




Emergency Preparedness Handbook



2008-09

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DECLARATION OF CAMPUS STATE OF EMERGENCY/NOTIFICATION

Declaring an official state of emergency gives the college the right to control access to campus facilities. When this declaration is made, only emergency-related personnel are authorized to be present on campus. District Police will ask those who cannot present proper identification to leave the premises. Unauthorized persons remaining on campus will be subject to arrest in accordance with the California Penal Code.

The authority to declare a campus state of emergency rests with the college President or another designated official. The order of authority delegation is assigned as follows when the President or designate cannot be reached. During class days and evenings:

Yuba College

- 1 College President (530) 741-6707
- 2 Vice President, Academic and Student Services..... (530) 741-6766
- 3 Dean or Other Administrator (*consult district phone directory*)
- 4 Chief of Police (530) 741-6771
- 5 Vice Chancellor Educational Planning (530) 741-6793
- 6 Vice Chancellor Administrative Services (530) 741-6800
- 7 Police Officer on duty (530) 741-6771
- 8 Police Cell Phone (530) 870-1158


Woodland Community College

- 1 College President (530) 661-5711
- 2 Vice President, Academic and Student Services..... (530) 661-4222
- 3 Dean, Student Services (530) 661-4201
- 4 Dean of Instruction (530) 661-5714
- 5 Police Officer on duty (530) 681-8782

Clear Lake Campus

- 1 Campus Dean (707) 995-7904
- 2 Campus Operations (707) 995-7907
- 3 Clearlake Police Department (707) 994-7244

The District Police Officer on duty will notify the appropriate administrators and facilities staff when appropriate. Each administrator so notified has the responsibility to inform the departments and offices under his or her direction as necessary.

 **Tips:**
 Keep a current copy of the District Staff Directory and your Emergency Contact list in your office and at home.

INTRODUCTION

California community colleges, as all local government, cities, counties, special districts, and state agencies, including tribal nations are required by Standardized Emergency Management System (SEMS) to have a written Emergency Operations Plan (EOP).

The procedures in this plan are intended to protect lives and minimize property damage through the effective use of district resources. Since an emergency may come without warning, these procedures are offered as a flexible starting point in the mitigation of any such event.

When an emergency cannot be handled by routine measures as described in this document, the college President or designee may declare a state of emergency and establish an Emergency Operations Center (EOC) in conjunction with supporting Department Command System (ICS) to interact with other local and state agencies through the Yuba County Operational Area's EOC, Yolo County Operational Area's EOC or Lake County Operational Area's EOC.

Contact the District's Emergency Preparedness Coordinator at (530) 741-6771 for additional information on how to receive Department Safety Leader (DSL) training, District Emergency Response Team (DERT) instruction, and tips on obtaining emergency preparedness kits for your work and/or home.

Remember:

- 1. When faced with an emergency situation, your best chance to avoid injury and assist yourself and others to safety is to remain as calm as possible. Only when you remain calm, can you survey the situation around you and decide whether to remain on-site or leave the immediate area.**
- 2. No two emergencies are ever the same, so be alert to instructions from you may not notice. Follow their instructions.**
- 3. Be prepared by having a small personal emergency preparedness kit at your residence, in your vehicle and in your immediate work area.**
- 4. Create an out of state or non-local contact phone number with friends or family to be used to exchange information when the local phone system may be out of order.**
- 5. Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.**

IF THIS OCCURS:

YOUR APPROPRIATE RESPONSE:

Medical Incident or Emergency

Smoldering fire, flames, alarm sounding or the smell of smoke or something burning

Chemical spill or suspected hazardous spill

Natural gas smell or leak

A person behaving out of the ordinary or in a suspicious manner, or perhaps needing an officer's assistance

**Yuba College District Police
CALL (530) 741-6771**

FROM ANY PHONE OR CELL PHONE

**Woodland Community College
CALL (530) 681-8782**

Clear Lake Campus Call the Clearlake Police

CALL (707) 994-8251

If unable to contact District Police call 9-9-1-1 from a district phone.

NOTE:

District Police do not transport injured people or conduct medical evaluations.

REPORTING EMERGENCIES

NON-EMERGENCY SITUATIONS:

CONTACT:

Water Loss
Sewage Leak

Facilities Operations

Power Outage

**(530) 741-6775 for Yuba College or
(530) 681-8065 for Woodland Community College
(707) 995-7907 for Clear Lake Campus**

Elevator Malfunction (Yuba College)
(Woodland Community College)

7:30 AM-4:30 PM

If closed, call District Police

DISTRICT POLICE

**(530) 741-6771 Yuba College or
(530) 681-8782 Woodland Community College**

DISTRICT POLICE

Monday - Friday 4:00AM - Midnight
Saturday 7:00 a.m. - 11:00 p.m.
Sunday 8:00 a.m. - Midnight

Yuba College (530) 741-6771

In the event of an Emergency and unable to contact
a District Police Officer call 9-9-1-1

Monday-Friday 7:30 a.m.-10:30 p.m.
Saturday 7:00 a.m.-6:00 p.m.
Sunday - Call Yuba College

**Woodland Community College
(530) 681-8782**

FACILITIES OPERATIONS: FOR SERVICE	UTILITIES: Repairs to water, gas, electrical and sewage systems.
YUBA COLLEGE CAMPUS (530) 741-6775	STRUCTURES: Repairs to buildings including heating and cooling systems.
Hours: M-F 7:00 AM-4:00 PM	ELEVATOR: Stuck doors, lighting and repair.
Facilities Operations staff are on duty or on-call at all times. the services listed to the right:	EQUIPMENT : Portable pumps, generators, floodlights, welders, forklifts, etc.
WOODLAND COMMUNITY COLLEGE (530) 681-8065	TRANSPORTATION: Vans, light pickup trucks, dump trucks, bucket trucks and tractors.
CLEAR LAKE CAMPUS (707) 995-4169	GROUNDS: Landscape related problems such as limb removal or ruptured sprinkler lines.

TELEPHONE SYSTEMS..... (530) 741-6981

Hours: M-F 8 AM - 5 PM
Located in Building 1300 (OSUNA HALL)

Pay phones may be operative
during emergencies when the
campus system is down.

RESOURCES


DISTRICT HUMAN RESOURCES (530) 741-6976

District Office / Yuba College

Hours: Monday-Friday 8 AM - 5 PM

DISTRICT HAZARDOUS MATERIALS OFFICE (530) 741-6775

Hazardous Material Specialist




*Services:
The Hazardous Materials Specialist offers technical advice and support for hazardous material emergencies and safety.*

DISTRICT PURCHASING DEPARTMENT (530) 741-6801

Yuba College

Hours: Monday-Friday 8 AM - 5 PM



*Services:
Emergency procurement of materials and services.*

DISTRICT RECEIVING (530) 741-6775

Located in Facilities Operations Building 1400

Hours: Monday-Friday

8 AM - Noon and 1 PM - 4 PM




*Services:
Emergency delivery of materials.*

Woodland (530) 681-8065

PUBLIC INFORMATION OFFICER (PIO) Yuba College (530) 741-6726

Yuba College Hours: Monday-Friday 8 AM - 5 PM

Woodland Community College (530) 661-5731



*Services:
Responds to media inquires and acts as official District Spokesperson.*

The District is prepared to provide emergency notification appropriate to any given circumstance in the most expedient manner necessary to protect lives and property.

THERE ARE TWO TYPES OF NOTIFICATIONS

Immediate - To provide warning of an event and recommend a course of action.

Long term - To provide information regarding an event as well as the current conditions such as closure and access restrictions.

NOTIFICATION/INFORMATION ALERTING METHODS

Face to Face - Contact with police, fire, EMS, Department Safety Leaders and college administrators

Loudspeaker- Hand-held and police vehicle public address systems

Audible Alarms-Existing evacuation and fire alarms in buildings

Alerting Stations - Wall mounted office, hallway mounted text display terminal (when installed)

Information Line - A specific phone number where updates can be obtained

E-mail - Bulk sending of messages to provide information (when installed)

Text Messages - Mass contact using pre-registered listings of names

Flyers - Posted flyers to provide updates (as needed)

Display Boards - Fixed and mobile display signs that provide information



BOMB THREAT

CALL: DISTRICT POLICE

Yuba College (530) 741-6771

Woodland Community College (530) 681-8782


Clearlake Police Department (707) 994-8251

Bomb threats usually occur by telephone. Remain calm and get as much information as you can. Use the checklist on the following page.

1. After following the checklist on the next page, call District Police. Give your name, location, telephone number, and any information from the checklist.
2. Inform your supervisor or department chair.
3. Make a quick visual inspection of your area for suspicious objects (anything you do not recognize).

- DO NOT open drawers or cabinets.
- DO NOT turn lights on or off.
- DO NOT touch, tamper with, or move suspicious objects.
- Report all suspicious objects to District Police.


BOMB THREAT

 *Bomb Threat Checklist on next page.*

BOMB THREAT CHECKLIST

Time Call Received: _____

Person Making Threat said: _____

Questions to Ask:

1. When is the bomb going to explode? _____

2. Where is it right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why (did you place the bomb)? _____

8. What is your address? _____

9. What is your name? _____

Sex of caller _____ Age _____ Accent (if any) _____

Length of call _____

Caller's Voice:

- | | | | | |
|----------------------------------|-----------------------------------|--------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar | <input type="checkbox"/> Ragged |

If familiar, whom did it sound like? _____

- | | | |
|--------------------------------|----------------------------------|--|
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice |

Background Sounds:

- | | | | |
|------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Street noise | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | <input type="checkbox"/> Long distance call |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machines | <input type="checkbox"/> Local call | <input type="checkbox"/> Phone booth |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal sounds | <input type="checkbox"/> Jet engines | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory or industrial noises | | |

Threat Language

- | | | |
|---|--|--|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Foul, abusive | <input type="checkbox"/> Incoherent/irrational |
| <input type="checkbox"/> Message read by threat maker | <input type="checkbox"/> Taped message | |
| <input type="checkbox"/> _____ | | |

Name of person taking the call: _____

Date _____


BOMB THREAT

CRIME IN PROGRESS AND/OR VIOLENT DISRUPTIVE BEHAVIOR

For life threatening and violent situations:

CALL DISTRICT POLICE AT (530) 741-6771 IMMEDIATELY
(Woodland Community College call (530) 681-8782)
(Clear Lake Campus call Clearlake Police Department (707) 994-8251)

When officers arrive, direct them to the scene.

Avoid risks. Take cover in the event of gunfire or other assaults.

Report all other suspicious situations or persons to District Police.

Students, faculty and staff located away from District properties have the option to call the appropriate local law enforcement agency number listed below:

Yuba County Sheriff's Department (530) 749-7777

Woodland Police Department (530) 666-2411

Clearlake Police Department (707) 994-8251

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations are peaceful. Carry on business as normally as possible.
Do not provoke or obstruct demonstrators.

Take no action unless:

- The demonstration **Interferes** with normal operation.
- The demonstration **Prevents access** to facilities.
- The demonstration **Threatens Physical Harm** to persons or damage to facilities.

DURING AN EARTHQUAKE

Seek cover, tell others to seek cover and protect your head

If you are indoors, stay there – get under a desk or table away from glass and heavy equipment. People in wheelchairs move quickly toward cover between doorways, if possible, and lock your wheels.

Outdoors, move to an open area away from falling hazards.

Avoid utility lines – they may be energized.

Be ready for more shaking!

AFTER THE QUAKE

Stay calm and evaluate your surroundings

Yuba College CALL (530) 741-6771

Woodland Community College CALL (530) 681-8782

Clear Lake Campus CALL Clearlake Police Department (707) 994-8251

Evacuate as necessary (fire, gas leaks, etc.), follow the directions of emergency personnel.

Regroup and take roll - notify responding emergency personnel of missing or injured.

Give first aid based upon your level of training.

Do not reenter damaged buildings.

Move to Evacuation Assembly Areas for further information and assistance.

Locate your Department Safety Leader for help and/or guidance.

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

EVACUATE A BUILDING WHEN

- The evacuation/fire alarm sounds
- You smell gas
- You smell or see fire or smoke
- District Police or other law enforcement agencies instruct you to do so

REMEMBER:

Do not use elevators during a fire or earthquake

Do assist those with disabilities to exit the building

Leave the building via nearest stairway or exit. Instructors will direct individuals from their respective classes and bring the class roster to be able to take roll.

Once outside, go to the designated assembly area (see campus maps). Instructors must take roll! Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building until instructed that it is safe to do so.

CAMPUS EVACUATION

District Police will announce a complete evacuation if necessary by public address systems, e-mail, text messaging and posted notices. All persons will vacate the campus as directed or be subject to arrest for disruption of District operations.

Do not use elevators during fire or earthquake and remember to assist those with disabilities to exit buildings. (See stair-chair instructions on page 14.)

STAY CALM! BE ALERT

Yuba College Call (530) 741-6771

Woodland Community College Call (530) 681-8782

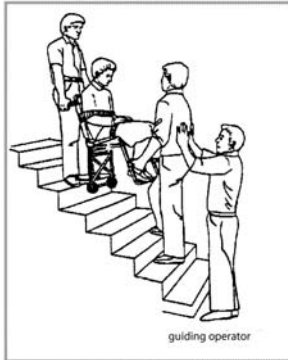
Clear Lake Campus CALL Clearlake Police Department (707) 994-8251

See stair-chair instructions and locations on next page

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

EMERGENCY SAFETY PROCEDURES FOR CHAIR

1. Make sure the chair is completely unfolded and locked before using it. Improper use can cause injury.
2. Make sure the restraints are secured around the person on the chair at all times.



USING THE WHEELCHAIR ON STAIRS

When using the chair on stairs have a third operator support and guide the other operators.



ROLLING THE WHEELCHAIR

Roll the chair on flat, smooth surfaces. In other situations, carry the chair.

To roll the chair, push the top of the back frame.



CARRYING THE WHEELCHAIR

Grasp the rear carrying handles.

Have the second operator face the person and grasp the front carrying handles.

Lift and carry the chair.

NOTE - SOME CHAIR DESIGNS MAY DIFFER, SO ALWAYS REQUEST TRAINING FROM DSP&S IF EQUIPMENT IN YOUR AREA IS EITHER A SINGLE PERSON OR MULTIPLE PERSON USE

NON-EMERGENCY SAFETY PREOCEDURES FOR CHAIR

1. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College
2. District Police will contact Custodial Services for assistance.
3. District Police will contact Facilities Operations and notify them that the elevator is not working.

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

FIRE & SMOKE

Always call District Police (530) 741-6771 Yuba College,
(530) 681-8782 Woodland Community College
(707) 994-8251 Clear Lake Police Department

- Leave the room and close the door.
- Sound the buildings evacuation alarm.
- Evacuate the building and proceed to the assembly area.
- Notify police or firefighters if you believe someone may be trapped inside the building.

*If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) against the inside of the closed window as a marker for rescue crews. If there is no window, get down on the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.***

- If you know how to use the fire extinguisher, you may choose to extinguish small fires. Make sure that you have an exit behind you so you will not become trapped.

FIRE & SMOKE

EXAMPLES OF WHEN TO CALL DISTRICT POLICE

Yuba College Call (530)741-6771

Woodland Community College (530) 681-8782

Clear Lake Campus CALL Clearlake Police Department (707) 994-8251

1. You smell but cannot see smoke or if you see smoke coming from the ventilation system.
2. If a fire or evacuation alarm sounds.
3. Call for every fire, no matter how small, even if the fire is already out, since a report is required by law.

Very Important:

Learn the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them NOW! CONTACT THE DISTRICT POLICE DEPARTMENT FIND OUT HOW TO SIGN UP FOR TRAINING (530) 741-6771

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

HAZARDOUS MATERIALS RELEASE

WHEN REPORTING A SPILL, TELL...

- Location (including room number if inside a building)
- Name (description, if qualified to do so)
- Injuries
- Your Name
- Department and phone extension

Very Important:

All spills must be RECORDED (in a spill log) and some must also be REPORTED to regulatory authorities. Fill out departmental hazardous materials spill log and also report ALL hazardous material incidents to the
MAINTENANCE OFFICE AT:

(530) 741-6775 Yuba College

(530) 681-8065 Woodland Community College

WHAT TO DO

Clear the affected area. Seal it off to prevent further contamination.

If you are contaminated by the spill, avoid contaminating others. Remain in the vicinity at a safe distance. Obtain first aid and cleanup by specialized authorities at once.

In the event of a gas leak, cease all operations and leave the building immediately.

DO NOT SWITCH OFF OR ON LIGHTS OR ELECTRICAL EQUIPMENT OF ANY KIND!

Electrical arcing may trigger an explosion!

**FROM ANOTHER BUILDING OR REMOTE LOCATION,
CALL DISTRICT POLICE AT**

(530) 741-6771 Yuba College or

(530) 681-8782 Woodland Community College

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

ACTIVE SHOOTER

If you hear gunfire, the first course of action is to take cover. Your best chance to avoid injury is for you to remove yourself from sight. This can be done in several ways:

- If you are confronted while sitting or standing, immediately fall to the floor.
- Walking down a hallway move around a corner and look for an open door in which to hide.
- When outdoors, get behind a tree and don't leave it until the police tell you it's OK.
- Should you be in a parking lot, get down behind the engine area of a car near the front wheel.
- Close, lock, barricade if possible, all doors leading to where you are hiding.
- If a classroom is equipped with blackout curtains or shades, close them and turn off the lights.

Use a telephone or your cell phone dial 911 or campus telephone 9-911 and/or the YCCDPD police at (530) 741-6771 Yuba College, (530) 681-8782 Woodland Community College, (707) 992-8251 Clearlake Police Department and report the situation.

Be prepared to provide five pieces of information:

1. Your name
2. Location
3. Describe the shooter's clothing if seen and think (hair or hat, shirt, pants and shoes)
- 4 Where was the shooter(s) and where was the shooter(s) headed
5. Injuries to yourself or others around you

If you are wounded, stay calm and apply pressure to slow down the bleeding. Call out for help when you hear the police searching your area.

Protocol that deals directly with response to such situations and will send its own specialized Active Shooter Response Team to the scene. District Police are prepared to directly intervene with the actions of the shooter to mitigate the situation while conducting simultaneous rescue operations.

ACTIVE SHOOTER

Strategies for Survival:

Get Out! ESCAPE

Take Cover (get behind something that will stop a bullet, look for chances to ESCAPE

- 1) Hide (look for a chance to ESCAPE)
- 2) Play Dead (look for a chance to ESCAPE)
- 3) Attack the Attacker (LAST RESORT)

Active Incident Safe Place:

- 1) At least two exits
- 2) Doors that lock
- 3) Furniture to block the doors
- 4) Telephone
- 5) Keep cell phones on vibrate
- 6) Windows offer an avenue of escape
- 7) Look for chances to ESCAPE

Provide a Location of Incident:

- 1) Notify Police of your location and medical needs
- 2) Building name, floor level, room number
- 3) Describe briefly what is happening; man or woman with a gun shooting
- 4) Provide your name and phone number
- 5) Suspect physical description
- 6) Weapon description
- 7) Report any injuries

Follow Police Directions:

Do not touch suspected explosives.

- 1) If safe, do not hang up on Police dispatch until directed to do so.
- 2) If able, provide first aid.
- 3) Stay calm and remember your personal plan.
- 4) Always look for a chance to ESCAPE

PSYCHOLOGICAL CRISIS/DISRUPTION

1. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College, to the scene whenever a disruption or crisis occurs.
 2. District Police will call members of the Crisis Intervention Resource Team (students) or the Employee Crisis Assessment Team (staff) to consult and assist as needed.
-

CRISIS INTERVENTION FLOW CHART

Faculty • Students • Administration • Other



DISTRICT POLICE



Crisis Intervention Resource Team (Students)



The employee Crisis Assessment Team



Intervene



Assess



Make Referrals

PSYCHOLOGICAL CRISIS/DISRUPTION

Any situation involving significant trauma, threat, injury or death is likely to cause strong emotional reactions that can interfere with functioning either at that time or later.

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

UTILITY FAILURE AND/OR VENTILATION PROBLEM

Call the appropriate site's facility office at the number listed below. When Facilities Operations personnel are not available, call District Police (530) 741-6771.

Yuba College Facilities Operations	(530) 741-6775
Woodland Community College Facilities Operations	(530) 681-8065
Clear Lake Campus Operations	(707) 995-7900

Gas leak

Stop all operations. Leave the building. Do not switch off or on lights or any electric equipment because it could trigger an explosion! Do not use building alarms during serious gas leaks. From another building call District Police (530) 741-6771 Yuba College, (530) 681-8782 Woodland Community College.

Smoke

If smoke odors come from the ventilation system, immediately notify District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College. See "Fire & Smoke" page 15.

Plumbing failure or flooding

Stop using all electrical equipment. Vacate the area if necessary. Notify Facilities personnel at your site using the appropriate number from page 6.

Elevator failure (Yuba College or Woodland Community College)

Notify Facilities personnel at your site using appropriate number listed above. If you are trapped in the elevator, notify District Police using the emergency phone. If there is no phone in the elevator, turn on the emergency alarm (in red) located on the front panel to signal for help.

Electrical or light failure

Campus building lighting may not provide sufficient illumination for safe exiting. Keep a lightstick, flashlight and portable radio available for emergencies.

MEDICAL AND FIRST AID

CALL DISTRICT POLICE

(530) 741-6771 Yuba College or
(530) 681-8782 Woodland Community College

****without delay from anywhere on district properties.**

IF UNABLE TO CONTACT DISTRICT POLICE CAL 9-9-1-1 FROM A DISTRICT PHONE.

LIFE THREATENING EMERGENCIES

- Severe chest pains
- Uncontrolled bleeding
- Respiratory distress or stopping of breathing
- Prolonged unconsciousness
- Any complaint or observation that indicates head or spinal cord injury
- Shock
- Choking
- Poisoning
- Overdose
- Severe Burns

NOTE:

District Police do not transport injured people or conduct medical evaluations.

VERY IMPORTANT:

Provide first aid based upon your level of training

FIRST AID FIRSTS

1. Survey the scene for safety. (e.g., are there fallen electrical lines?)
2. Evaluate the injury. Is the person conscious? Breathing? Has a pulse?
3. Do not move the person or allow them to get up and walk around. If safety requires that you move the person, always consider the possibility of spinal cord injury.
4. Do not give fluids to an unconscious or partially conscious person.
5. Help the person maintain body temperature by covering with blankets, newspaper or clothing.
6. Look for any emergency medical identification (card, bracelet or necklace) that may explain the individual's condition.
7. Loosen constricting clothing with care.

NOTE:
When you provide assistance, you must document the incident by filling out the YCCD "Incident Report" form.

FIRST AID FIRSTS-BURNS-CUTS

BURNS

1. Immediately immerse burned area in cold water for 15 minutes as long as there is no open skin and/or blisters.
2. For severe burns with open skin and/or blisters, cover with a sterile gauze dressing and do not open blisters.
3. Chemical burns: Brush away material; flush immediately with large quantities of water for 15-20 minutes.

CUTS

1. Clean superficial cuts with soap and water and apply bandage.
2. Deep cuts should be treated as follows:
 - Apply pressure over wound with clean cloth or sterile gauze.
 - Apply additional dressing and bandage snugly if bleeding through.
 - Elevate the injured area, if possible, and do not remove the dressing.

NOSEBLEEDS

1. Keep person quiet and sitting upright.
2. Assist the person to pinch nostrils and maintain pressure until the bleeding stops.
3. Cold compresses may be applied to the face or nose after the bleeding has stopped.
4. Instruct the person to avoid nose blowing for at least one hour.

PUNCTURE WOUNDS

Puncture wounds may be caused by pointed objects such as nails, pins or splinters.

1. Allow the wound to bleed freely.
2. Wash with soap and water.
3. Clean outer area with hydrogen peroxide, if available.
4. Apply sterile gauze dressing.
5. If object is still imbedded, do not remove it.
6. Notify District Police at (530) 741-6771 Yuba College or (530) 681-8782 for Woodland Community College.

FRACTURES - DISLOCATIONS - SPRAINS

Suspect a possible fracture if the following symptoms are present:

1. Obvious deformities, crookedness, or rotation.
2. Difference in length and shape of corresponding bones
3. Swelling and pain
4. Loss of sensation.
5. In cases of major joint injury (knee, hip, shoulder, ankle) or suspected back or neck injury, do not move the person.
6. Have someone call District Police at (530) 741-6771 Yuba College or (530) 681-8782 for Woodland Community College.
7. Do not move the injured part.
8. Support the injured part, using cardboard, newspaper or magazines for splints
9. Elevate the injured part and apply ice, if possible.

CHOKING

If the victim **can** cough, speak or breathe, **do not interfere**.

If the victim **cannot** cough, speak or breathe:

**CALL DISTRICT POLICE AT
(530) 741-6771 Yuba College or
(530) 681-8782 for Woodland Community College**

For Incidents at the Clear Lake Campus call Clearlake Police Department (707) 994-8251.

TAKE ACTION!

For a conscious victim:

1. Standing behind the person grasp your fist with your other hand and press it into the victim's abdomen between the rib cage and the waist with a quick inward and upward thrust.
2. Repeat 6-10 times, if needed.
3. Repeat until effective or victim becomes unconscious.

For an unconscious victim:

1. Use head tilt/chin lift to open airway.
2. Try to ventilate (at least twice).
3. Give 6-10 abdominal thrusts. Put the heel of one hand on the victim's abdomen between the rib cage and waist. With your shoulders directly over the victim's abdomen, press inward and upward with quick thrusts.
4. Look for obstruction.
5. Repeat (previously listed steps 1-5) until effective.
6. Continue rescue breathing or CPR as indicated. Everyone should learn how to perform the above steps for choking victims and should be properly trained in how to give CPR (cardiopulmonary resuscitation).

CAUTION:
Abdominal thrusts may cause injury. Do not give abdominal thrusts to a pregnant woman. Practice abdominal thrusts on life-size dolls or mannequins. Do not practice on people.

DIABETIC EMERGENCIES

Diabetes can produce two kinds of emergencies: one from too much insulin (insulin shock), the other from lack of insulin (diabetic coma). Both emergencies may cause unconsciousness.

Insulin reaction (shock) signs/symptoms

- Weakness
- Moist, pale skin
- Intense hunger
- Drowsiness
- Normal or shallow respiration
- Irritability
- Headache

IMPORTANT:
*Blood sugar is too low:
 The patient needs sugar immediately!
 The patient needs medical attention!*

Treatment for insulin reaction

If conscious give sugar call District Police at
 (530) 741-6771 Yuba College or
 (530) 681-8782 Woodland Community College

If unconscious, do not give anything by mouth - call District Police at
 (530) 741-6771 Yuba College or
 (530) 681-8782 Woodland Community College

Diabetic Coma Signs and Symptoms

- Dry, flushed skin
- Weak, rapid pulse
- Deep and noisy sleep
- Excessive thirst
- Dull and sleepy
- Acetone odor to breath

IMPORTANT:
Blood sugar is too high: this patient needs medical attention!

Treatment for Diabetic Coma

Get medical attention immediately!
Call District Police at
(530) 741-6771 Yuba College or
(530) 681-8782 Woodland Community College.
(707) 994-8251 Clear Lake Campus contact Clear Lake Police Department

Diabetics are usually well-informed about their illness and understand both the complications that may arise and the preventive measures and helpful interventions applied to these complications. Many diabetics wear or carry a Medic-Alert and/or a bracelet alerting others to their condition in the event they lose full consciousness.

DIABETIC EMERGENCIES

FAINTING

1. Lay the person flat or have him/her sit in a chair with the head lower than the knees. Loosen any constrictive clothing.
2. Keep the person warm and try to determine if any injury has occurred from falling.
3. A person who has fainted should not be sent away without further evaluation and assistance even though he/she may appear to have recovered.
4. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College.

UNCONSCIOUSNESS

1. Keep the person flat and maintain an open airway.
2. Check for breathing and pulse. Administer artificial respiration or CPR as needed.
3. Do not move or leave the person unattended.
4. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College.

HEAD INJURY

1. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College.
2. If unconsciousness, convulsions, or the discharge of blood or fluid from the ears occurs, do not move the person.
3. If the person has a severe headache, nausea, vomiting, incoherence or a dazed appearance, do not move the person and do not give fluid.

SUSPECTED INJURY TO THE HEAD

1. Call District Police (530) 741-6771 Yuba College or (530) 681-8782 Woodland Community College, Clear Lake Campus Contact Clear Lake Police Department (707) 994-8251 or 9-9-1-1.
2. Allow the person to rest and apply ice to the affected area.
3. Observe the person for symptoms as above.
4. Caution against over activity.

SUSPECTED HEART ATTACK - STOPPAGE OF BREATHING

EARLY WARNING SIGNS OF A HEART ATTACK

- Chest pains that may affect left arm, shoulder or jaw
- Pale bluish discoloration of skin and fingernails
- Shortness of breath, nausea, weakness or anxiety with heavy perspiration

FIRSTAID UNTIL HELP ARRIVES

1. Have someone notify EMS by calling (530) 741-6771 Yuba College, (530) 681-8782 Woodland Community College, (707) 994-8251 Clear Lake Campus or 9-9-1-1 immediately from a district telephone.
2. If conscious, help individual to the least painful position, usually sitting with legs up and bent at the knees. Loosen constrictive clothing around neck and midriff.
3. If unresponsive, open airway, check for breathing and if absent provide 2 breaths or rescue ventilations per your training.
4. Check for pulse; if absent, begin CPR as per your training.
5. CPR consists of 2 ventilations followed by 30 compressions - repeat until EMS arrives.

STOPPAGE OF BREATHING

When a person cannot breathe on their own due to electric shock, drowning or asphyxiation, the first four minutes are the most critical!

WHAT TO DO

1. Have someone call District Police at (530) 741-6771 Yuba College or (530) 681-8782 for Woodland Community College. For the Clear Lake Campus call the Clearlake Police Department (707) 994-8251.
2. **Open airway**
 - a) Tilt head back with one hand
 - b) Place fingertips of other hand under chin to lift jaw
3. **Listen for breathing for 5 seconds**
4. **If not breathing:**
 - a) Maintain open airway with head tilted back
 - b) Pinch off nostrils
 - c) Seal your mouth around the victim's mouth; give one full breath every 5 seconds (every 4 seconds for children, every 3 seconds for infants).
5. **Check pulse after first two minutes** If no pulse, perform CPR if trained (2 breaths/30 compressions).

POISONING

Possible symptoms:

- Vomiting and heavy labored breathing.
- Deep sleep (unconsciousness) from which the person cannot be aroused.
- Eye pupils are very small or very large.
- Strong smell to the breath, such as gasoline.
- Burns around the mouth.

RESPONSE

If the person/victim is unconscious, **DO NOT** give fluids.

1. Have someone call District Police at (530) 741-6771 Yuba College or (530) 681-8782 for Woodland Community College. Clear Lake Campus call the Clearlake Police Department at (707) 994-8251 immediately or 9-9-1-1.3
2. Identify the poison, if possible.
3. Call the California Poison Control Center (1-800-222-1222) and follow their instructions.
4. **DO NOT** induce vomiting unless instructed to do so by the Poison Control Center or Verified Medical Emergency officials.

POISONING

SEIZURES

CALL DISTRICT POLICE

(530) 741-6771 Yuba College or

(530) 681-8782 for Woodland Community College.

For incidents at the Clear Lake Campus call Clearlake Police at (707) 994-8251

SOME SEIZURES CAN BE LIFE THREATENING

1. Lay the person flat, face turned to one side to keep the airway clear and prevent choking.
2. Do not restrain person's movement.
3. Remove chairs, desks, or other nearby hazards that the person may hit.
4. Protect head from injury.
5. Do not place any objects between his/her teeth.
6. Do not try to revive him/her with fluids, stimulants, fresh air or walking.
7. Do not use artificial respiration unless breathing is absent after muscle jerks subside or unless water has been inhaled.
8. Do not panic. Usually the seizure will subside and the person will recover. District Police will dispatch medical personnel to do an evaluation.

MEDICAL EVALUATION IS CRITICAL FOR ANY OF THE FOLLOWING:

- If the seizure has happened in water.
- If there is no medical I.D. and no way of knowing whether the seizure is caused by epilepsy.
- If the person is pregnant, injured or diabetic.
- If the seizure continues for more than five minutes.
- If a second seizure starts shortly after the first has ended.
- If consciousness does not start to return after the shaking has stopped.

MEDIA RELATIONS

MEDIA GUIDELINES FOR CRISIS SITUATION

Only authorized spokespersons from the District and/or college Public Relations Office will speak with the media.

Authorized spokespersons will give only factual information. No speculations will be offered.

Instructions

- Never speak to representatives in a crisis situation.
- Refer all calls from the media to the Public Relations Office:
Yuba College & Clear Lake Public Relations Office (530)741-6726
Woodland Community College Public Relations Office (530)661-5731
Chancellor's Office (530)741-6971
- District Police will inform the President's Office and Public Relations of the District's incidents.

PRESIDENT

The college Presidents or designated alternate as Incident Commander is responsible for the overall direction of campus emergency operations as outlined in the Incident Command section of this handbook.

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

Before the emergency:

- Appoint a person as the building/facility Department Safety Leader. District Police Department will maintain a roster of safety leaders and coordinate training.
- Develop and maintain a home/work “telephone tree” and work schedule in order to be able to notify employees in an emergency. (see form on next page). Instructors are required to maintain a current enrollment list.
- Review your building evacuation plan. This plan should include basic procedures for alerting students and staff, coordinating the evacuation and listing all individuals successfully evacuated. Predetermine which Evacuation Assembly Area is most appropriate.
- Schedule training time for employees in the evacuation plan, Emergency Preparedness Handbook or other emergency procedures.

During the emergency:

- Notify employees of the emergency and if the need to evacuate.
- Evaluate and document:
 - a. Employees and/or students trapped, missing, or otherwise unaccounted.
 - b. Injuries to any individuals (or animals).
 - c. Building or structural damage.
 - d. Gas and water leaks, hazardous material spills or other unidentified fluid leaks.
 - e. Electrical or communications failure.
- Immediately send a copy of your written evaluation to District Police.
- Instruct employees to keep a written or recorded log of activities and hours worked since as per State Law they are considered Disaster Service Workers.

TELEPHONE TREE

Each department should set up a simple “telephone tree” in which some employees are assigned to call others (who would also call others) so that in an emergency Manager, Department Chair, and/or Supervisor to fill out with a list of the employees he/she supervises. Keep it up to date and with the plan in case you need to contact those you supervise.

Department _____

Department Chair _____

Manager _____

Area _____

Supervisor _____

Employee Name _____

Campus Extension _____

Home Phone _____ Cellular Phone _____

Who will call this person? _____

Contacted: Yes No

Department _____

Department Chair _____

Manager _____

Area _____

Supervisor _____

Employee Name _____

Campus Extension _____

Home Phone _____ Cellular Phone _____

Who will call this person? _____

Contacted: Yes No

FACULTY/CLASSROOM PREPAREDNESS TIPS

The instructor, as the authoritative figure in the classroom, can influence how students respond in an emergency. Calm, collected and clear directions by the instructor will have a calming effect. In order for an instructor to exhibit this controlled demeanor, they should mentally rehearse their potential responses prior to the onset of an emergency situation.

Emergency Preparedness Handbook (EPH):

Every department, office, conference room, workroom and classroom must have a copy of the Emergency Preparedness Handbook which covers specific procedures for faculty and staff for various emergencies. Instructors will find it helpful to review its information and develop their set of response guidelines based upon their classroom and specific situation. If any EPH Handbook is missing, notify your department chair without delay to obtain a replacement.

Evacuation Routes:

All YCCD buildings should have posted evacuation routes. Check your surrounding area for an evacuation route placard. If you cannot locate posted evacuation route, call the District Police (530) 741-6771.

Evacuation Assembly Area:

After a class evacuates, it is important to reassemble students in a pre-determined area where role can be taken and additional information provided. If there is a person with a disability in the class, the instructor must familiarize themselves with that persons specific needs and whom within the class may assist them. The EPH shows suggested safe areas to use in the event of a major incident.

Earthquakes:

Most of the injuries are caused by items such as books, shelves, light fixtures and ceiling tiles falling onto the occupants. So, the first thing to do during an earthquake is to take shelter under desks and tables and to cover your head. If the shaking has damaged the building, tell the students to collect their possessions and follow you to the assembly area designated in the EPH or an alternate spot pre-determined by you.

Active Shooter:

If you hear gunfire, your best chance to avoid injury is to remove yourself and your students from sight. This can be done in several ways; close and barricade all doors leading to your classroom, shut shades, turn off lights. If a shooter has entered your classroom and begins firing, fall to the floor in an attempt to become as small a target as possible. Remember, District Police Officers are trained and practiced as Contact Team members. They will respond without delay to begin a rapid search toward the gunfire to meet the shooter. If you are outside, take cover behind an automobile, tree or wall. Do not move until law enforcement teams have told you it is safe to do so.

Power Outage:

If the power goes out during class and does not return in a reasonable length of time (10 to 15 minutes), then evacuate the classroom. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the rooms, hallways or stairways.

Reporting an Emergency:

Know the location of the nearest telephone to each classroom or lecture hall.

1. Call the District Police at (530) 741-6711 for Yuba College or (530) 681-8782 for Woodland College. For the Clear Lake Campus, contact Clearlake Police at (707) 994-8251.
2. Report power and utility issues directly to Facility Operations at (530) 741-6775 Yuba College, (530)681-8065 Woodland College or (707) 995-7900 Clear Lake Campus.
3. When using a cell phone, try to avoid calling 9-1-1 and instead use direct numbers
For further information contact Emergency Preparedness Coordinator District Chief of Police (530) 741-6771 or email him at cwilkins@yccd.edu.

EMERGENCY

- In the event of a regional incident involving the entire district, the Building 300 conference room will be set up and staffed by designated Emergency Operations Center (EOC) personnel. The EOC will be supported by the District Police dispatch center, local Department Operation Centers (DOC) and the Incident Command Post (ICP). The EOC can be activated to any of three levels: Monitor with staff, Partial or Full Activation.
- In the event of an emergency involving only a single campus or off site facility, a local Department Operation Center (DOC) may be setup and staffed by Command Post.

INCIDENT COMMAND POST

If the emergency involves only one building or a small part of a campus, the mobile incident command post can be set up near the emergency scene to provide localized management of the incident without activation of either an EOC or DOC. The ICP will contain all the necessary support equipment to manage a scene.

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

INCIDENT COMMAND SYSTEM (ICS)

COMMAND SECTION

The District Chancellor (or designated individual) is the Incident Commander in any disaster. The Incident Commander or designee will activate the Incident Command System (ICS) and determine what level of response is appropriate to the situation.

Responses can range from simple activation of the District's Incident Command Post to handle the situation in the field or a phased escalation beginning with an individual campus Department Operations Center (DOC) to a full or partial activation of the District's Emergency Operations Center (EOC). When the President cannot be contacted, the first available person listed on the declaration list on page 3 of this document will serve as the Incident Commander until the President is contacted and can either assume command or assign a person to act on his/her behalf.

OPERATIONS SECTION

The District Police Chief (or designated individual) heads the Operations Section, coordinating police, facilities, health services, and DSP&S resources.

PLANNING SECTION

The Vice Chancellor of Education Planning and Services (or designated individual) heads the planning section. This section collects, analyzes, and tracks incidents information utilizing status boards. The section also sets goals and creates timelines for other section.

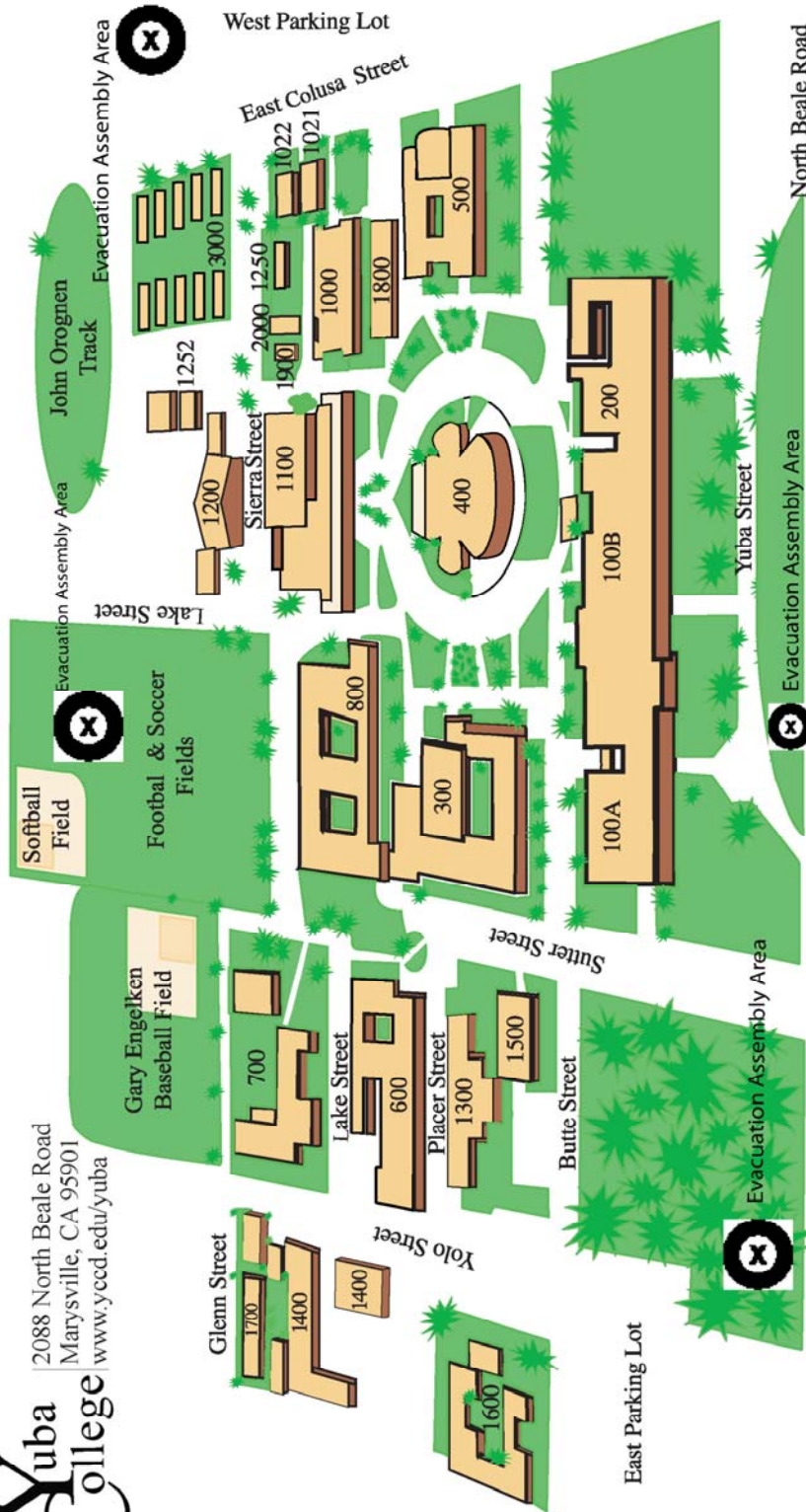
LOGISTICS SECTION

The Maintenance Manager (or designated individual) heads the planning section. This section collects, analyzes, and tracks incident information utilizing status boards. The section also sets goals and creates timelines for other reasons.

FINANCE SECTION

The Vice Chancellor of Administrative Services or designated individual) heads the Finance Section. This section administers vendor contracts and payroll services. The section maintains records for Federal Emergency Management Agency. (FEMA) reimbursement.

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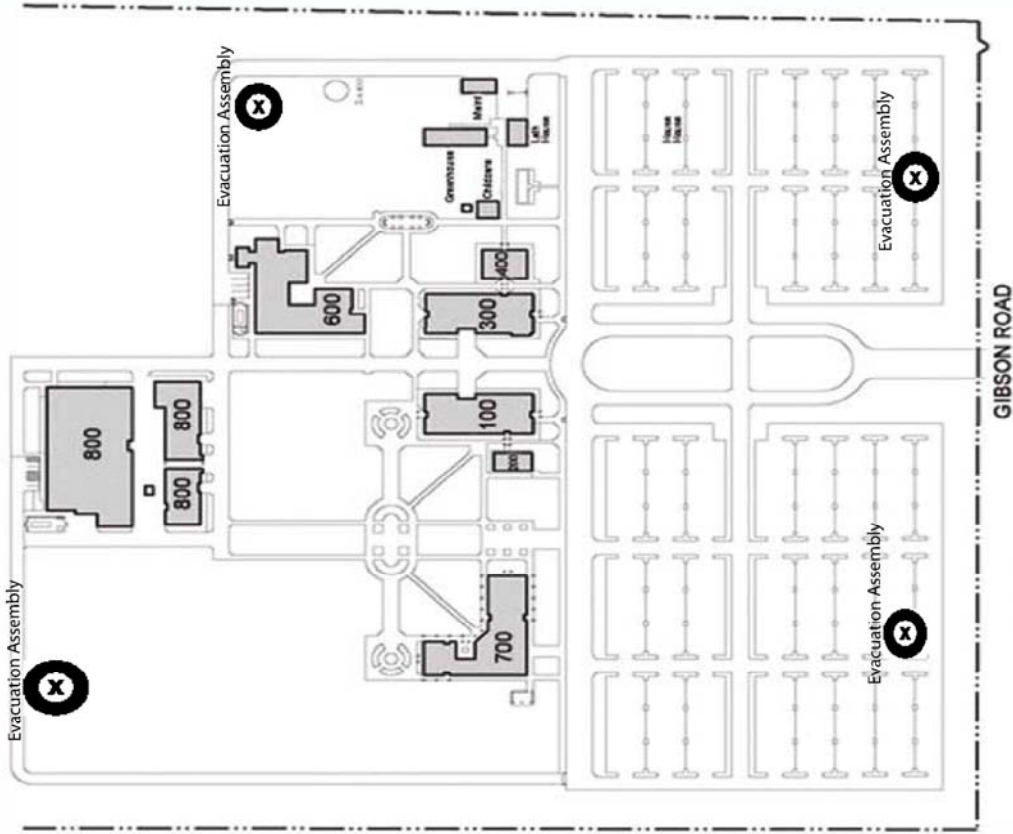
Map Legend

- 100A District Administration, Personnel
- 100B EOP&S, Financial Aid, Registration, Student Support Services
- 200 Music
- 300 Yuba College Administration, Bookstore, Cafeteria, Campus Life
- 400 Box Office and Theatre
- 500 Business and Social Science
- 600 Applied Arts, Science & Technology
- 700 Engineering, Math, MESA & Nursing
- 800 Life & Physical Sciences
- 1000 Fine/Language Arts
- 1021 Classroom
- 1022 Classroom
- 1100 College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library
- 1200 Athletics and Gymnasium
- 1250 Classroom
- 1300 Collins Hall, Foundation, Photography
- 1400 Maintenance, Print Shop
- 1500 Osuna Hall
- 1600 Warren Hall: Child Care Center, Police Dept
- 1700 Automotive Body and Public Safety
- 1800 Disabled Students & Veterans Services
- 1900 Distributive Education Center, ITV I Classroom
- 2000 Adaptive Physical Education
- 3000 Classrooms

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WOODLAND COMMUNITY COLLEGE
2300 E. Gibson Road Woodland, CA 95776



WOODLAND CAMPUS

BLDG.	ROOM
100	112 President of the College
	113 Admissions & Records
	119 ASWCC
	127 Campus Police
	Classrooms
	114 Conference Room
	113B Mailroom/Copy Center
	102 Student Lounge
	104 Tutoring Center
200	201 Follett's Bookstore
	205 Cooperative Work Experience
300	Classrooms
	301/305 Business Computer Labs
	314 Nursing Lab
400	401/402 Ag-Plant Science/Art Labs
	Classrooms
600	614 Dean of Instruction
	626/629 Biology Labs
	601/604 Chemistry Labs
	Classrooms
	623 Computer Lab
	621 Conference Room
	620 Information Systems
	625 Physics/Earth Science Lab
700	711 Dean of Student Services
	740 CalWORKS
	743 CARE
	749 Counseling
	732 Distributive Learning
	755 DSP&S
	701 English/Math Computer Lab
	743 EOP&S
	732 Library
	726 Media Services
	743 Peer Counselors
	749 Transfer Center
	742 University Representatives
	745 Veterans Outreach
800	Learning Resource Center
	Construction in progress.
	Completion Spring 2007

= Evacuation Assembly

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

⊗ = Evacuation Assembly Area

100-A	Student Bookstore & Cultural Arts
-B	Student Lounge
-F/G	Restrooms
200-	Library, Quiet Study Area, Transfer Center, Career Center Testing Center
300-A	Science Lab
-B	Learning Center, GED Program
-C-F	Offices of Professors Alexander, Lyons, & Strik DPS Services
400-A	Business /Computer Lab
-B	Office of Professor Morgan
-C	Office
-D	Office of Professor Hanson
401-A	Food Service Classroom
-B	Aromas Restaurant
-C	Offices of Professors Schoenherr & Papin
402	Student Services Center: College Administration, Financial Aid, EOP & S, CARE, Counseling
403-	Restrooms
500-A	Applied Arts Classrooms
-D	Photo Lab
601-605	Lake County Resource Center (601 - Business Services)
701 -702	Classroom, Meeting Room
800-A/B	Yuba College Distance Learning
801 -	Child Care Center
901-908	Classrooms
Areas 'S'	Smoking Areas
Areas 'R'	Recycling Receptacles

GL Clear Lake Campus
 15880 Dam Road Extension
 Clearlake, CA (707) 995-7900

Assist those with disabilities or other special needs who often have unique needs that require more detailed planning in the event of an emergency or disaster.

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 event 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 Level	A level of the state emergency services organization, consisting of a county and all political subdivisions 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.

