	X			X	X	X
Power Outage		X		X	X	
Wild land Fire			X		X	X
Floods		X			X	
Natural Gas Outage	X			X	X	X
Drought		X			X	
Civil Disturbances	X			X		
Extreme weather Snow Storms			X		X	X
Aircraft Crash	X					X
Lightning			X		X	
Major vehicle Accident	X			X		
?						
?						

## **TRAINING AND EXERCISE**

Training and exercise are vital to determine the effectiveness of this Emergency Response Plan. Preparedness activities ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

Participants and observers will evaluate training and exercises and specific elements of the plan, as indicated.

## **PLAN REVIEW CYCLE**

The following review cycle will ensure that the entire Emergency Response Plan is kept current. The Emergency Response committee is responsible for coordinating this review with the assistance of responsible departmental managers and others as necessary.

- A. By July 1<sup>st</sup> of each year:  
Review and update the Emergency Response Plan. This review should include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all staff at all sites.
- B. Prior to the start of each semester:  
Update telephone lists, faxes, emails, any personnel rosters, resource lists and physical plant changes affecting the implementation of the plan.
- C. At least once per year:  
Schedule one or more training exercises of variant scope and size. Training is critical to ensuring the continued viability of the plan.

Changes to this plan will be made and distributed immediately. This includes additions or deletions to the distribution list.

## CONSIDERATIONS FOR PEOPLE WITH DISABILITIES

### Action Checklist - Items To Do Before a Disaster

Those with disabilities or other special needs often have unique needs that require more detailed planning in the event of a disaster. Consider the following actions as you prepare:

- Learn what to do in case of power outages and personal injuries. Know how to connect and start a back-up power supply for essential medical equipment.
- Consider getting a medical alert system that will allow you to call for help if you are immobilized in an emergency. Most alert systems require a working phone line, so have a back-up plan, such as a cell phone or pager, if the regular landlines are disrupted.
- If you use an electric wheelchair or scooter, have a manual wheelchair for backup.
- Teach those who may need to assist you in an emergency how to operate necessary equipment. Also, label equipment and attach laminated instructions for equipment use.
- Store back-up equipment (mobility, medical, etc.) at your neighbor's home, school, or your workplace.
- Arrange for more than one person from your personal support network to check on you in an emergency, so there is at least one back-up if the primary person you rely on cannot.
- If you are vision impaired, deaf or hard of hearing, plan ahead for someone to convey essential emergency information to you if you are unable to use the TV or radio.
- If you use a personal care attendant obtained from an agency, check to see if the agency has special provisions for emergencies (e.g., providing services at another location should an evacuation be ordered).
- If you live in an apartment, ask the management to identify and mark accessible exits and access to all areas designated for emergency shelter or safe rooms. Ask about plans for alerting and evacuating those with sensory disabilities.
- Have a cell phone with an extra battery. If you are unable to get out of a building, you can let someone know where you are and guide them to you. Keep the numbers you may need to call with you if the 9-1-1 emergency number is overloaded.

If you or someone close to you has a disability or a special need, you may have to take additional steps to protect yourself and your family in an emergency.

<b>Disability/Special Need</b>	<b>Additional Steps</b>
Visually impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
Hearing impaired	May need to make special arrangements to receive warnings.
Mobility impaired	May need special assistance to get to a shelter.
Single working parent	May need help to plan for disasters and emergencies.
Non-English speaking persons	May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
People without vehicles	May need to make arrangements for transportation.
People with special dietary needs	Should take special precautions to have an adequate emergency food supply.
People with medical conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
People with mental retardation	May need help responding to emergencies and getting to a shelter.
<a href="#"><u>People with dementia</u></a>	Should be registered in the <a href="#"><u>Alzheimer's Association Safe Return Program</u></a>

## **SECTION THREE**

### **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS/NIMS)**

#### **OVERVIEW**

The Standardized Emergency Management System (SEMS/NIMS) is a statewide California system used by police officers, firefighters and other disaster responders in disaster events. The main purpose of SEMS/NIMS is to aid in communication and response by providing a common communication and management system.

As a result of the 1991 East Hills Fire in Oakland, Senate Bill 1841 was introduced to establish the Standardized Emergency Management System and passed through the California Legislature January 1, 1993. The regulations governing SEMS/NIMS became effective September 2, 1994. The intent of this law is to improve the coordination of state and local emergency response in California. The law is found in Section 8607 of the Government Code.

The law stipulates that all State agencies must use SEMS/NIMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS/NIMS in responding to emergencies involving multiple jurisdictions or multiple agencies to be eligible for state funding for response-related personnel costs.

The basic framework of SEMS/NIMS incorporates the use of the Incident Command System (ICS). SEMS/NIMS is designed to be flexible and adaptable to varied emergencies and to meet the emergency management needs of all responders. SEMS/NIMS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

## THE FIVE LEVELS OF SEMS/NIMS

SEMS/NIMS organizes a five-level emergency response, activated as needed, to provide an effective response to multi-agency or multi-jurisdiction emergencies. SEMS/NIMS allows the response to expand or contract, as the incident requires. Each level uses the same Incident Command System.

1. **Field Level:** Commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
2. **Local Level:** Manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
3. **Operational Area Level:** Manages and coordinates information, resources and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county.
4. **Regional Level:** Manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
5. **State Level:** Manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level and serves as the coordination and communication link with the federal disaster response system.

## **SECTION FOUR**

### **THE INCIDENT COMMAND SYSTEM AT LASSEN COMMUNITY COLLEGE DISTRICT**

#### **PRIMARY FUNCTIONS OF THE INCIDENT COMMAND SYSTEM**

In the SEMS/NIMS format, the Incident Command System (ICS) organization develops around five major functions that may be required to manage any incident whether it is large or small.

For some incidents and in some applications, only a few of the organization's functional elements may require the filling of a specific position. In these cases, where a specific position is not filled, duties remain the responsibility of the next higher position in the chain of command or SEMS/NIMS system.

#### **INCIDENT COMMAND CENTER (ICC)**

Individual departments conduct day-to-day operations. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Incident Commander, the Incident Command Team and representatives from organizations assigned emergency management responsibilities.

An Incident Command Center provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed at the LASSEN COMMUNITY COLLEGE DISTRICT Incident Command Center:

1. Manage the emergency or disaster under the ICS guidelines.
2. Coordinate all District emergency activities, resources and requests to or from other agencies.
3. Develop specific information for the District.
4. Implement the Incident action plan and coordinate resources and actions with local Incident Command Centers located at the City.
5. Evaluate the Incident Action Plan frequently and modify as needed to protect District personnel, facilities and students.
6. Maintain emergency communication with the local I.C.C. throughout the emergency or disaster.

## **ACTIVATION OF THE INCIDENT COMMAND CENTER**

### **WHEN**

The Incident Command Center will be activated when any emergency situation occurs or might occur of such magnitude that it will require a large commitment of resources from two or more LASSEN COMMUNITY COLLEGE DISTRICT departments over an extended period of time. Examples include: a hazardous materials incident, civil disturbances, flooding, earthquake, mass-casualty or a large, disastrous fire.

### **WHO**

The following individuals or their appointed representatives are authorized to activate the Incident Command Center:

- Superintendent/President of LASSEN COMMUNITY COLLEGE DISTRICT
- Administrator in Charge
- Director of Facilities
- Appointed Incident Commander

### **HOW**

- Via the District Phone at (530) 251-8820
- Via Local Radio Station
- Via regular telephone

## **INCIDENT COMMAND CENTER (ICC) LOCATIONS**

### **LASSEN COMMUNITY COLLEGE**

**PRIMARY:  
OFFICE OF INSTRUCTION**

**SECONDARY:  
MAINTENANCE OFFICE**

# COMMAND SECTION

## ICS Positions

**Incident Commander**  
**Public Information Officer**  
**Liaison**  
**Safety Officer**  
**Scribe**

### **Incident Commander:**

The Incident Commander (IC) is responsible for the overall management of the emergency/disaster incident for its duration and reports to the Incident Command Center as soon as possible.

#### **RESPONSIBILITIES**

- Determine District incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Ensure that adequate safety measures are in place to protect District employees and students.
- Approve requests for additional resources or the release of resources.
- Authorize release of information to the news media in coordination with the Public Information Officer.

### **Public Information Officer:**

The Public Information Officer is responsible for developing all incident media and press releases under the direction of the Incident Manager.

#### **RESPONSIBILITIES:**

- Determine from the Incident Commander if there are any limits on information release and obtain approval of all media releases
- Develop incident relevant information for use in media briefings.
- Notify media of District activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes.

## **Liaison:**

Acts as a liaison between LASSEN COMMUNITY COLLEGE DISTRICT and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster

### **RESPONSIBILITIES**

- If a unified command is established, then act as the Liaison between LASSEN COMMUNITY COLLEGE DISTRICT and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives
- Provide periodic update briefings to Agency Representatives, as necessary.

## **Safety Officer:**

The Safety Officer's function is to develop and recommend measures for assuring the safety of personnel and correcting unsafe situations.

### **RESPONSIBILITIES:**

- Identify hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

## **Scribe:**

The Scribe's function is to keep all paper work related to the Incident Command Center.

### **RESPONSIBILITIES**

- Keep all logs and other paperwork relating to activities conducted at the ICC including staffing, meeting notes, action plans designed, etc. **IMPORTANT:** It is important that **all** receipts and documents be maintained for federal and state reimbursement to the District.

## **FUNCTIONS OF THE INCIDENT COMMAND TEAM**

The Incident Commander (IC) is responsible for the overall policy and coordination of the emergency response and is assisted by an Incident Command Team to carry out the disaster assessment and recovery effort. The Incident Command Team is comprised of four areas of responsibility:

### **Operations Section**

The Operations Section manages or performs the service functions required to control and or respond to the incident by implementing the Incident action plan.

#### **RESPONSIBILITIES:**

- Assists in development and supervises the Plan's implementation.
- Manages District emergency operations and services.
- Requests resources needed to implement the Operation's Section goals as a part of the Incident Action Plan development.
- Evaluates risks related to emergency operations and employee safety.

### **Planning/Intelligence Section**

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident and assists the Incident Commander in developing an Incident Action Plan.

#### **RESPONSIBILITIES:**

- Collect and process situational information about the incident.
- Assists in the preparation of the Action Plan.
- Establishes information requirements & reporting schedules for planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.

### **Logistics Section**

The Logistics Section provides physical and human resources to the Operations Section.

#### **RESPONSIBILITIES:**

- Anticipates, identifies and locates incident service and support requirements.
- Supervises and requests additional resources (internal and external) as needed.
- Coordinates all requests for District employees and equipment from other sections.

## **Finance/Administration/Legal Section**

The Finance/Administration/Legal Section is responsible for managing all financial and legal aspects of an incident, prepares proclamations, emergency ordinances, etc.

### **RESPONSIBILITIES:**

- Manages all financial needs, costs and other aspects of an incident.
- Gathers pertinent financial information from briefings with government agencies such as local Incident Command Centers, State Offices of Emergency Services and FEMA representatives.
- Advises on legal proceedings as needed.
- Ensures that all personnel time records are accurately completed and transmitted to appropriate location.
- Collects all logs, equipment use information, purchase orders, receipts or other finance related information for documentation of District costs related to the emergency or disaster.

## **EVACUATION POLICY**

An evacuation locates people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action.

### **OBJECTIVES**

- Expedite movement of persons from hazardous areas
- Control evacuation traffic
- Provide transportation for those without vehicles and for those with special needs
- Provide perimeter control for evacuated areas
- Provide for the procurement, allocation and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.
- Acquisition of rental vehicles if needed

## **GENERAL CONCEPT OF OPERATIONS**

### **Pre-Emergency Period**

The pre-emergency period is divided onto two phases as follows:

#### **Normal Preparedness Phase**

Site-specific evacuation plans are prepared and maintained for identified potentially hazardous areas. Data will be collected for use in the direction of evacuation operations: population, special facilities, transportation resources and populations requiring transportation assistance.

#### **Increased Readiness Phase**

Orientation sessions will be held to brief appropriate officials regarding evacuations plans. To the extent possible, Traffic Control Points, assembly points and movement routes will be reconfirmed. Agreements with providers of transportation resources will be reviewed and reconfirmed.

### **Emergency Period**

The emergency period is divided into three phases as follows:

#### **Pre-Impact Phase**

At this time, evacuation operations will become the highest priority if a decision is made to evacuate a threatened area. The area to be evacuated will be determined based on pre-identified hazard areas or by estimates of the threatened area. Projections of the threatened area may change as conditions change, thus changing the evacuation strategy. For some hazards, uncertainty regarding the potential impact may require evacuation of a larger area than is eventually affected by the hazard.

#### **Immediate Impact Phase**

Wider spread evacuation may be required due to conditions created by the impact of the disaster agent or event. The affected area will be determined from reports by field teams on actual hazard conditions. The selection of evacuation routes will require information on the condition of the road network. Movement operations may be hindered by effects of the event and by other high priority demands for personnel and resources. Special procedures may be required to limit exposure if the area has been contaminated.

#### **Sustained Emergency Phase**

Emphasis is placed on providing security and access control of evacuated areas and accomplishing additional evacuations, as required.

### **Evacuation Orders**

Once the decision is made to evacuate, affected areas will be notified and given evacuation instructions via direct staff notification, local radio and door-to-door canvassers. Evacuation Orders will contain: reason for evacuation, evacuation routes, road conditions assembly points for those without transportation and location of mass care facilities.

Provisions will be made to evacuate persons with mobility impairments. Methods for evacuating the handicapped, elderly and those with language barriers will be contained in departmental standardized operating procedures.

### **Traffic Control**

Traffic controls will be established at key intersections and access points to major evacuation routes as needed to expedite the flow of traffic. Communication will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls and to implement any changes in evacuation strategy that may be required.

**Access Control**

As the area is being evacuated, access controls must be established. Security of the vacated areas will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically.

**Re-entry**

Re-entry into evacuated and/or hazardous areas will be allowed at the discretion of the Incident Commander after consultation with ICC liaison, management team and technical experts. Controlling re-entry protects the public from exposure and injuries and protects unattended property within the evacuated area.

**EMERGENCY DATA BACK-UP PLAN**

Data that is critical to LASSEN COMMUNITY COLLEGE DISTRICT and its departments may Be lost in a disaster. The Lassen Community College Information Technologies staff is responsible for ensuring student, employee, financial, and other relevant LASSEN COMMUNITY COLLEGE DISTRICT data will be backed-up for retrieval purposes in the event of an emergency.

**SECTION FIVE**

**STAFF RESPONSIBILITIES**

**Disaster Event Occurs**



**First person on scene will make appropriate notification**

- **contact College Superintendent/President**
- **251-8820 or cell ???-????**
- **Administrator in Charge 310-3602, 559-360-8038, 310-0047**
- **Director of Facilities 310-0487**



**Verify the status and safety of employees, students and the public in all areas of responsibility**



**Remain calm. Wait for further instructions**



**Mitigation of Emergency**



**Recovery**



**Post-Incident Analysis**

## **BASIC EMERGENCY RESPONSE GUIDELINES**

LASSEN COMMUNITY COLLEGE DISTRICT has established guidelines to help ensure the safety of staff and students during an emergency. Faculty and supervisors will be assigned to ensure that students and staff follow these guidelines.

In an emergency, lines of authority may change. Employees are expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Do not attempt to call or contact the Incident Command Center. You will be contacted regarding the situation and any further actions needed.

### **IN THE EVENT OF AN EVACUATION EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. Gather personal and/or emergency equipment;
2. Proceed to the established control point;
3. Report to the staff assigned to supervise the control point;
4. Wait at the control point until given further instructions by the appropriate personnel.
5. If more than one building is being evacuated, the gathering point for:

Lassen Community College

- i. Primary = Gym
- ii. Backup = Gym parking lot

### **IN THE EVENT OF A LOCK DOWN COMMAND EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. Lock or secure all room doors;
2. Close all blinds or drapes, if possible;
3. Turn off any unnecessary equipment;
4. Keep all people away from windows;
5. Remain as quiet as possible;
6. Do not leave or release from lock down until notified by appropriate administrator.

### **IN THE EVENT OF A SHELTER IN PLACE COMMAND EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. Lock or secure all room doors;
2. Close all blinds or drapes, if possible;
3. Turn off any unnecessary equipment;
4. Keep all people away from windows;
5. Remain as quiet as possible;
6. Ensure that all ventilation is either closed or shut down;
7. Do not release from shelter in place until notified by appropriate administrator.

# SECTION SIX

## INCIDENT COMMAND POSITION CHECKLISTS INCIDENT COMMANDER

**Responsibilities:** The Incident Commander (IC) is responsible for the overall emergency/disaster operations. The IC shall remain at the command post to observe and direct all operations to ensure the safety of students, staff and others on campus.

### **Start-Up Actions:**

- Obtain the IC equipment maintained at the Maintenance Shop.
- Obtain copy of District telephone list.
- Activate functions (positions) as needed.
- Notify Press Information Officer (PIO) of event.
- Appoint liaison.
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Notification to outside agencies as appropriate.
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Fill in "Incident Assignments" form.
- Appoint a backup or alternate IC.

### **Operational Duties:**

- Continue to monitor and assess total situation.
- Check with section chiefs for periodic updates.
- Reassign personnel as needed.
- Provide status reports to the College Superintendent/President on status of students, staff, and campus as needed.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, etc)
- Develop and communicate revised incident action plans as needed.
- Authorize release of information.
- Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release staff/volunteers as appropriate.
- Remain on site and in charge until relieved or incident concludes.

## **Closing Down:**

- Authorize deactivation of emergency response activities/personnel as appropriate.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed.
- Proclaim termination of the emergency with appropriate notifications.

**Equipment and Supplies:** Campus map(s), disaster response forms, emergency/disaster plan, job description clipboards, appropriate identification, command post organizer, AM/FM radio (battery), bullhorn, two-way radio. Maintained in the LCCD Maintenance Department.

## **PUBLIC INFORMATION OFFICER (PIO)**

**Personnel:** Available staff with assistance from available volunteers (see the emergency PIO box for the current list of trained PIO staff with assigned duties)

**Policy:** The public has the right and need to know important information related to emergencies/disasters at any LASSEN COMMUNITY COLLEGE DISTRICT site as soon as it is available for release.

The District Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If the situation includes outside responders with their own PIOs, they will work as joint commanders with one PIO designated as the official spokesperson for the incident.

News media can play a key role in assisting the ICS by Releasing emergency/disaster related information to the staff, General public and parents. Information released must be Consistent, accurate, and timely.

### **Start-up Actions:**

- Open PIO emergency box and put on identifying “PIO” vest. Activate key team members.
- Determine a possible “news center” site as a media reception area (located away from the CP). Identify the site by using the portable “media center” sign. Get approval from IC. Send team of media escorts to the center.
- Consult with IC and/or responder PIOs to coordinate information release.
- assess the situation and obtain statement from IC. Tape-record if possible.
- Access current media list, cover letters, email addresses, and fact sheets (in PIO emergency box).
- Send out ‘ALL STAFF’ email and voicemail messages describing desired action.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings.

### **Operational Duties:**

- Keep up to date on the situation.
- Provide media with escorts.
- Statements must be approved by the IC, given out at regular intervals, and should reflect:
  - Accurate information relayed in a reassuring manner, avoid speculative comments.
  - Incident or disaster cause and time of origin.
  - Size and scope of the incident.
  - Current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc. Do not release names.
- Resources in use.
- Best routes to and from the school site.
- Background information if appropriate.
- Time of next update release.
- when answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase ‘no comment.’ Remember that after the incident is over, LASSEN COMMUNITY COLLEGE DISTRICT will still rely heavily on the goodwill of the media to relay its messages.

- Remind school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO.
- Get updates from the IC frequently.
- Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour.
- Ensure announcements and other information are translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.
- Create a website link from the LASSEN COMMUNITY COLLEGE DISTRICT Home page to Incident Press Releases.

**Closing Down:**

- At the Incident Commander’s direction, release PIO staff no longer needed.
- Return equipment and reusable supplies to Logistics
- Close out all logs.
- Conduct an internal and external debriefing.

**Aftermath:**

- Remain updated on any subsequent college actions taken.
- Consult with the College IC (and College Legal Counsel if appropriate) before releasing any information
- if allowed, arrange for media interviews with College personnel
- Send follow-up releases highlighting stories such as ‘acts of heroism’ to media outlets.
- Send follow-up ‘All Staff’ email and voice mail if appropriate. Update the website with same information.

**LIAISON OFFICER**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Acts as a liaison between LASSEN COMMUNITY COLLEGE DISTRICT and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster. These agencies may include federal, state, county, hospitals, schools, utilities, Red Cross, etc.

**Start-Up Actions:**

- Identify yourself as the Liaison Officer on the Organizational Chart in the Incident Command Center
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Assign staff to the Assistant Liaison, as necessary
- Put on vest
- Obtain equipment and supplies

**Operational Duties:**

- If no unified command has been established, and as directed by the Incident Commander, report to the Fire/Police command center and establish communication between LASSEN COMMUNITY COLLEGE DISTRICT Incident Commander and the community responders Incident Commander.
- Maintain communications until the incident is closed or until a unified command is established.
- If a unified command is established, then act as the Liaison between LASSEN COMMUNITY COLLEGE DISTRICT and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives
- Provide periodic update briefings to Agency Representatives, as necessary.
- Utilize Liaison back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log, as needed.

**Closing Down:**

- At the Incident Commander's direction, direct staff members to sign out, release staff and deactivate the Liaison Officer position.
- Return equipment and reusable supplies.
- Close out Activity Log and return to Administration and Finance Officer.

**Equipment and Supplies:** Vest, clipboard, paper, pens, two-way radio communication.

## **SAFETY OFFICER**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Develop measures to assure safety. Monitor and assess hazardous and unsafe situations. Has the authority to STOP unsafe acts. Investigate accidents and file proper claims. Responsible for the emotional and psychological safety of LASSEN COMMUNITY COLLEGE DISTRICT personnel. Confirm or determine that appropriate level of inventory or supplies is at hand for crisis response team.

### **Start Up Actions:**

- Identify yourself as the Safety Officer on the Organizational Chart.
- Read the entire Action Checklist.
- Obtain a briefing from the Incident Commander.
- Put on vest.
- Obtain equipment and supplies.

### **Operational Duties:**

- Monitor emergency response activities for safety and appropriate use of equipment.
- Identify and mitigate hazardous or potentially hazardous situations.
- Stop or modify all unsafe operations.
- Participate in planning meetings, anticipate potential safety issues.
- Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain Activity Log.
- Notify insurance company/insurance joint powers authority of loss/damage to property or persons.

### **Closing Down:**

- At the Incident Commander's direction deactivate the Safety Officer position and release staff. Direct staff members to sign out.
- Close out Activity Log and relay pertinent information to the Finance /Administration Section.
- Return equipment and reusable supplies.

**Equipment and Supplies:** Vest, clipboard, paper, pens, radio communication.

## INCIDENT LOG SCRIBE

**Immediate Supervisor:** Incident Commander

**Responsibilities:** To document all actions and communications of the Lassen Community College Incident Command Team.

**Start Up Actions:**

- Obtain equipment and supplies.
- Identify self to the Incident Commander.
- Put on vest.

**Operational Duties:**

- To team with the Incident Commander or other assigned personnel.
- Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel.

**Closing Down:**

- Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/ Finance Chief, as directed.
- Return equipment and reusable supplies; replace supplies as needed.

**Equipment and Supplies:** Vest, clipboard, pens, pencils, paper, flashlight/reading light, watch or stopwatch

## OPERATIONS CHIEF

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Management of all operations directly applicable to the primary mission. Direct the preparation of unit operational plans, request or release resources, and make expedient changes to the Incident Action Plan as necessary, and report such to the Incident Commander. Evaluate and act on operations information. Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Planning/Intelligence, Logistics, and Finance/Administration as necessary.

**Start-Up Actions:**

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- put on position identifier (vest, ID badge, hard hat).

**Operational Duties:**

- establish the Operations Section and develop appropriate action plans.
- Assume the duties of all Operations positions until staff is available and assigned.
- Determine needs and request resources.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Activate and deactivate operational strike teams as needed.
- Report information about activities, events, and occurrences to the Incident Commander and/or appropriate Section Chiefs.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, etc)
- Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.
- Utilize Operations back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

**Closing Down:**

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out.

- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment/Supplies:** Vest, ID badge, handheld radio, bullhorn, aluminum clipboard w/forms, paper, pen, floor plan book, 11x17 campus aerial photo, and emergency vehicle.

## **PLANNING SECTION CHIEF**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Logistics, Operations, and Finance/Administration/Legal as necessary.

**Start-Up Actions:**

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge).

**Operational Duties:**

- Collects and processes situational information about the incident.
- Assists IC in writing the Action Plan.
- Establishes information requirements & reporting schedules for Planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status.
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Assemble information on alternative strategies.
- Consider areas with additional security/safety needs (Child Care Centers, Residence Halls, etc)
- List key issues in section and how to resolve them.

- Provide access to special information resources on student, instructor, course, and building information as needed.
- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

**Aftermath:**

- Assist IC develop plan for internal and external aftermath.
- Access resources needed eg: Counseling support, County Chaplaincy, EAP program.

**Closing Down:**

- At the Incident Commander's direction, release staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment/Supplies:** Vest, ID badge, aluminum clipboard w/forms, paper, pen, list of all available student system programs and appropriate access codes, emergency contact information list of all employees, campus phone directory.

**LOGISTICS CHIEF**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. Additionally, the Logistics Chief is responsible to check and maintain supplies in the 8 building emergency kits in Administration and the Maintenance Department.

**Start-Up Actions:**

- Check in with Incident Commander for situation briefing.
- Open supplies container or other storage facility as directed by the IC.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed
- Ensure that the Command Post and other facilities are set up as needed.

**Operational Duties:**

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IC.
- Ensure sufficient fuel supply such as gasoline, diesel, propane, kerosene and other fuel types.
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters.
- Maintain security of supplies and equipment as directed by the IC.
- Utilize Logistics back up; plan and take regular breaks, 5-10 minutes/hour.

**Closing Down:**

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

**Equipment and Supplies:**

2 way radio, job description clipboard, paper, pens, and all emergency supplies stored on campus, clipboards with volunteer sign-in sheets, forms (inventory of emergency supplies on campus, site status report, communications log, message forms

**FINANCE/ADMINISTRATION/LEGAL SECTION CHIEF  
ACTION CHECKLIST**

**Responsibilities:** Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepare proclamations, emergency ordinances, etc. Advise Board of Trustees of legal matters, as needed. Commence legal proceedings and enforces emergency actions.

**Start-Up Actions:**

- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge)
- Obtain briefing from the Incident Commander

- Set up workstation

### **Operational Duties:**

- Open and maintain section logs
- Confer with Incident Commander on delegation of purchasing authority.
- Determine appropriate purchasing limits.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Determine future Finance/Administration Section personnel and support needs.
- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services.
- Advise the Board of Trustees and the Incident Command Team on the legality, legal implications and politics of contemplated emergency actions.
- Develop the rules, regulations and laws required for acquisition and control of critical resources.
- Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control.
- Ensure investigation of all accidents and prepare necessary claims.
- Document for cost reimbursement.
- Ensure section logs are completed.
- Participate in Action Planning meetings.
- Utilize back up; plan and take regular breaks, 5-10 minutes/hour.

### **Closing Down:**

- Deactivate the Section and close out logs when authorized by the Incident Commander.
- Assign any open actions to appropriate personnel.

**Equipment and Supplies:** Vest, clipboard, paper, pens, radio communication.



❖ **Minor injuries (scrapes, minor cuts, etc.) are those, which are not described above.**

**5. Deaths**

**Number of Deaths**

**Identification Available? (yes/no)**

\_\_\_\_\_

\_\_\_\_\_

**6. Have utilities been shut off?**

**Electric:            Yes            No**

**Water:             Yes            No**

**Gas:                Yes            No**

**Propane:          Yes            No**

**Heating lines:    Yes            No**

**7. Telephone service: Do the telephones work?    Yes            No**

**Back-up communication is:**

**Radio**

**Cellular phone**

**Other Systems (Runners, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Are emergency response units on site?    Yes            No**

**From where:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. What assistance is immediately needed?**

**a.** \_\_\_\_\_

**b.** \_\_\_\_\_

**c.** \_\_\_\_\_

**INCIDENT COMMAND CENTER  
INCIDENT MAP**

	<b>INCIDENT NAME:</b>	<b>DATE PREPARED:</b>	<b>TIME PREPARED:</b>
	<b>PAGE _____ OF _____</b>	<b>PREPARED BY:</b>	<b>NAME &amp; POSITION</b>
		<b>Phone #</b>	







**POST INCIDENT DEBRIEFING**

**Incident Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section** \_\_\_\_\_

**What went well?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**What needs improvement?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Who is responsible for changes? When?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Procedures

## **BUILDING EVACUATION PROCEDURE**

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location of the evacuation zone for your building. Should such a situation occur, the fire alarm horns and strobe lights will be activated and you will need to do the following:

### Faculty Responsibilities

Faculty are to insure that students immediately leave the classroom and building with their personal property (e.g., backpacks, briefcases, etc.). Faculty are to direct students to proceed to the nearest evacuation zone, which is the South side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. (See attached Map). Faculty are to lock their assigned classrooms and leave the building immediately proceeding to the South side of the building waiting for further direction from designated communication liaisons.

### Classified Responsibilities

Classified staff are responsible for locking their offices and immediately leaving the building with their personal property (e.g., purse, briefcases, etc.) proceeding to the nearest evacuation zone, which is the South side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. (See attached Map) There they will wait for further direction from designated communication liaisons.

Supervisors, Maintenance & Custodial (M&O) staff and Designees  
Supervisors, M&O staff and designees shall standby to render assistance to first responders if called upon. All exterior doors are to remain unlocked and a confirmation radioed to the central command post that each building has been evacuated. Supervisors, M&O staff, and designees will then be directed to provide other support or to report to specific evacuation areas where they will act as designated communication liaisons between the central command post, faculty, staff, and students.

### Superintendent/President or Designees

The Superintendent/President or designee will provide further direction via the central command post and will determine if it is safe to return to the buildings. This information will be radioed to designated communication liaisons.

If it is not safe to return to the buildings the designated communication liaisons will be contacted to follow the procedures outlined in the section for Campus Evacuation.

## **CAMPUS EVACUATION PROCEDURES**

In the event of an emergency in which campus buildings have been evacuated, it may be necessary to immediately evacuate the campus as well. Should such a situation occur the following procedures will go into effect.

### Superintendent/President or Designee

The Superintendent/President or Designee will direct the central command post to coordinate the evacuation of the campus.

### Central Command Post

The central command post located in the Superintendent/President's office will contact each designated communication liaisons that their evacuation zone is to leave the campus. This notification will be done sequentially in order to avoid traffic jams by those exiting the campus.

### Designated Communication Liaisons

The designated communication liaisons will radio the central command post that their zone has been evacuated and then report to the location of the central command post for final directions. The Superintendent/President or designee will provide further direction via the central command post.

If it is safe to return to the buildings, the designated communication liaisons will be notified via two-way radio.

If it is not safe to return to the buildings, the designated communication liaisons will be contacted and given direction from the Superintendent/President or designee.

### Evening Classes

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate a building or all campus buildings. If this should occur, the Superintendent/President or designee shall make the decision to evacuate. The Superintendent/President or designee will notify those individuals who make up the central command post to assist in evacuation efforts.

# **FIRE ALARM PROCEDURE**

## **WHAT TO DO IF YOU SEE A FIRE OR HEAR A FIRE ALARM**

### **IF YOU DETECT A FIRE**

Activate a fire alarm pull station (Located at most major exits). Once activated the FireAlarm system automatically notifies the Susanville Fire Department and Emergency Services.

### **IF YOU HEAR THE FIRE ALARM**

Leave the building immediately with your personal property (e.g., purse, backpacks, briefcases, etc.) and proceed to the nearest evacuation zone, which is the South side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. (See attached Map)

**DO NOT USE THE ELEVATOR.**

### **Faculty Responsibilities**

Faculty are to insure that students immediately leave the classroom and building with their personal property (e.g., backpacks, briefcases, etc.). Faculty are to direct students to proceed to the nearest evacuation zone, which is the South side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. (See attached Map). Faculty are to also leave the building immediately proceeding to the South side of the building waiting for further direction from designated communication liaisons.

### **Classified Responsibilities**

Classified staff are to leave the building immediately with their personal property (e.g., purse, briefcases, etc.) proceeding to the nearest evacuation zone, which is the South side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. (See attached Map) There they will wait for further direction from designated communication liaisons.

During a fire alarm or other emergency, the designated communication liaisons will immediately proceed to their assigned areas to communicate instructions.

**IF YOU HEAR THE FIRE ALARM HORNS OR SEE A FIRE**

**!!!! DO NOT USE THE ELEVATOR!!!!**

# FIRE EXTINGUISHER OPERATION PROCEDURE

## P.A.S.S.

**P – Pull the safety pin.**

**A – Aim the nozzle at the base of the fire.**

**S – Squeeze the handle trigger.**

**S – Sweep the nozzle from side to side.**



**Make sure the fire is small and can be successfully fought with a portable extinguisher.....otherwise—evacuate!!!**

**Portable extinguishers are located on every floor in every building at or near the main exits. (See locations on the building evacuation map in each building) Extinguishers are housed in clearly marked cabinets or mounted on walls with red and white “FIRE EXTINGUISHER” signs located above. Each District vehicle is equipped with a small extinguisher.**

## **Gang Violence/Student Riot**

1. Notify police immediately via 911! Coordinate all activities with them when they arrive.
2. Obtain a bullhorn or use a Public Address system for crowd control.
3. Take action to separate and move other students from area of violence.
4. Determine if anyone is injured and take action to obtain medical care; call 911 for an ambulance if required.
5. Direct students and staff not involved in the incident to move/stay inside buildings and if the violence is occurring in a building, move away from that area.
6. If guns are visible, have everyone take cover. Talk and negotiate from cover.
7. If weapons other than guns are visible, have community college/school officials who are responsible for controlling the situation remain a safe distance away while talking/negotiating with gang members/riot leaders.
8. Try to identify gang/riot leaders and appeal to them to help control and calm the situation.
9. Separate gang members or riot crowd and take action to keep them separated.
10. If language is a barrier, seek a translator immediately and try to communicate to gang members that a translator is coming.

## **Hostages**

1. Notify police via 911 ask for advice on actions to be taken while they are in route; maintain communication to provide immediate advice and situation reporting if the event warrants.
2. Unless otherwise directed by the police, do the following while waiting for their arrival:
  - a. Move everyone away from the hostage location.
  - b. Establish contact with the hostage taker if this can be done safely and only if the hostage taker cooperates; otherwise, wait for the police. If feasible, keep a conversation going for it has a calming effect on the hostage taker.
  - c. If there is a telephone in the hostage takers area, disable it by cutting the line, if this can be safely done; if not, call the telephone company and ask them to disconnect the phone. The hostage taker should be isolated from making or receiving off-site calls.
  - d. If the hostage taker is not within voice range, provide him or her with a M&O radio for two-way communications, if this can be done without jeopardizing anyone.
  - e. Gather as much information as possible and try to determine the status of the hostage/hostages.
  - f. Do not attempt to negotiate with the hostage taker unless it is a time-sensitive, life-and-death situation, then:
    - (1) Seek advice from the on-line police person if there is time.

- (2) Do not do anything to put anyone's life in jeopardy or allow the taking of additional hostages.
- (3) Do not allow anyone, including the news media, hostages family, etc., to talk to the hostage taker or hostages or enter the hostage area
- (4) Defer to the police or professional negotiator when they arrive

## **First Aid**

1. Set up the first aid station at a central point, if possible.
2. If there are large numbers of serious injuries, "Triage" (sort according to severity) the patients (see "Triage" checklist).
3. Keep a log of all people treated with their name, injury, and treatment.
4. Keep track of supplies and try to anticipate supplies needed to treat predicted/potential injuries; request additional supplies from nearby locations before they are needed.
5. Coordinate efforts with medical team if on site and, if not, try to establish radio/telephone contact with medical personnel at the nearest medical facility.

## LASSEN COMMUNITY COLLEGE Child Care Emergency Procedures

### Stand-by Lockdown:

If the situation is not critical enough to warrant the disruption of teaching but is serious enough not to want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

### Lockdown

1. All outside doors locked and secured.
2. All outside windows covered if possible.
3. All students and staff move to the most isolated section of the room/building.
4. All equipment and lights turned off.
5. Account for all students and staff under your control.
6. No noise or talking.
7. Wait for administration to contact you.
8. *Only open door or release from lockdown when notified by a person you know.*

### **SHELTER IN PLACE**

1. Same as lockdown procedures.
2. Turn off all heating and air conditioning if possible.
3. If necessary, cover heating and air conditioning vents.
4. If possible, tape all cracks around doors and windows.

### **EVACUATION**

1. Move to the primary, secondary or alternate location as directed by the Incident Commander.
2. Take the crisis response box or bag with you.
3. Close all doors as you leave.
4. Account for all students and staff under your control.
5. Remain in your evacuation area until directed to move by authorized personnel.
6. Return to the facility only upon being released by authorized personnel.



## IMPORTANT TELEPHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

### LASSEN COLLEGE

#### DIAL 911 FOR ALL EMERGENCIES

LASSEN COLLEGE MAINTENANCE DEPARTMENT	(530) 251-8878, cell (530) 310-0487
SUSANVILLE POLICE DEPARTMENT	911 or (530) 257 2171
LASSEN COUNTY SHERRIF DEPARTMENT	911
CALIFORNIA HIGHWAY PATROL	911
SUSANVILLE FIRE DEPARTMENT	911 or (530) 257-5575
ANIMAL CONTROL	911
PARAMEDICS	911

#### **UTILITIES**

CITY OF SUSANVILLE GAS DEPT.	(530) 257-1050
CITY OF SUSANVILLE WATER DEPT	(530) 257-1050
LMUD ELECTRIC UTILITY	(530) 257-4174 or (530) 257-4175

#### **OUTSIDE SERVICES**

FIRE ALARM COMPANY: Simplex Grinell	(888) 746-7539
FIRE EXTINGUISHER/ANSUL COMPANY: Quality Fire Extinguisher	(530) 527-8204
AIR CONDITIONING COMPANY: Carrier	(775) 747-5060
Trane	(775) 745-1522
LOCKSMITH: Hasties Lock and Securities	(530) 310-0111

#### PERSONNEL

LCCD SUPERINTENDENT/PRESIDENT	(530) 251-8820 or
DEAN OF STUDENT SERVICES	(530) 251-8823 or
DEAN OF INSTRUCTION	(530) 251-8852
ADMISSIONS & RECORDS	(530) 251-
MAINTENANCE	(530) 681-1779
PUBLIC INFORMATION SPECIALIST	(530) 661-5731

#### OUTSIDE SERVICES

FIRE ALARM COMPANY	(916) 564-0170 Honeywell
FIRE EXTINGUISHER COMPANY	(916) 455-5630 Sentinel
LOCKSMITH	(530) 666-2454 Wallace
BOTTLED WATER COMPANY	(800) 492-8377 (DS Waters of America)
FOOD SUPPLIERS	(916) 429-6048 GVR Vending
PORTABLE TOILETS	(530) 662-5534 Yolo Pumping Service
FLOODING CLEAN-UP	(530) 662-7178 Luevano Maintenance

#### OUTSIDE ORGANIZATIONS

RED CROSS	(530) 662-4669
SALVATION ARMY	(530) 661-0141

## GLOSSARY OF TERMS

ARC	American Red Cross
CCR	California Code of Regulations – California laws
CMAA	California Mutual Aid Agreement – Legislation stating that different services: police, fire, etc. will work together in major disasters
EOP	Emergency Operations Plan – the plan which if developed and followed during an emergency
ICC	Incident Command Center - the site from which jurisdiction officials direct response during an emergency
FEMA	Federal Emergency Management Agency – Agency established to oversee federal assistance to individuals and local government in the even of major disasters.
Field Response Level	Where emergency response personnel carry out activities in direct response to an incident. The use of the Incident Command System is mandated at this level
Hazard	Any situation or condition that has potential of causing injury to people or damage to property.
Haz Mat	Hazardous materials Incident – a situation involving a spill or uncontrolled escape of a hazardous material.
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System –provides effective incident management through the identification of specific roles and responsibilities and chain of command. Utilizes functional groupings of tasks, management by objectives and unified command.
Local Emergency	The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons or property within local jurisdictional boundaries.
Local Government	District, City, County or other political subdivision of the State and any other public entity for which an application for assistance is made by the State or political subdivision thereof.
MMAA	Master Mutual Aid Agreement – The provision of resources between jurisdictions based on need. Standardized mutual aid systems exist for law enforcement, fire services and other disciplines.
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
Operational Area	A level of the state emergency services organization, consisting of a county and all political subdivisions

Level	within the county's boundaries.
Perimeter	Restricted access areas for an incident established for safety
PIA	Post Incident analysis
PIO	Public Information Officer
Regional Level	Three OES administrative regions: Coastal, Inland and Southern.
SEMS/NIMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
State level	Manages state resources responding to the needs of the state. Final coordination point for mutual aid.
TCP	Traffic Control Point
Utility	Structures of systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation or other similar public services.
Warning	Notifies people of the imminent impact of a specific hazard and protective actions, which should be taken.

## REFERENCES

U.S. Department of Labor  
Occupational Safety & Health Administration: Incident Command System  
<http://www.osha-slc.gov/SLTC/etools/ics/index.html>

Governor's Office of Emergency Services (OES): Emergency Management in California (October 2003)  
<http://www.oes.ca.gov/Operational/OESHome.nsf/LevelTwoWithNav?OpenForm&Key=About+OES>

Practical Information on Crisis Planning: A Guide for Schools and Communities: The Office of Safe and Drug-free Schools U.S. Department of Education (May 2003)

School Safety in the 21<sup>st</sup> Century: Adapting to New Security Challenges  
Post – 9/11

Irvine Valley College: Disaster/Safety Guide for all Faculty, Administrators, Managers & Classified Staff – (JANUARY 2002)

Standardized Emergency Management System: Emergency Management/Multi/Hazard Functional Plan (XXXX).

## Important Links

### PREPAREDNESS

Center for Disease Control and Prevention disaster information  
<http://www.bt.cdc.gov/disasters/>

State Department of Health Services emergency supply kit list of items  
<http://www.dhs.ca.gov/epo/PDF/EmerSupplyHandout.PDF>

American Red Cross disaster preparedness  
[http://www.redcross.org/services/disaster/0,1082,0\\_500\\_00.html](http://www.redcross.org/services/disaster/0,1082,0_500_00.html)

Prepare. Plan. Stay informed. Ready America provides disaster information for individuals and businesses.  
<http://www.ready.gov/>

Federal Emergency Management Agency disaster preparedness  
<http://www.fema.gov/plan/index.shtm>

Official site of the National Flood Insurance Program  
<http://www.floodsmart.gov/floodsmart/pages/index.jsp>

State of California Office of Emergency Services  
<http://www.oes.ca.gov/Operational/OESHome.nsf/1?OpenForm>

Homeland Security Threat Advisory System  
[http://www.dhs.gov/xinfo/share/programs/Copy\\_of\\_press\\_release\\_0046.shtm](http://www.dhs.gov/xinfo/share/programs/Copy_of_press_release_0046.shtm)

### RESPONSE

The California Data Exchange Center (CDEC) installs, maintains, and operates an extensive hydrologic data collection network including automatic snow reporting gages for the Cooperative Snow Surveys Program and precipitation and river stage sensors for flood forecasting.  
<http://cdec.water.ca.gov/>

The California Nevada River Forecast Center (CNRFC) is one of 13 National Weather Service River Forecast Centers in the United States. The CNRFC has hydrologic forecast responsibility for California, most of Nevada, and a portion of southern Oregon.  
<http://www.cnrfc.noaa.gov/>

National Oceanic and Atmospheric Administration (NOAA) weather and Storm Watch  
<http://www.noaa.gov/wx.html>

Federal Emergency Management Agency declared disaster and emergency information  
<http://www.fema.gov/hazard/index.shtm>

California Department of Transportation highway conditions and traffic cameras  
<http://www.dot.ca.gov/roadsandtraffic.html>

The World Health Organization is the United Nations specialized agency for health.  
<http://www.who.int/en/>

California Department of Forestry and Fire Protection fire incident updates  
[http://cdfdata.fire.ca.gov/incidents/incidents\\_current](http://cdfdata.fire.ca.gov/incidents/incidents_current)

## **RECOVERY**

Federal Governments official portal to replace your vital documents including bank statements, birth, marriage and death records, social security cards, passports, etc.  
[http://www.firstgov.gov/Citizen/Topics/PublicSafety/Hurricane\\_Katrina\\_Recovery/Vital\\_Docs.shtml](http://www.firstgov.gov/Citizen/Topics/PublicSafety/Hurricane_Katrina_Recovery/Vital_Docs.shtml)

American Red Cross disaster recovery information  
[http://www.redcross.org/services/disaster/0,1082,0\\_502\\_00.html](http://www.redcross.org/services/disaster/0,1082,0_502_00.html)

FEMA disaster recovery information  
<http://www.fema.gov/rebuild/index.shtm>

Serving the public's requirement for assistance and the governments requirement to provide disaster information and services.  
<https://www.disasterhelp.gov/portal/jhtml/index.jhtml>

## **KIDS**

Caltrans games and activities for kids  
<http://www.dot.ca.gov/kids/>

Are you ready to put your planning skills to good use? Are you ready to help your family get prepared for the unexpected? Your family can use this Web site to create a plan that will help you be ready for many different kinds of unexpected situations!  
<http://www.ready.gov/kids/index.html>

FEMA for kids  
<http://www.fema.gov/kids/index.htm>

“Only you can prevent Forest Fires” Official site for Smokey Bear.  
<http://www.smokeybear.com/default.asp>

California Department of Forestry and Fire Protection kids page  
[http://www.fire.ca.gov/education\\_kids.php](http://www.fire.ca.gov/education_kids.php)

## ESPAÑOL

Los Centros para el Control y la Prevención de Enfermedades (CDC, por sus siglas en inglés) son una organización reconocida --tanto dentro como fuera del país-- como la agencia federal líder en la protección de la salud y la seguridad de las personas.

<http://www.bt.cdc.gov/disasters/espanol/>

Cruz Roja Americana - Es vital que te prepares para las emergencias en la casa, la escuela, el trabajo y la comunidad.

<http://www.cruzrojaamericana.org/general.asp?SN=200>

Al prepararse para una posible situación de emergencia, conviene pensar primero en los fundamentos de la supervivencia: agua potable, comida, aire limpio y retención del calor

<http://www.listo.gov/>

FEMA en Español

[http://www.fema.gov/spanish/index\\_spa.shtm](http://www.fema.gov/spanish/index_spa.shtm)

La Organización Mundial de la Salud, el organismo de las Naciones Unidas especializado en salud.

<http://www.who.int/es/index.html>

En un estado tan propenso al fuego y tan populado como California uno nunca puede hacer demasiado para prevenir los incendios.

[http://www.fire.ca.gov/education\\_es.php](http://www.fire.ca.gov/education_es.php)



# STATE OF CALIFORNIA OFFICE EMERGENCY SERVICES (OES)

## OES Inland Region North

1740 Walnut Street  
Red Bluff, CA 96080  
(530) 529-0409, Fax: (530)  
529-5079

## OES Inland Region Headquarters

3650 Schriever Avenue

Mather, CA 95687  
(916) 845-8470, Fax: (916)  
845-8474

## OES Inland Region South

2550 Mariposa Mall,  
Fresno, CA 93721  
(209) 445-5672

