EMERGENCY ACTION PLAN

YUBA COMMUNITY COLLEGE DISTRICT

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RECORD OF REVISIONS

Any approved additions or modifications to the YCCD Emergency Action Plan (EAP) will be documented and noted in this section. The date of the change, the title of the person making the change, and a summary and reason for the modifications will be included in this section of the plan.

DATE	SUMMARY OF REVISION	MADE BY (TITLE/NAME)

PURPOSE AND SCOPE

The purpose of this Emergency Action Plan (EAP) is to provide guidance to the Yuba Community College District (YCCD) community on how to appropriately respond to a variety of emergencies that may occur on campus.

Emergencies, disasters, accidents, and injuries can occur at any time without warning. Being prepared physically and mentally to respond appropriately to emergency situations is an individual, as well as an organizational responsibility. The YCCD Colleges have established emergency procedures for you to follow so that the effects of these emergencies can be minimized. The safety of the campus faculty, staff, students, and visitors is a priority.

The Emergency Action Plan meets the requirements of the California Code of Regulations, Title 8, §3220 Emergency Action Plan and is supplemental to YCCD's Injury and Illness Prevention Program (IIPP). The plan includes the following elements:

- The preferred means of reporting and communicating fires and other emergencies.
- A system to alert and notify employees of an emergency.
- Evacuation types, procedures and emergency escape routes.
- Procedures for emergency evacuation.
- A procedure to account for employees after an emergency evacuation is complete.
- Job titles of people or departments who can be contacted for further information.

INTEGRATION WITH NIMS/SEMS

The Yuba Community College District utilizes the Incident Command System (ICS) to respond to emergencies. Local emergency responders will establish an Incident Command Post to deal with on-site emergencies. If the emergency/disaster warrants escalation beyond an Incident Command Post The Colleges are responsible for dedicating and maintaining Emergency Operations Centers (EOC).

The Emergency Action Plan is a living document and shall be updated as necessary to reflect changes in workplace conditions that affect Emergency Response. The Emergency Action Plan is available in the District Administrative Services Office, College Administrative Offices and EOCs.

GENERAL RESPONSIBILITIES

LAW ENFORCEMENT

Each law enforcement agency having jurisdiction over a YCCD College campus or center will be responsible for responding to and managing the scene of an emergency in partnership with the College President or designee. Local law enforcement will assess the situation, establish safe perimeters, secure the scene, and establish a command post, if needed. Other functions may include traffic control and assisting with the coordination of incoming mutual aid agencies, as applicable.

EMERGENCY OPERATIONS CENTER (EOC)

College emergency management staff will be deployed to the Emergency Operations Center (EOC) to coordinate the response to an emergency event impacting the campus or the surrounding area.

Functions of the EOC include providing the management, operations, planning, logistics, finance, and recovery needs of the College during and after an emergency. All EOC team members receive specialized training prior to being assigned responsibilities within the EOC.

BUILDING/FLOOR EVACUATION POINT OF CONTACT (POC)

Responsibilities of the Building/Floor Evacuation Point of Contact include, but are not limited to, assisting the building occupants during the evacuation of a building. To the best of their ability, POCs ensure that all employees within the floor of their building have evacuated safely.

POCs may also serve as direct contact with emergency personnel. POCs will provide information such as people requiring assistance or rescue and the location of those people within the building. They must also become familiar with all employees located within their assigned floor who may need assistance during an emergency. They also notify the College Safety Committee of any safety issues relating to emergency preparedness.

COLLEGE SAFETY COORDINATOR

The College Safety Committee as designated by the College President are responsible for implementing essential elements including planning, evaluating, and implementing the EAP.

The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.

- Update the Colleges Emergency Call List as needed.
- Ensure evacuation routes are posted.
- Ensure employees are trained to identify the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Train employees annually on the EAP.
    - When the plan is first developed.
    - When the plan itself is updated.
    - When employee responsibilities change.
        - Ensure all new hires are familiar with the procedures, and a copy of the plan is made available.
- Train the POCs and those designated as Responder Liaisons.
    - Confirm they understand their duties as assigned in the plan.
- Document all training.
- Exercise your department's EAP annually.
    - Document all emergency communication (alert) testing, drills and exercises.

It is recommended the College exercise the plan in the following order:

1. **Conduct a Tabletop Exercise**. This will allow department administrators to use their training on the EAP, as well as to work through any inefficiencies prior to an emergency.
2. **Schedule a Building Evacuation**. The College Safety Committee will coordinate and plan evacuation exercises, and fire and earthquake drills in conjunction with the President.

EMPLOYEES AS DISASTER SERVICE WORKERS

Disaster Service Workers (DSWs) under the California Government Code, Section 3100-3109 defines all public employees, including school and school district personnel as Disaster Service Workers. During large-scale emergencies and disasters, the County Emergency Operations Center will typically determine the need for DSWs and may task

public agencies. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability.

INFORMATION

For further information related to this Plan, please contact the YCCD Department of Safety and Risk Management at (530) 645-5993.

REPORTING EMERGENCIES

The method used for reporting fires and emergencies at the Colleges is by calling 9-1-1.

Call 9-1-1:

- To request police, fire department or emergency medical services.
- In the event of a medical emergency
- To report all fire incidents, even if the fire is extinguished.
- To report criminal, violent or suspicious behavior
    - Any situation that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

Provide the following information to dispatch:

- State the nature of the emergency and stay on the line to answer questions.
- Tell the dispatcher exactly where you are, including the address, building name and room number.
- Give your full name and phone number to the call taker.
- Do not hang up unless your safety is threatened or told to do so by the call taker.
- Assign someone to watch for emergency personnel to direct them to the location of incident on campus.
    - If the situation permits, call or direct someone to call security to assist and direct emergency personnel to the incident location.

REPORTING NON-EMERGENCIES

On-campus criminal incidents that are not emergencies can be reported to local law enforcement, security and certain college offices. Any person may contact local law enforcement to report any perceived or actual threat or suspicious circumstance.

CALL 9-1-1 FOR ALL EMERGENCIES	
YCCD SECURITY 530-933-5957	
LOCAL LAW ENFORCEMENT AGENCIES BY CAMPUS	
YUBA COLLEGE 2088 N Beale Rd Marysville CA 95901	
YUBA COUNTY SHERIFF'S OFFICE 720 Yuba St Marysville CA 95901	Phone: (530) 749-7777
SUTTER COUNTY CENTER 3301 E Onstott Rd Yuba City CA 95991	
YUBA CITY POLICE DEPARTMENT 1545 Poole Blvd Yuba City CA 95993	Phone: (530) 822-4660
WOODLAND COMMUNITY COLLEGE 2300 E Gibson Rd Woodland CA 95776	
WOODLAND POLICE DEPARTMENT 1000 Lincoln Ave Woodland CA 95695	Phone: (530) 661-7800
LAKE COUNTY CAMPUS 15880 Dam Road Extension Clearlake CA 95422	
CLEARLAKE POLICE DEPARTMENT 14050 Olympic Dr Clearlake CA 95422	Phone: (707) 994-8918
COLUSA COUNTY CENTER 99 Ella St Williams CA 95987	
WILLIAMS POLICE DEPARTMENT 700 North St Williams CA 95987	Phone: (530) 473-2661

REPORTING CAMPUS SAFETY OR SECURITY CONCERNS

Non-emergent safety concerns on campus can be reported using the methods and forms described in the Workplace Violence Prevention Plan (WVPP), Injury and Illness Prevention Program (IIPP). In addition, safety hazard reports may be made in the following manner:

- Make a report to your supervisor or department head in a manner determined by the College administration.
- Make a report to the College Safety Committee.
- Call security at the number provided for your campus.
- For concerns such as a malfunctioning elevator, natural gas smell, major water leak, fallen tree or other hazards (broken glass, slip/fall hazard etc.) report to Maintenance and Operations.

The Yuba College, Sutter County Center, Woodland Community College, and Lake County Campus have security guards on site at designated times to assist with non-emergency safety issues to include:

- To provide a walking safety escort.
- The preliminary investigation of suspicious activity on campus.
- Access control

CAMPUS CLOSURES

The general premise is that the campus will remain open if there is no immediate danger to the campus community (faculty-staff-students-visitors.)

The President/designee will coordinate with emergency responders, Maintenance and Operations, utility and other service providers as appropriate to evaluate the situation and decide if a closure of the building or campus is necessary.

When it becomes necessary to evacuate or close the campus and cease normal operations, several factors will influence whether all or part of the campus will be affected. These factors include, but are not limited to, the risk of injury or death to people, property damage, and disruption to essential utilities.

During campus closures it is important for your safety to follow the directions the College President has provided. Campus closures mean that only essential personnel should be

on campus. If you feel the need to return to campus, contact your supervisor to obtain approval from the administration.

NOTIFICATION

In the event of a partial or full closure of campus, all means of emergency notification available will be used as appropriate to the situation. (See Emergency Alerts and Messaging)

EMERGENCY ALERTS AND MESSAGING

The College will broadcast alerts using Catapult Emergency Messaging System (EMS), a multi-faceted network that will inform the campus community during an emergency. As feasible, Catapult EMS alerts will also be used to warn the campus of impending emergencies. The notification system may be activated in response to natural or human-caused emergencies including, but not limited to hazardous materials release, widespread flooding, fire emergencies, severe weather, power outages, criminal acts, and other public safety incidents.

Catapult EMS enables campus authorities to contact the campus community through email, phone, and text messaging. Catapult EMS alerts will include the following information: A statement as to what the emergency or dangerous situation is, in specific terms, directions as to what actions the receiver of the message should take to ensure their safety, and information as to where and when additional information may be obtained.

This system is limited to use only during emergency situations, and only brief messages will be sent. To be contacted through this system, you must enroll your emergency notification information (phone, email, etc.) to receive YCCD emergency alerts through Catapult EMS. If you have already enrolled, ensure to update your information as needed.

During all emergency situations, please stay alert for YCCD alert messages and subsequent updates. To help ensure your safety, please follow the instructions of campus officials.

Other means of emergency communication and information sources include:

Fire Alarm: Activation of the fire alarm system indicates a building-wide evacuation is warranted. When the fire alarm is activated, immediately evacuate the building and proceed to the designated Emergency Assembly Point unless specific instructions to assemble elsewhere have been provided.

Campus-Wide "Announce": A direct email to all persons with a YCCD email may be sent in the event of smaller incidents, incidents of limited duration, or be used to provide information once the threat has passed.

Student "Announce": A direct email to students will be sent in the event of smaller incidents, incidents of limited duration, or be used to provide information once the threat has passed.

Social Media: An office designated by the College President will utilize social media, as appropriate, to provide information related to an ongoing emergency.

College Web Site Banners: An office designated by the College President will place an informational banner across or over the campus web site to provide and link to emergency information.

Door-to-Door Notification: Door to Door notification may be used in certain campus buildings. Building POCs and key administrative staff may be asked to assist in this process.

EVACUATION PROCEDURES

EVACUATION TYPES

Part of or an entire building, or part of or the entire campus may be evacuated due to several emergency situations. Examples include fire or smoke, gas leaks, flooding, an extended power failure, civil disturbance, or an emergency impacting the surrounding area.

INITIAL NOTIFICATION AND AUTHORITY TO EVACUATE

Building evacuations can be activated:

- By anyone who witnesses an incident that would require an immediate evacuation.
- By a College official through Catapult EMS alerts.
- By a pulling a fire alarm.
    - Fire alarms should only be activated when there is actual fire/smoke. To activate the fire alarm system, break or remove the protective cover on the fire alarm and pull the handle.
    - State law requires *all* building occupants to promptly evacuate when the fire alarm sounds or when ordered to do so by emergency response personnel.

The President/designee will authorize campus closures or "go home" evacuations if it is determined to be in the best interests of students, staff, and faculty.

Evacuated employees who have been sent home should monitor the College website, email, social media, and Catapult Emergency Messaging System (EMS) to receive additional instructions such as when to report back to campus.

GENERAL BUILDING EVACUATION PROCEDURES

The Colleges designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. The College Presidents designate administrators or employees identified as a Building POCs for this purpose.

In addition to the fire alarm system, other notification means (telephone, verbal, etc.) may be utilized to evacuate a building or area as determined necessary by College officials.

PRIOR TO EXITING

- Know the nearest exit(s) from your work area and the route(s) you will follow. In advance, establish an alternate route in the event your primary route is blocked or unsafe to use.
    - Refer to emergency evacuation diagrams posted inside buildings.
- After being notified to evacuate, stop all work activities and evacuate immediately.
    - If possible, bring keys and wallet with you.
    - Remember that you may not be allowed back into the building for an extended time.

EVACUATION ROUTES/EXITING THE BUILDING

- All campus buildings over one story high will have building evacuation signs posted on every floor.
    - The signs are posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.
- In case of fire, use the stairways and do not use the elevator.
- Walk quickly to the nearest marked exit and calmly ask others to do the same.
- Evacuations of classrooms and buildings should be conducted in a calm and controlled manner using the posted evacuation routes.

- Building POCs will assist in the evacuation of all building occupants.
- Assist the individuals with disabilities, access and functional needs to exit the building. Assist those needing assistance ONLY if you can do so without jeopardizing your own safety.
- Notify the Building POC of any people who are unable to evacuate without assistance or if you believe other people may still be in the building.
- Note locations of trapped or injured victims and notify emergency responders by calling 9-1-1 once at the assembly area.

ASSEMBLY AREAS

- Once outside, proceed to the building's designated assembly areas or similar area at least 100 feet from the building. Assembly areas are considered flexible and may need to be adjusted depending on wind direction or the magnitude of the hazard.
- Keep walkways clear for emergency responders and vehicles.
- Remain in the assembly area so you can be accounted for. If you must leave, please let your supervisor or co-workers know that you are leaving.
- Do not re-enter the building until you receive the "all clear" from emergency personnel or a College official designated with emergency responsibilities.
- Deans, Directors, department managers and supervisors need to account for all persons under their direction to the best of their ability using schedules, class rosters, or informal means.
    - People that cannot be accounted for shall be reported as missing.
    - Any injuries in need of immediate care should be reported to emergency responders. Any other minor injuries should be documented and reported through the proper channels.
    - This person is responsible for sharing information as it becomes available to evacuated employees and should not leave the assembly area.

ASSISTING PERSONS WITH DISABILITIES, ACCESS, AND FUNCTIONAL NEEDS

In cases of emergencies, individuals with disabilities, access and functional needs, including, but not limited to, mobility or sensory impairments (hearing or vision) may need assistance or guidance in evacuating the building. Do not use elevators if there is a fire or other situation that could affect electricity/power. Building POCs and employees should assist individuals with disabilities, access and functional needs, to evacuate, as necessary.

Building POCs or instructors should assign three people to help evacuate each person in a wheelchair, and two people to help evacuate individuals with disabilities, access and functional needs not in a wheelchair.

During evacuation, protect the individual with disabilities, access and functional needs from falling hazards that could occur in an earthquake.

ASSISTING VISUALLY IMPAIRED PERSONS

Guide the person by allowing them to take your arm below the elbow and instruct him/her to come with you. Stay calm, move slowly and communicate clearly with the individual. Also, evacuate service animal with the person – do not attempt to control or give directions to the service animal.

Advise the individual, well in advance, of any hazards or obstacles in their path.

When you have reached safety, tell the individual of his/her current location and stay with them if necessary. Before leaving, ensure the individual does not need any further assistance.

ASSISTING HEARING-IMPAIRED PERSONS

To get a person's attention, you can flash room lights on and off, wave your arms, or tap on the person's shoulder.

Gesture about what is happening and what to do (i.e., point to exits, etc.).

If needed and safe to do so, write on a board or paper the nature of the emergency and any special instructions that may apply.

ASSISTING MOBILITY-IMPAIRED PERSONS

First ask the individual if they have specific medical/health needs, advice, or requirements.

Individuals using wheelchairs can be pushed or accompanied to safety. If located in a building above the first floor, do not use elevators. Instead use the evacuation chairs found at the top or near the top of stairwells seeking assistance from others to safely do so.

If you are unable to safely use an evacuation chair, find a safe area for the person and notify a Building POCs or call 9-1-1 to advise emergency responders of the location of the individual and that they cannot evacuate using stairs. The person taking shelter can also call 9-1-1 and should be encouraged to do so.

Individuals using canes, crutches, or walkers can evacuate themselves except if rapid evacuation is deemed essential.

Never attempt to transfer a person from a wheelchair without their permission.

PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS

It is critical for people with disabilities, access or functional needs to have a plan prior to an emergency, and that the plan is appropriate for their needs and the building. Most campus buildings have rooms or areas that can be used as a safe area in which to take shelter after calling 9-1-1 and awaiting assistance or rescue.

The emergency plan should include the appropriate location(s) to take shelter within each building you work in or frequent.

The following general guidelines are designed to assist members of the YCCD community who may need assistance during a building evacuation, develop a plan that provides a safe alternative when evacuating the building is not possible without the use of an elevator.

KEY PREPAREDNESS STEPS

- Work with Disability Services to develop a personalized emergency response plan that meets your specific needs.
- Form a buddy system with co-workers or other students who are willing and able to assist you in an emergency.
- Become familiar with the locations of all exits, stairway access, and rooms where you can take shelter await assistance or rescue.
- Become familiar with the stairwells that have an evacuation chair mounted at the top of the stairwell.

- If unable to speak or speak loudly, you may want to carry a whistle or have other means of attracting attention of others in the case of an emergency.

- Know where the emergency assembly areas are for all buildings you frequent.

DURING AN EVACUATION

Follow your pre-arranged plan; proceed to a designated safe area to take shelter and await assistance or rescue. If a co-worker or fellow student or other person has escorted you to a safe location, they should not stay. This person needs to exit the building and notify Building POCs or emergency responders so they can immediately respond to your location if needed. Depending on the nature and location of the emergency you may not need rescue.

Do not leave the designated safe location unless forced to by a hazardous situation such as fire in your immediate area. Keep the door closed and if possible, place an article of clothing across the bottom of the door to keep smoke out. Move towards the window, but do not break the window unless the area becomes filled with smoke. Breaking the window prematurely may draw more smoke into the room.

EMERGENCY PREPAREDNESS

Each College has an Emergency Response Guide available to employees in hardcopy and on the College web pages.

Other strongly encouraged preparedness activities include:

- Review the College's Emergency Procedures web page.
- Review the College's Emergency Response Guide or "Red Book."
- Take an Incident Command System (ICS) course (see below).
- Save the phone number for security in your cell phone contacts.
- Sign up to receive YCCD emergency alerts.
- Cover basic emergency preparation with your co-workers, staff, or students.
- Take a CPR/AED/First-Aid class.
- Identify all evacuation routes leading outside of the building.
- Locate any nearby campus Emergency 9-1-1 blue light towers (if applicable).
- Provide leadership if an emergency occurs; lead by example and follow emergency procedures for all alarms.
- Learn where safety equipment is located inside campus buildings:
    - Automatic Emergency Defibrillators (AEDS)
    - Basic First Aid Kits

- Evacuation Chairs
- Fire Extinguishers
- Fire Alarm pull stations.
- Spill kits, emergency showers, and eyewash stations.

INCIDENT COMMAND COURSES

The FEMA Emergency Management Institute (EMI) offers self-paced courses designed for people who have incident management responsibilities and the public.

For course descriptions and more information visit the FEMA Emergency Management Institute (EMI) page: https://training.fema.gov/nims/ .

TRAINING GUIDELINES

Personnel with a direct role in incident management or emergency response should take the following courses:

- IS-100.C: Introduction to the Incident Command System, ICS 100
- IS-200.C: Basic Incident Command System for Initial Response, ICS-200
- IS-700.B: An Introduction to the National Incident Management System

EMERGENCY GUIDE

UTILITY OR POWER FAILURE

Notify Maintenance & Operations.

- YC Maintenance & Operations – (530) 741-6775
- WCC Maintenance & Operations – (530) 668-3690
- LC Campus Operations – (707) 995-7905
- Sutter Campus Operations Director – (530) 751-5564
- Colusa County Outreach – (530) 668-2500

Gas Leak: Stop all operations. Leave the building. Do not switch off or on lights or any electric equipment. CALL 9-1-1 and notify Maintenance & Operations.

Smoke: If smoke odors come from the ventilation system. Call Maintenance & Operations.

Plumbing failure or flooding: Stop using all electrical equipment. Vacate the area if necessary. Call Maintenance & Operations.

Electrical or light failure: Campus lighting may not provide sufficient illumination for safe exiting. Keep a light stick, flashlight and portable radio available for emergencies.

Elevator failure: Notify Maintenance & Operations. If you are trapped in the elevator, CALL 9-1-1, security or Maintenance & Operations. If there is no phone in the elevator, turn on the emergency alarm (in red) located on the front panel to signal for help.

MEDICAL EMERGENCIES

CALL 9-1-1:

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

VERY IMPORTANT: Provide first aid based upon your level of training.

HAZARDOUS MATERIAL

When reporting a spill:

- 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 the departmental hazardous materials spill log and report ALL hazardous material incidents.

MAINTENANCE & OPERATIONS:

- YC – (530) 741-6775
- WCC – (530) 668-3690

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, case-call 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 9-1-1.

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

CALL 9-1-1:

- 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.

VERY IMPORTANT: Learn the location of fire extinguishers, fire exits, and alarm systems in your area and how to use them.

NON-EMERGENCY PHONE NUMBERS:

- YC or Linda Fire Dept.- (530) 743-1553
- Woodland Fire Dept. – (530) 661-5860
- Lake County Fire Dept. – (707) 994-0733
- Yuba City Fire Dept. – (530) 822-4686
- Williams Fire Dept. – (530) 473-2269

EARTHQUAKE

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. 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.

- YC Maintenance & Operations – (530) 741-6775
- WCC Maintenance & Operations – (530) 668-3690
- LC Campus Operations – (707) 995-7905
- Sutter Campus Operations Director – (530) 751-5564
- Colusa County Outreach – (530) 668-2500

BLOOD BORNE PATHOGENS

- If you are exposed to blood or other potentially infectious materials:
- Immediately wash area(s) with soap and water and use an emergency eyewash or shower for 15 minutes.
- Notify your supervisor and designated administrator.
- CALL 9-1-1 or call Rideout Hospital Emergency at (530) 749-4300.
- Complete an Incident Report Form from HR.

ACTIVE SHOOTER/ASSAILANT

RUN

- Run from danger – run to safety.
- Plan how you will get out.
- When safe, CALL 9-1-1

HIDE

- Find a location away from windows.
- Lock and barricade doors.
- Turn off lights.

- Be quiet – silence your cell phone.

FIGHT

- Last Resort! Attempt to disrupt or incapacitate the shooter.
- Be Aggressive – commit to your actions.
- Throw items – improvise weapons (e.g., chair, fire extinguisher, etc.)

If you are wounded, stay calm and apply pressure to slow down the bleeding.

ROBBERY OR THEFT

If you witness a criminal act or robbery, if possible:

1. Follow the instructions of the perpetrator.
2. Observe the person(s) carefully for
    - Physical description (height, weight, hair, clothes etc.)
    - Type of weapon displayed if any.
    - Number of perpetrators
    - Behavior (nervous, calm, etc.)
3. Upon departure of the perpetrators(s):
    - CALL 9-1-1 then security, your supervisor or designated administrator.
    - Note the exact time of departure and the direction of travel if possible.
    - If possible, write the year, make, model, color, and license number of the vehicle.
    - Write a description of the property stolen.
    - Safeguard the robbery scene for physical evidence by locking the door or preventing people from entering the area.
    - Assist the police when they arrive by supplying them with any information they request; ask others to do the same.

ASSAULT OR SUSPICIOUS PERSON

When an assault occurs:

- CALL 9-1-1 and then notify your supervisor or designated administrator.
- Ensure the safety of students and other staff.
- Work as a team in response.
- Defuse the situation, if possible, without putting yourself in harm's way
- Use a calm voice and hushed tones in addressing the assailant.
- If behavior escalates, shout *Stop!* and continue to use a calm voice.
- Disperse onlookers and keep others from congregating.
- Ensure first aid is rendered to all injured parties.
- Do not leave the victim alone.
- Seal off area to preserve evidence for law enforcement.
- Identify the assailant by name and description (e.g., clothing, height)
- If the assailant has left the building, determine direction and mode of travel.
- If assailant leaves in a vehicle, provide description of the vehicle and license number.