BAKERSFIELD COLLEGE
Reference and Procedure Guide
FOR THE
Standardized Emergency Management System

EMERGENCY ACTION PLAN

Dated February 2009
# EMERGENCY ACTION PLAN

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EMERGENCY ACTION PLAN

STATEMENT OF PURPOSE

Bakersfield College (BC) and Kern Community College District (KCCD) and are committed to the safety and protection of its most important asset – You. Recognizing that no agency is invulnerable to life-threatening events, the following Emergency Action Plan (EAP) was developed.

This plan is also developed to conform to:

- Education Code Section 67380(a)(4);
- Cal/OSHA: Labor Code §§ 6300 et se;
- 8 Cal. Code Regs. § 3203;
- Cal GO. Code 8607 et se.

This requires the development of a Standardized Emergency Management System (SEMS). This EAP provides for organized procedures to follow in the event of an emergency.

This plan provides organized procedures to follow in the event of an emergency and steps that can be taken to lessen the consequences of such an emergency. The plan is designed to be flexible.

Individual division emergency plans will be activated if an emergency is confined to a specific area. When an incident reaches proportions that cannot be handled by routine measures, the Chancellor/President or designated representative may declare a state of emergency and implement incident command system procedures summarized starting on page 12.

After taking steps to assure the safety of people, this plan was also developed to achieve the following objectives:

1. Protect property
2. Improve the emergency management process
3. Maintain business continuity

To ensure the safety of people, protection of property, and the resumption of normal business activities, all Bakersfield College employees must be familiar with this plan, know their duties and responsibilities, and participate in training and drills.
SCOPE

JURISDICTION

This plan covers Bakersfield College, 1801 Panorama Drive, Bakersfield California 93305

EMERGENCIES COVERED

Emergencies vary in type and scope. The procedures outlined in this plan are utilized in the event of any kind of an emergency or disaster including, but not limited to, the following:

- Fire
- Chemical/Hazardous Materials
- Medical/First Aid
- Earthquake
- Release
- Psychological Crisis
- Flood, Inclement Weather
- Bio-terrorism
- Violent or Disruptive Behavior
- Utility Failures
- Civil Disturbance
- /Crime in Progress

The President of Bakersfield College classifies emergencies according to the following Levels:

- Level 1: A situation that will not involve outside agencies and/or media. Director of Public Safety will decide if it is necessary to mobilize the entire Emergency Response Team (Emergency Response Team), specific Emergency Response Team members, or none at all. (See page 6, Activation of Emergency Response Team.)

- Level 2: Situation is such that outside agencies and media will most likely be involved. The District will be informed immediately, and the Emergency Response Team will be mobilized.

For additional information, refer to your Bakersfield College Emergency Response and Evacuation Manuel.

In the event of a disaster or civil defense need that does not necessarily involve either campus, the campuses can be utilized as emergency centers and/or shelter resources. It is expected that portions of this plan may be activated so that staff and designated facilities will be available to assist the Kern County Office of Disaster Preparedness Team, or other emergency agencies, in maintaining the public’s health and safety and to provide supervision for the general welfare of both campuses.
REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either 9-1-1 or Public Safety at 4555. The chart below will help you decide which action is appropriate. (Also see section on specific emergency procedures, beginning with page 27.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Incident</th>
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<tr>
<td>Call 9-1-1</td>
<td>・<strong>DISASTER</strong> <em>(A disaster seriously impairs or halts operations of the college…causes numerous casualties and severe property damage…requires coordinated effort of all campus resources…and outside emergency services are essential.)</em></td>
</tr>
<tr>
<td><em>(ALSO CALL PUBLIC SAFETY AT 395-4555 TO NOTIFY THEM THAT YOU HAVE CALLED 9-1-1)</em></td>
<td></td>
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<tr>
<td>Call Public Safety at 395-4555</td>
<td>・Any other serious medical emergency</td>
</tr>
<tr>
<td>Public Safety is available 24</td>
<td>・A hazardous material release with low potential for fire or injury</td>
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<tr>
<td>hours/day, 365 days/year</td>
<td>・Psychological crisis, civil disturbance, crime or violent incident</td>
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<tr>
<td></td>
<td>・Any other major or minor emergency or incident</td>
</tr>
<tr>
<td>Call Facilities Operations at 395-4221</td>
<td>・Utility failures</td>
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<tr>
<td>Call President’s Office at 395-4211 (Daytime)</td>
<td>・<strong>SENSITIVE INCIDENT</strong> <em>(Any incident with potential for adverse publicity to the college.)</em></td>
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<tr>
<td>Call Public Safety at 395-4555 (Evenings &amp; Weekends)</td>
<td></td>
</tr>
<tr>
<td>Call Public Safety at Ext: 4555</td>
<td>・Student or faculty issue during evening hours</td>
</tr>
</tbody>
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For additional information, refer to your Bakersfield College Emergency Response and Evacuation Plan.
STAFF RESPONSIBILITIES

All District employees are vital to the success of the Emergency Action Plan. District employees are required to provide certain services at the time of a disaster. Community College employees are designated “disaster service workers” subject to such duties as may be assigned to them (Government Code of the State of California, Section 3100-3101).

CHANCELLOR

The Bakersfield College President, or designee, as Incident Commander, is responsible for the overall direction of campus emergency operations as outlined in the Incident Command section of this guide (see page 12).

ADMINISTRATORS, DEANS AND DEPARTMENT MANAGERS

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Develop and maintain a “telephone tree” for notifying all departmental employees at home in case of an emergency (see form Appendix VIII, page 55). Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current roll list.
- Develop site or building specific disaster plans and distribute to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures for alerting students, coordinating evacuation, head count, emergency supplies, and other items appropriate to each building. Appoint Building Evacuation Coordinator.
- Allow time for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Public Safety (395-4555) for assistance in developing and implementing a site-specific disaster plan.

Emergency Situations:

- Inform all employees under your direction of the emergency condition (see page 5).
- Evaluate the impact the emergency has on your activity and take appropriate action. This may include initiating building evacuation. Evaluation should include:
  - Injuries: first aid needs, employees or students trapped or missing. Facility damage: unsafe conditions, blocked access, leaks of gas or water. Electric problems hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency telephone or other communications with Incident Command Units, via the Public Safety Office (395-4555). Designated person should remain in charge of the area until directed otherwise.
- Have all employees under your supervision keep a log of activities and hours worked for the Federal Emergency Management Agency (FEMA) reimbursement. (See the sample log, Appendix IX on page 56. We have included a blank form on page 57.)
Faculty and Supervisors

Each faculty member and staff supervisor has the responsibility for:

Before the Emergency:
- Educate yourself, your students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- Inspect and evaluate your assigned building facility or activity to determine the impact a fire or earthquake could have. Report all safety hazards to Public Safety (395-4555).
- Keep a copy of teaching syllabus/notes at home to use if you are unable to re-enter your office.

Emergency Situations:
- Inform your students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- Account for all students. Contact Public Safety or other emergency personnel if you believe someone is trapped inside.
- Keep a log of hours worked and your activities for FEMA reimbursement. (See the sample log, Appendix IX on page 56. We have included a blank form on page 57.)

INDIVIDUAL RESPONSIBILITIES—INSTRUCTIONS FOR EVERY COLLEGE EMPLOYEE:

Before the Emergency
- Arrange to have an out-of-area telephone contact number for family members to call in case our local phone system shuts down lines within the immediate area. Keep the number with you.
- Personal preparedness: maintain emergency supplies at home, in vehicle, and at desk: food, water, cash, sturdy shoes, gasoline in vehicles, transistor radio and flashlights with plenty of fresh batteries, first aid supplies.
- Plan what arrangements you would need to make if you were unable to return home for three days after a disaster. (Alternate child care or elder care arrangements, designated person to who schools can release your children, etc.)

Emergency Situations:
- Assist in immediate emergency response in your area, e.g., help with evacuation, rescue, medical assistance (if properly trained), procurement of supplies, etc.
- Realize that in a major disaster it may be safer to remain on campus than to attempt a dangerous trip home on impassable roads.
- Stay on campus unless released. Return to campus to assist in disaster response especially if you have specialized knowledge or training (Facilities Operations employees, medically trained employees, Public Safety employees, etc.). Much work will need to be done to provide assistance to injured or stranded people, open Red Cross Shelters if requested, ensure the security and safety of the buildings, and ultimately reopen the campus. The special skills that Bakersfield College employees possess will be required to accomplish these goals.
- Keep a log of hours worked in disaster response and your activities. The log will enable the college to obtain reimbursement from FEMA for emergency response expenses. The log will also make a permanent record of the disaster response effort that is necessary for future emergency planning and potential legal challenges resulting from the college’s method of handling the disaster. (See blank form and sample log, Appendix IX on pages 56 & 57.)
EMERGENCY ACTION PLAN DEPLOYMENT
This Emergency Action Plan is designed to address day and night operations. Since emergencies can occur at any time, it is paramount that this Emergency Action Plan be flexible.

OBJECTIVES

- To utilize all available personnel and resources to fill all Emergency Response Team positions by training and cross training in emergency action procedures.

- To be ready to deploy and activate the Emergency Response Team at any time of day or night.

- To direct all response efforts to personal safety. Property protection measures are considered second to the safety of people.

ASSUMPTIONS

1. The number of employees and resources vary daily.

2. The number of visitors on the premises varies daily.

3. The school is in operation on weekends.

4. Depending upon the time of day and day of the week, Emergency Response Team Members may vary in number, training and experience.

5. No emergency action plan can address every possible contingency.

ACTIVATION OF EMERGENCY RESPONSE TEAM (ERT) DURING NORMAL BUSINESS HOURS

The Director of Public Safety will identify emergencies as “Level 1” or “Level 2” emergencies. The Director of Public Safety will communicate status of the situation and immediate needs to Public Safety and the Emergency Response Team. If the emergency is “Level 2,” Public Safety personnel will initiate the notification chain (standard operating procedure—see page 9) for notifying Chancellor/ Bakersfield College President or designee, the college administration and responding agencies.

- Whenever appropriate, the Director of Public Safety will mobilize the Emergency Response Team by calling members.

NON-BUSINESS HOURS

It is possible that a major disaster may occur during non-business hours. At that time, staffing consists of Public Safety and some employees. In cases of emergency where immediate decisions need to be made, the top ranking Public Safety person present, along with the top ranking Bakersfield College administrator present, are authorized to make a decision or immediate first determination in critical cases. Incidents beyond the authority of on-duty Public Safety Officers and involving the potential for life-threatening injury and/or destruction of district property will be reported immediately to the Director of Public Safety by the Public Safety Officer.

The Director of Public Safety will identify emergencies as “Level 1” or “Level 2” emergencies. The Director of Public Safety will communicate status of the situation and immediate needs to Public Safety and the Emergency Response Team. If the emergency is “Level 2,” Public Safety personnel
will initiate the notification chain (standard operating procedure—see page 9) for notifying Chancellor/ Bakersfield College President or designee, the college administration and responding agencies.

When appropriate, the Director of Public Safety will mobilize the Emergency Response Team by paging or calling members to assemble the Emergency Response Team at the Incident Command Center (ICC).

The initial Emergency Response Team will consist of the staff on premises at the time of the incident. Outside assistance may not be available. All response efforts should be directed to personal safety. Property protection measures are considered second to the safety of people.

ATTEND TO PROPERTY PRESERVATION MEASURES AFTER THE SAFETY OF PERSONNEL HAS BEEN ASSURED

EMERGENCY COMMUNICATION SYSTEMS

Emergency conditions occurring during business hours will require expeditious communication of instructions to faculty, staff and students. Uncertainty and confusion must be prevented or minimized, and the protection of lives must be paramount over all else.

DISSEMINATION OF EMERGENCY INFORMATION AND INSTRUCTIONS

- **Building Fire Alarm Systems**, if operable, for immediate evacuation of structures, using short intermittent signals for 10 seconds, repeated until disarmed
- **Telephone System**, if operable, utilizing telephone communication
- **E-Mail**, if operable, to all staff offices
- **Mobile Loudspeakers**: Handheld and Public Safety vehicles
- **Emergency Response Team Members**: By use of pagers, cell phones, and handheld radios
- **Department of Public Safety**: The Department of Public Safety communications consist of a base station in the Public Safety office and handheld radios. In the event that the base station becomes inoperable, the handheld radios can operate line of sight on the campus.

DECLARATION OF A CAMPUS STATE OF EMERGENCY

Declaring an official state of emergency gives the college the right to control access to campus facilities, including removing or arresting non-campus personnel who may interfere with emergency response or engage in criminal activities such as looting.

LINE OF AUTHORITY

The authority to declare a campus state of emergency rests with the Chancellor, but in his/her absence, the authority may be designated using the following order:

1. Chancellor
2. Acting Chancellor
3. College President
4. Acting College – VP College President  
5. Chief of Public Safety

In the Chancellor’s absence, the person that is reached will be the acting Incident Commander until the Chancellor or his/her designee is able to assume the position.

During any campus major emergency, Public Safety shall immediately begin appropriate procedures to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety shall also consult with the Chancellor regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked by Public Safety to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by Public Safety will be allowed to enter the immediate disaster site.

In the event of earthquakes, after shocks, fires, storms or major disasters occurring in or about the campus, or which involve college property, Public Safety will assign Officers to determine the extent of any damage to college property.
EMERGENCY RESPONSE TEAM

MEMBERSHIP

The membership of the Emergency Response Team for the Incident command Center (ICC) includes the following positions:

- President of Bakersfield College
- Director of Marketing and Public Relations
- VP Student Services
- VP Instruction
- Chief - Department of Public Safety
- Executive Director Administrative Services

EMERGENCY LINE OF AUTHORITY FOR DECISION MAKING

In cases of emergency, where immediate decisions need to be made, the top ranking Public Safety person present, along with the top ranking Bakersfield College Administrator present, are authorized to make a decision or immediate first determination in critical cases. Such an emergency would be a shooting, a terrorist attack, or other situation that demands an immediate decision be made to prevent further injury or loss of life. The Chancellor, or Acting Chancellor, would be made aware of the situation and the decisions made as soon as possible without risking student or staff safety.

PURPOSE OF THE EMERGENCY RESPONSE TEAM

The Emergency Response Team will enhance the Action Plan by serving as a resource to the Administrator in charge by responding to the emotional needs of individuals involved in, and affected by, an emergency; assist the Director of Marketing and Public Relations in communicating up-to-date information about the emergency to students, faculty, staff, and families; protect the college’s image while assessing and responding to the needs of the community as a whole.

The Emergency Response Team will work in cooperation with the Bakersfield College Administrator in charge to evaluate the responses to emergencies and to prevent or minimize the impact of a similar event in the future.

EMERGENCY RESPONSE PLANNING

Emergency Response Team Members and District Administrators will cooperate in Emergency Response Planning. Planning will consist of developing procedures for emergency response, planning and arranging training/in-service for faculty, staff, and administration. The Emergency Response Team will be instrumental in preparing for an emergency response by performing such tasks as identifying resources on and off campus, and locating facilities and equipment that can be used during an emergency situation.
EMERGENCY RESPONSE MODEL

Assess: On an ongoing basis, the Emergency Response Team will assess potential problems that may arise on campus; where emergencies are likely to occur; what policies are in place that address potential emergencies; where to find expertise on campus; what is available in the way of technology that could help during an emergency; and what needs and situations Emergency Response Team members may face when dealing with an emergency.

Prepare: The Emergency Response Team will discuss responses that other organizations/institutions have offered in emergency situations. Incidents will be drawn from current events. In addition, individuals who have had experience dealing with emergency response situations will be invited to share their expertise and advice with the Emergency Response Team.

Respond: No amount of assessment or preparation will guarantee that all bases have been covered when it comes to responding to an emergency. At this point the Emergency Response Team will draw on the experience and expertise that each person brings to the team. That experience, in addition to the knowledge gained from simulated exercises and evaluations will enhance the Emergency Response Team’s ability to assist the Administrator in responding to an emergency.

Evaluate: Each emergency response will be evaluated thoroughly by the Emergency Response Team and District Administration. It is through this process of evaluation and feedback that the Emergency Response Team members will fine-tune their skills and that the team will become increasingly more effective in responding to emergencies.
INCIDENT COMMAND SYSTEM (ICS)

Rationale For The Incident Command System

The Incident Command System provides a way in which the college can respond to problems in a coordinated manner. ICS is a widely accepted method for organizing emergency response activities and, in fact, is the system used by the City of Bakersfield and County of Kern to respond to emergencies.

In emergencies people prefer direct and confident orders (You do this….). There is a need for immediate survey of the incident and the development of an initial action plan. Resources must be assessed and assignments made.

An emergency calls for someone present to act as Incident Commander (IC), assessing and directing the situation. Other individuals must take roles within functional groups assigned to them by the IC, even if they do not normally report to that individual or perform the specified roles. The ICS provides a centralized management system for an emergency, and it divides response activities into functional groups to be handled by different individuals. ICS assumes that in an emergency time demands rarely allow for normal procedures, furthermore, Administrators who are usually in charge may not be present. The ICS does not allow for assumptions that, “something is being done by someone else.” The ICS requires that questions be asked (Who is doing…….?).

ACTIVATING INCIDENT COMMAND SYSTEM

In the event of an emergency on the East Campus or West Campus of Bakersfield College the Incident Command System will be initiated.

1. There is an expectation that people will help. The first person on the scene will assess the situation and implement an initial action plan. This may include calling for Public Safety, emergency medical, fire, and/or law enforcement support. If appropriate, the Director of Public Safety will mobilize the Emergency Response Team by calling members. If the emergency is on East Campus, the Emergency Response Team will meet at the President’s office. If the emergency is on West Campus, the Emergency Response Team will meet at the Public Safety office. The on-scene IC will continue to perform these duties until relieved by a person of higher responsibility on the college’s organizational chart. The on-scene IC will communicate the status of the situation and immediate needs to Public Safety.

2. The Director of Public Safety will identify emergencies as “Level 1” or “Level 2” emergencies.
   - Level 1: A situation that will not involve outside agencies and/or media. Director of Public Safety will decide if it is necessary to mobilize the entire Emergency Response Team, specific Emergency Response Team members, or none at all.
   - Level 2: Situation is such that outside agencies and media will most likely be involved. The District will be informed immediately and the Emergency Response Team will be mobilized.
3. All campus emergencies will be debriefed at the next Emergency Response Team meeting to discuss the response that was provided, individuals that were involved, and possible changes to future responses. The debriefing will be used to identify what worked and what needs to be tuned up.

INCIDENT COMMAND CENTER (ICC)

DEFINITION
The Incident Command Center (ICC) is a communications center staffed with personnel who gather information and coordinate responses to an emergency. The expedites reaction to a situation by providing appropriate staff to gather, process, retrieve, analyze, and display data rapidly in readily useable form to assist in making accurate and timely decisions.

PURPOSE
The ICC ’s primary purpose is to minimize injuries and damages by directing the response of internal resources, requesting the assistance of external agencies, and coordinating the efforts of both.

ASSIGNMENT:
1. To be thoroughly familiar with the overall situation.
2. To maintain a continuous flow of information on the changing events.
3. To know what internal resources are available for use.
4. To direct or redirect resources to meet the highest priority needs.
5. To request assistance from or offer assistance to other units or organizations as appropriate.
6. To know what external resources are available to meet the needs of the college.
7. To maintain records of the flow of information into and out of the ICC, and of actions taken.
8. To act as a clearinghouse for information, verify the accuracy, and to correct inaccurate information. (See page 17—Director of Public Relations.)
9. To initiate follow up actions as appropriate.
10. To pass correct information to other organizations who have a need-to-know.
11. To operate continuously during the crisis.
12. To maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form.)
STAFF
The Chancellor/President or designee oversees the operation of the ICC and authorizes monetary expenditures appropriate to the emergency status. The ICC is also staffed by the Emergency Response Team and management personnel from the following areas, who will contribute expertise and necessary information: Health Services; Public Relations; Public Safety; Facility Operations; Transportation; Media/Communications; Information Systems; Student Services; and Procurement. (See ICC Duties and Responsibilities beginning page 15.)

BACKUP The Incident Command Center
The backup ICC serves as an alternate in the event that the primary ICC is seriously damaged. It is the Chancellor’s/President’s or designee’s responsibility to activate and designate the location of the backup ICC. The scope of the disaster and extent of damages to the primary ICC will dictate where the backup ICC is positioned.

If the primary ICC is destroyed, a portable radio unit can become the backup ICC or the radio can be detached and taken to the building or area selected for the backup ICC. Operations will remain the same but may be tempered by the physical location and staffing accommodations.

TELEPHONE TELECOMMUNICATIONS
During a disaster the in-house telephone telecommunications network can be affected to different degrees depending upon the type and scope of the disaster:

1. Loss of outside dial tone throughout district property.
2. Loss of inside and/or outside dial tone affecting certain portions of district property.
3. Loss of all inside and outside dial tone. A devastating event has potential to seriously damage Bakersfield College and Bakersfield College telephone company equipment beyond use.
4. Loss of power.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

EMERGENCY RESPONSE TEAM

BEFORE THE EMERGENCY
1. Receive overall emergency response training.
2. Develop and maintain a current, viable Emergency Action Plan.
4. Communicate with Bakersfield College’s emergency response commitment to all Bakersfield College and Bakersfield College employees.
5. Know the Bakersfield College’s emergency response procedures.
6. Know how to activate the Emergency Action Plan and Incident Command Center
7. Know how to operate emergency communication equipment and be thoroughly familiar with emergency communications procedures. (Communication sources include handheld radios, megaphones, and emergency paging telephone.)
8. Attend applicable disaster planning conferences, workshops and seminars.
9. Request financial expenditures pertinent to disaster preparedness and emergency response training.
10. Plan and participate in drills.
11. Oversee the maintenance and testing of emergency communications equipment.

DURING THE EMERGENCY
1. Act as information resource for Incident Commander
2. Individual members have specified duties herein described.

AFTER THE EMERGENCY
1. Assess, respond and evaluate each response to emergencies.
2. Redefine duties and responsibilities as indicated.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

INCIDENT COMMANDER ---- (LEVEL 2)

1. Declare that Level 2 emergency situation exists.

2. Provide direction for the emergency response operations.

3. Direct and coordinate safety efforts during the emergency.

4. Stop or prevent unsafe acts that can further endanger the safety of people and protection of property.

5. Authorize building/area/property-wide evacuation(s).

6. Issue statements to employees on behalf of the administration.

7. Coordinate with government agencies.

8. Authorize monetary expenditures appropriate to the emergency status.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

PUBLIC RELATIONS

PURPOSE
During an emergency or disaster, the Director of Marketing and Public Relations is responsible for providing the public with information in the most efficient, accurate and complete method.

The Director of Marketing and Public Relations will be summoned into action whenever the Chancellor/President or designated representative activates the ICC. The primary responsibility of the Director of Marketing and Public Relations is to facilitate the collection and dissemination of information to the public via the media.

FUNCTIONS
Information will be disseminated according to the following established policies and procedures:

1. The public has the right and need to know lifesaving and other important information related to existing emergencies or disasters as soon as it is available.

2. All disaster related information is collected and disseminated through the Director of Marketing and Public Relations. No information to the news media relative to the disaster or emergency is to be released except through the Director of Marketing and Public Relations or administration.

3. The information disseminated will pertain only to the District / Bakersfield College campus area; any other areas will be referred to the proper authority.

4. The Director of Marketing and Public Relations will initiate contact with the news media, and may provide information at press briefings as it becomes available.

5. Only information verified by the Director of Marketing and Public Relations will be disseminated.

6. The Public Information office is responsible for assuring the identification and accreditation of bonafide members of the news media operating on campus.

7. Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form.)
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

DEPARTMENT OF PUBLIC SAFETY

PURPOSE
The primary goal of Public Safety is the preservation of life and protection of property. Disasters or emergencies do not change this basic task.

FUNCTION
1. The Chief of Public Safety, will report immediately to the ICC to serve as staff. After assessment of the situation and determining that an emergency exists, as designated by the Chancellor/President or designated representative, Public Safety will also be responsible for the following:
   a. Assist with activation of the EAP
   b. Initiate notification chain
   c. Be responsible for shelter management
   d. Manage communications systems
   e. Assist with rescue and medical response
   f. Perform other duties as assigned
2. During a disaster, the primary function of the Public Safety shall include, but not be limited to:
   a. Establishing operational priorities for use of personnel and resources
   b. Deploying personnel and equipment to locations needed to accomplish objectives; non-uniformed personnel must have ID or credentials (e.g. vests, arm band)
   c. Supervising evacuation of hazardous area, and establishing perimeter control
   d. Enforcing laws, including temporary laws, rules and regulations as may be imposed during emergency conditions
   e. Establishing emergency traffic routing and control in coordination with other agencies. When the EAP has been activated, access to the campus will be limited to those persons authorized to be on campus (Public Safety will assist in the orderly departure from campus)
      - Establish access and egress traffic patterns for ambulances, fire equipment, and other emergency vehicles ONLY
      - Establish one-way in/one-way out traffic pattern, if possible
      - Have two vehicles available to keep traffic lanes open
      - Establishing a collection site for towed vehicles
   f. Providing security sweeps to remove unauthorized persons
   g. Providing security for vital facilities and resources, being responsible for general campus security, prevention of looting, etc.
   h. Coordinating law enforcement activities with other city, county, state, and federal agencies
   i. Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form)
3. Priorities for transportation and access/egress are as follows:
   a. Rescue, fire, police units
   b. Triage and medical team, Red Cross
   c. Ambulances
   d. Helicopters for transport, survey, or assessment
   e. Delivery of emergency supplies and/or personnel
PUBLIC SAFETY RADIO COMMUNICATIONS

The Public Safety Department communications consist of a base station in the Public Safety office and handheld radios. In the event that the base station becomes inoperable, the handheld radios can operate line of sight on the campus.

PUBLIC SAFETY STAFF--DISASTER/EMERGENCY COMMAND STRUCTURE

See Appendix II for Public Safety Staff Disaster/Emergency Command Structure.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

FACILITY OPERATIONS

PURPOSE
Facilities Operations shall provide the basis for the health and welfare of the campus population through the maintenance of the necessary facilities, equipment, and support system during a disaster or extreme emergency.

FUNCTIONS
1. The Executive Director Administrative Services will report to the ICC to serve as staff. After assessment of the situation and determining that an emergency exists, as designated by the Chancellor/President or designee, the Executive Director Administrative Services will assist with the activation of the ICC.

2. Disaster crews, upon reporting to the Executive Director Administrative Services, will be assigned to immediately shut off any utilities that could jeopardize safety or create a safety hazard, e.g. gas main, water main, electrical system.

3. During a disaster the primary function of the Administrative Services shall include, but not be limited to:
   a. Shoring of hazardous areas and removal of debris
   b. Work in liaison with Public Safety
   c. Assist in evacuation
   d. Assist with hazardous material incidents, e.g. secure chemistry storeroom
   e. Restore, maintain and operate essential services
   f. Construct emergency facilities
   g. Assist in morgue detail
   h. Other duties as assigned

4. Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form.)

5. All personnel will automatically report to their emergency assignments.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

HEALTH SERVICES

PURPOSE
In case of emergency or disaster, it is the purpose of Health Services to triage and provide first aid to students and personnel and to minimize personal injuries and losses by coordinating effectively with the Emergency Medical Response effort.

FUNCTIONS
1. The Coordinator of Health Services/Campus Nurse will, upon activation of the ICC by the Chancellor/President and notification from the Incident Commander, or designated representative, organize and direct all aspects of the on-site medical situation.

2. Staff may consist of the Campus Nurse, and a Health Service Technician. Any other personnel with first aid experience will be assigned by the Health Services Coordinator, e.g. Health Sciences personnel, student nurses, Physical Education instructors with first aid background, trained staff and law enforcement personnel. The staff will be known as the Triage Team (TT) and will wear some form of identification (e.g. smocks, badges, arm bands, etc.) The TT shall have the authority to:
   a. Triage (evaluation, treatment, and disposition of casualties)
   b. Ensure staging areas are designated
   c. Coordinate rescue sweep to assist trapped or injured victims
   d. Active communication with off campus medical resources
   e. Maintain accurate records of medical events and disposition of casualties (see below)
   f. Maintain records/logs of calls, assignments and actions (See Appendix IX for FEMA Reimbursement Form)
   g. Request supplies (See Map for first aid kit locations), commandeer transportation and manpower
   h. Perform any other activities that would ensure the health and welfare of the campus

   Note: Under evening plan; Public Safety will make up triage teams.

3. Recommended team equipment:
   - Flashlights
   - Walkie Talkies
   - Black Felt Markers
   - Clipboard
   - Forms
   - First Aid Materials (water)
   - Pencils and Pens
   - Latex gloves

4. The triage team will be responsible for marking the forehead of the victims with the felt tip pen in the following manner:
   - “I” Immediate
   - “II” Delayed
   - “X” Dead
   - “WW” Walking Wounded

5. Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form.)
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

HEALTH SERVICES (Continued)

Those persons identified as “I” or “II” have priority for treatment and evacuation. Triage team members will direct walking wounded for treatment to the nearest casualty collection or treatment point.

DEFINITIONS:

“I” Immediate Major lacerations with extensive hemorrhage; correctable mechanical respiratory difficulty; open fractures of major bones; critical injuries to respiratory or central nervous system (salvageable); eviscerations and severe penetrating abdominal wounds; severe burns (salvageable)

“II” Delayed Major lacerations without extensive hemorrhage; closed major fractions; non-critical injury to the central nervous system; moderate burns

MEDI-FLIGHT

Through available communications notify Medi-Flight for necessary emergency evacuation. Landing facilities must be, at least 60-feet by 60-feet, free of electrical or telephone wires. Daytime landing area will be on visual contact, special helicopter markings are not necessary.

POTENTIAL TRIAGE AREAS

Geographic location: (preferably area with running water, toilets)

East Campus
   a. Baseball Field
   b. Football Field
   c. Soccer field

Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form)
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

TRANSPORTATION

PURPOSE
The Maintenance and Operations Department shall provide continuous transportation and related automotive services to campus personnel, in the event of a major disaster. Protecting and maintaining all district-owned motor vehicles will accomplish this task.

FUNCTIONS
1. Under the direction of the Transportation supervisor vehicles deemed to be safe would be placed in service as emergency vehicles.
2. Walking wounded would be transported to the nearest pickup center.
3. Immediate (#I) and Delayed (#II) victims would be transported to the nearest medical facility, if possible, using emergency campus vehicles when medical vehicles are not available.
4. Vehicles will include, but not be limited to, all campus vehicles.
5. Records of persons utilizing the vehicles during the disaster, as well as a log of persons being transported, and their ultimate destination, will be kept with each vehicle. (See Appendix IX for FEMA Reimbursement Form.)
6. All personnel will automatically report to their emergency assignments.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

MEDIA / COMMUNICATIONS

PURPOSE
Media shall provide continuous communication services to campus personnel, in the event of a major disaster. Protecting and maintaining all district-owned communications systems will accomplish this task.

An Electronics Engineer is assigned to the Incident Command Center under the direction of the Director of Media and Technology Support Systems and is responsible for assuring that communications equipment is operational.

FUNCTIONS
1. Report to the Incident Command Center and activate emergency communications system.
2. Implement emergency communications staffing.
3. Recommend resources to correct problems in communications system.
4. Check telephone ring-down lines for operation.
5. Obtain briefing from Incident Commander.
6. Check other communications equipment; i.e. fax, radio communications, etc., for operation.
7. Determine ongoing needs, request additional resources and resolve logistical problems.
8. Maintain records/logs of calls, assignments and actions. (See Appendix IX for FEMA Reimbursement Form.)
9. Secure operation and forward logs to Incident Commander.
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

INFORMATION SYSTEMS

PURPOSE
Records security is the operational responsibility of Information Systems (IS). IS will maintain security over vital records and recovery of vital records in the event of disasters or emergencies. The security of records is deemed important in order for the District/College to meet both its legal and ethical obligations following a disaster/emergency and to resume operations at the earliest appropriate time.

FUNCTION
1. The Director of Information Systems will report to the ICC
2. Activate disaster recovery plan for vital records
3. Establish communications with off-site records locations
4. Initiate call-back procedures for essential records personnel
5. Maintain records/logs of calls, assignments and actions (See Appendix IX for FEMA Reimbursement Form)
6. Brief Incident Commander on vital record status

Categorization of Vital Records (or Documents)

First-Class Records (or Documents) include:
Records that are both irreplaceable, (have not or cannot be duplicated in acceptable form) and are vital to carrying on normal business of the College:
- Essential to the protection of the rights of persons
- Payroll documents
- Students’ academic records, including grades, transcripts, and class records
- Employee service records; i.e. personnel records
- Records essential to the protection of the rights of the District/College or to the execution of its obligations, such as: physical plan specifications, “As-Built,” and drawings; deeds; current contracts

Second-Class Records (or Documents) include:
- Documents (and their copies) which, had they not been reproduced, would have been appropriately classified as “first-class” records
- Unduplicated records that would require much time or expense to reconstruct (but which are not vital to carrying on the normal business of the District/College
- Records of intense historical interest that are maintained as part of the College archives, and that are typically irreplaceable because no duplicate copy exists because of their large volume or speculative criticality to the ability of the College to carry on its normal business
INCIDENT COMMAND CENTER DUTIES AND RESPONSIBILITIES

STUDENT SERVICES

PURPOSE
The Student Services units assist members of the campus community during emergencies by providing assistance, information, physical and emotional support.

FUNCTIONS
1. Coordinate and assign staff to provide counseling and comfort to members of the campus community.
2. Provide general information.
3. Assist with locating and connecting students and families.
4. Recruit and coordinate volunteers to assist with activities such as: crowd control; evacuation of buildings; record keeping; and messenger service.
5. Assist with the organization and promotion of campus activities (e.g., recreational programs and entertainment) in an effort to maintain an orderly campus environment.
GENERAL EMERGENCY PROCEDURES

EVACUATION PROCEDURES

BUILDING EVACUATION
Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when instructed to do so.

Leave by the nearest marked exit and alert others to do the same.

Assist persons with disabilities to exit the building (see page 28). Check bathrooms or other isolated areas if time permits. **Do not use the elevators at all in cases of fire and/or earthquake.**

Once outside, proceed to your building’s assigned evacuation assembly area (see map on the next page) so that department evacuation coordinators can make sure that everyone has been safely evacuated. Avoid trees, signs, buildings, electrical poles and wires. If the assigned assembly area cannot be used, proceed to a clear area that is at least 500 feet away from the affected building and **do not leave campus until you have checked in with department personnel.** Faculty will account for all students in class at the time of the evacuation and maintain records of this as well. This will prevent emergency personnel from entering dangerous buildings to rescue people who are already outside. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building until an official in charge of the evacuation says it is safe to do so.

CAMPUS EVACUATION
Subject to approval of Incident Commander, Public Safety or Emergency Response Team will announce a general evacuation of all or part of the campus when necessary. At that time, all persons (students and staff) will vacate the designated area immediately and move to another area as directed. Neither staff nor students should leave campus until they have checked in with departmental evacuation coordinators/instructors. Vehicles leaving campus will use normal exits unless otherwise instructed. (See evacuation routes.)
GENERAL EMERGENCY PROCEDURES

INDIVIDUALS WITH DISABILITIES - EVACUATION PROCEDURES

The evacuation procedures for individuals with disabilities are as follows:

1) When the alarm sounds (or notification to evacuate is given) it is important to determine the nature of the emergency and act accordingly.

2) Elevators are not to be considered as an exit option unless clearance from Public Safety is given.

3) Individuals who walk with assistive devices may need assistance.

4) Individuals who are blind or partially sighted may have to depend on others to lead them, as well as their dogs, to safety during a disaster (a guide dog could become confused or disoriented in a disaster). A service animal’s safety is secondary to ensuring the safe evacuation of people.

5) Wheelchair users who are on the main level of a building and can exit directly to the outdoors should do so as quickly as possible.

6) If disaster is clearly present and it becomes necessary to evacuate, it is the responsibility of the individual with the disability to request assistance. In general these individuals must not be carried, except in an extreme emergency, due to risk of potential injury. It is preferable that one understands the proper way to transfer a person with a disability or to move someone with a physical disability and what exit routes from the building are best. The individual knows best how he or she should be carried and should direct volunteers accordingly.

7) **Note:** If a person with a disability cannot get out of a building the best thing for them to do is to stay in a classroom or office with the door closed and let someone know of their location so they can notify the proper authorities.
In case of an emergency requiring the evacuation of buildings and/or other facilities, the following plan should be utilized:

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Index</th>
<th>Evacuate To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administration Foundation</td>
<td>A</td>
<td>Lawn area north of Administration, Humanities</td>
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<tr>
<td></td>
<td>Business Education</td>
<td>F</td>
<td></td>
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<td></td>
<td>Humanities</td>
<td>B</td>
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<td></td>
<td>Indoor/Outdoor Theater</td>
<td>FCE</td>
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<td>Student Services Center</td>
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<td>IT/OT/SAM</td>
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<td>SS</td>
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<tr>
<td></td>
<td>Business Office</td>
<td>BS</td>
<td>Soccer field/golf field</td>
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<td></td>
<td>Bookstore</td>
<td>BS</td>
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<td></td>
<td>Campus Center</td>
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<td>2</td>
<td>Library</td>
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<td></td>
<td>Public Safety</td>
<td>LEV</td>
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<td></td>
<td>Agriculture</td>
<td>AG</td>
<td>Center road divider south of the Agriculture and</td>
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<td></td>
<td>Allied Health</td>
<td>AH</td>
<td>Horticulture Buildings; spill</td>
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<td></td>
<td>Applied Science &amp; Tech.</td>
<td>AST</td>
<td>over into southeast parking</td>
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<td></td>
<td>Custodial/Grounds</td>
<td>C</td>
<td>lot if necessary</td>
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<td></td>
<td>Fieldhouse</td>
<td>FH</td>
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<td></td>
<td>Fine Arts</td>
<td>FA</td>
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<td>Finlinson Conference Ctr.</td>
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<td>Forums</td>
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<td>Gym</td>
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<td></td>
<td>Horticulture Lab</td>
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<td>Language Arts</td>
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<td></td>
<td>Math Science</td>
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<td></td>
<td>Science &amp; Engineering Stadium</td>
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<td></td>
<td>Weill Institute</td>
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<td></td>
<td>Downtown Bakersfield</td>
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<tr>
<td></td>
<td>Vacant lot northeast of Weill</td>
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<tr>
<td>3</td>
<td>Delano Campus</td>
<td></td>
<td>Lawn area east of child care center</td>
</tr>
</tbody>
</table>
GENERAL EMERGENCY PROCEDURES

FIRE

In all cases of fire, call 9-1-1 immediately

Also call Public Safety (395-4555)

Note: Know the location of fire extinguishers, fire exits, and building alarm systems in your area and know how to use them.

IF YOU DISCOVER A FIRE OR SMELL SMOKE

1. Stay calm!
2. Call the Fire Department (9-1-1) and then Public Safety (395-4555).
   a. Describe the exact location of the fire and its extent
   b. Describe what is burning – be specific
3. Pull the nearest fire alarm box.
4. Alert all others in the immediate vicinity.
5. Do not place yourself in jeopardy.
6. Quickly make sure no one is left in the immediate area of the fire and close all doors and windows.
7. If the fire is small, and you have been properly trained, use a fire extinguisher to extinguish or control the fire until the Fire Department arrives. Make sure you have an exit behind you as you face the fire. DO NOT FIGHT A FIRE THAT APPEARS TO BE OUT OF CONTROL.
8. If the fire is large, very smoky, rapid spreading, or uncontrollable, evacuate the building immediately, closing all doors as you go. Do not lock doors! If the alarm stops, continue to evacuate. Warn others who may try to enter the building after the alarm stops.
10. Use caution when opening doors. Touch doors with the back of your hands before opening. If the door is warm, do not open the door. There may be a fire behind the door that will spread if the door is opened. If the door is cool, open the door carefully, a little at a time, to prevent injury and the spread of smoke.
12. Evacuate to evacuation assembly area and stay out of the way of emergency personnel; check in with department evacuation coordinator. Do not return to the building until the Fire Department indicates it is safe to do so.
13. If you suspect someone may be trapped inside the building, notify either police or fire fighters on the scene.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT Panic.
GENERAL EMERGENCY PROCEDURES

EARTHQUAKE

DURING THE EARTHQUAKE:

Stay calm.

If indoors, stay there. Get under a desk or table, or stand in a corner or doorway. Stay away from glass, shelves, and heavy equipment.

If outdoors, get into an open area away from trees, buildings, walls, and power lines. CAUTION: Always avoid utility lines as they may be energized.

If driving, pull over to the side of the road and stop in the safest place available. Avoid overpasses, power lines and trees. Stay in the vehicle for the shelter it offers until the shaking is over.

AFTER THE INITIAL SHOCK:

Evaluate the situation. Notify Public Safety (395- 4555) re: serious hazards and injuries. Provide first aid, following the procedures on the emergency flip chart. Protect yourself at all times and be prepared for aftershocks.

Report damaged facilities to Facilities Operations (395- 4221). Gas leaks and power failures create special hazards. Do not use telephone, light switches or any electrical equipment if you smell gas. (Call Facility Operations from a phone in another area.) Please refer to the Utility Failures procedure on page 44 of this document.

Do not use elevators.

Follow procedures in this manual for fire (page 31) and hazardous materials (page34) if necessary.

In the event of major damage or disruption an announcement will be sent through the emergency zone paging system indicating evacuation procedures. Assist persons with disabilities to exit the buildings (see Evacuation Procedures for Persons with Disabilities, page 28). Do not use elevators. Keep calm.

If instructed to evacuate, go the designated assembly area (avoid trees, signs, buildings, electrical poles and wires). Check in with the designated department evacuation coordinator. Stay well clear of buildings, trees and power lines. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so. Do not leave campus until you have checked in with department personnel at the assembly area.
GENERAL EMERGENCY PROCEDURES

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

Life threatening explosions may result from falling aircraft, leaking gas, faulty boilers or chemical accidents.

IF THERE IS DANGER OF AN EXPLOSION

1. Follow instructions to take cover under a desk or evacuate the building.
2. Stay clear of windows or glass.
3. Do not light matches or cigarette lighters.
4. Do not turn switches on or off; leave them in the position they are in.
5. If directed to evacuate, do not use elevators at all in case of fire or earthquake, but assist persons with disabilities to exit the building (See Evacuation Procedures for Persons with Disabilities, page 28).
6. Go immediately to a designated evacuation assembly area (see map), keeping streets and walkways clear for emergency vehicles. Keep calm. Check in with departmental evacuation coordinator. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

IF THERE IS AN EXPLOSION INSIDE THE BUILDING

1. Contact Public Safety (395- 4555) and report explosion. Give your name, location and extension number and describe the location and the nature of the emergency. If there are injuries, call 9-1-1 first.
2. Follow instructions to evacuate the building.
3. Move crosswind to avoid toxic fumes. NEVER go downwind.
4. Do not take time to gather personal belongings.
5. Do not use elevators in case of fire or earthquake, but assist persons with disabilities to exit the building (see Evacuation Procedures for Persons with Disabilities, page 28.)
6. Go immediately to a designated evacuation assembly area (see map), keeping streets and walkways clear for emergency vehicles. Keep calm. Check in with departmental evacuation coordinator for head count. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.
GENERAL EMERGENCY PROCEDURES

INCIDENTS INVOLVING CHEMICALS OR HAZARDOUS MATERIALS

Call: Public Safety (395-4555)  
Facility Operations (395-4221)

Hazardous Material= Anything Flammable, Toxic, Corrosive, Reactive, Oxygenic, Cryogenic, or Radioactive

If the spill of hazardous material may cause injury, explode, or start a fire, call Bakersfield Fire Department at 9-1-1. ALSO call Public Safety (395-4555), and report the spill to your supervisor.

Report any other hazardous spill that cannot be controlled and cleaned up using the employee’s normal personal protective equipment (safety goggles, gloves, apron, etc.) with equipment and spill materials readily at hand, to Public Safety (395-4555) and to your supervisor.

Report suspected gas leaks or suspicious odors to Facility Operations (395-4221).

Provide the following information:

- **Exact location** of spill, including room number if inside a building
- **Name** of spilled material
- **Quantity** of material spilled
- **Appearance** - solid, liquid, odor, color, etc.
- **Nature and extent of injuries** or physical effects to those who have been exposed, if any
- **Area of contamination, hazards to humans** or the environment inside or outside the facility (e.g. possibility of contamination of groundwater or creeks)
- **Time of release**
- **Your name**, department, and the phone extension you are calling from

Clear the affected area at once and seal it off to prevent further contamination of other areas until Public Safety personnel arrive. Appropriate supervisory personnel (including instructors) should determine if adjacent areas should be evacuated as well.

Public Safety will contact the necessary specialized authorities and medical personnel, as outlined in the KCCD/Bakersfield College Hazardous Materials/Business Plan.

If you are contaminated by the spill, avoid contact with others. Remain in the vicinity, but at a safe distance. Give your name to Public Safety. Obtain required first aid and cleanup by specialized authorities at once.

If instructed to do so, follow evacuation procedures (page 27).
VERY IMPORTANT:
ALL spills must be RECORDED (on spill log), and some must also be REPORTED to regulatory authorities. Fill out a departmental hazardous materials spill log (use format similar to chart below) and also report ALL hazardous material incidents to the Public Safety office (395- 4555) for possible mandatory reporting to state and federal agencies.

|----------------------|----------|-----------------|------------------|----------------------------|----------------------------|----------------------------|-------------------------|-----------------------|------------------------|


GENERAL EMERGENCY PROCEDURES

CHEMICAL OR BIO-TERRORISM

The covert release of a chemical or biological agent will almost certainly go initially undetected in most areas of the country. Infected persons will begin to present at doctors’ offices, managed care clinics and hospital emergency rooms days, and perhaps weeks, after the release of the chemical or biological agent. In an overt release, officials will have advanced notice of the outbreak, but most local public health systems will be overwhelmed by community requests for information and treatment as soon as the threat is made public.

Campus response to confirmed incidents of this nature will probably be limited to the following possibilities, depending on circumstances:

- Act as an information source, passing on information from Center for Disease Control (CDC), and other government agencies, to students and staff via existing information channels. Information might include infection control precautions and treatment facilities, etc.
- Potential evacuation and closure of facilities
- Cooperate with the use of college facilities, if requested, by local agencies
- Use of universal precautions in the handling of victims to prevent the further infection or contamination of students and staff

SUSPICIOUS MAIL

See Appendix IV for US Postal Service recommendations for recognizing a suspicious letter or package.

If a letter/parcel is open and/or a threat is identified:

<table>
<thead>
<tr>
<th>For Radiological:</th>
<th>For Biological or Chemical:</th>
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</thead>
<tbody>
<tr>
<td>Limit Exposure – Don’t Handle</td>
<td>Isolate – Don’t Handle</td>
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<tr>
<td>Evacuate Area</td>
<td>Evacuate Immediate Area</td>
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<tr>
<td>Shield Yourself From Object</td>
<td>Wash Your Hands With Soap and Warm Water</td>
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<tr>
<td>Contact Public Safety (395- 4555)</td>
<td>Contact Public Safety (395- 4555)</td>
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<td>Public Safety will:</td>
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<td>Call Police</td>
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<tr>
<td>Contact Postal Inspectors</td>
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<tr>
<td>Call Local Fire Department/HAZMAT Unit</td>
<td>Call Local Fire Department/HAZMAT Unit</td>
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</table>
GENERAL EMERGENCY PROCEDURES

MORTALITY MANAGEMENT

It is conceivable that Bakersfield College offices/Bakersfield College will become isolated after a major catastrophe (such as an 8.3 earthquake.) An incident of significant magnitude could result in multiple fatalities.

Bakersfield College acknowledges that there is a potential for a health hazard if a corpse remains unattended for a period of time. There may also be a psychological impact on persons in the vicinity of a fatality. In order to reduce possible adverse effects, as well as to abide by state and local regulations, the following mortality management procedures are established.

1. The handling of fatalities will comply with all laws and regulations.
2. Relocate fatalities only when:
   a. The coroner or law enforcement personnel are unable to respond in a timely manner
   b. The health, safety, and psychological well being of the college and/or of those remaining in the area to work or carry out disaster duties are jeopardized
   c. Rescue efforts necessitate that removal be accomplished
   d. The remains are exposed to public view
   e. The remains are exposed to sunlight

The County Coroner/ Medical Examiner / Incident Commander has the primary responsibility for mortality management in all but the most extreme emergencies. The duties include: coordination of mortality management procedures, identification of fatalities, and documentation of deaths and notification of the law enforcement authorities.

Public Safety coordinates with the County Coroner/Medical Examiner concerning operations on campus and is responsible for:

- Assessing the number of fatalities and reporting the situation to the County Coroner/Medical Examiner
- Directing campus personnel to assist the Coroner and Deputy Coroners
- Providing assistance to the Coroner in identifying the deceased
- Ensuring that fatalities on campus are properly handled until arrival of the Coroner or Deputy Coroner, including, removal and transportation of fatalities to proper locations for identification and safekeeping, when necessary
- Maintaining records of the site where fatalities were found and pass on the information, as well as any other identification information to the Incident Commander
- Protect decedents, as well as their personal effects
HANDLING THE DEAD
1. Do not remove any personal effects from the body at any time. Personal effects must remain with the body at all times.

2. Wear protective gloves, a mask, goggles and overalls. Avoid direct contact with the body or with bodily fluids, especially blood.

3. Notify law enforcement of the location and, if known, the identity of the body. Law enforcement will notify the Coroner; the Coroner will estimate the time of their arrival.

4. Keep insects and other animal life away from the building.

5. The dead and their personal effects must be secured or safeguarded at all times until the arrival of the Coroner or their authorized representative.

County Coroner will:
1. Attach an identification tag to the body with the following information:
   a. Date and time found
   b. Exact location where found, including floor/room number
   c. Name/address of decedent, if known
   d. If identified, how, and when and by whom
   e. Name/phone of person filling out tag
   f. If body shows contamination by chemicals, decay, or infectious disease, the Incident Commander or designated individual should indicate this information on the tag

2. Place each body in a separate disaster pouch, in plastic sheeting or in large plastic bags and tie or tape the pouch securely to prevent unwrapping. Securely attach a second tag with the same information stated in Item No. 1 to the outside of the sheeting or pouch.

3. If personal effects are found and thought to belong to a body, place them in a separate container and label them as in Item No. 1. Do not assume any loose effects belong to a body. Do not attach them to the body, but store them separately near the body.

4. Move the properly tagged body with its personal effects to a convenient building or location, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body as soon as possible. Do not use a storage area with a floor that can be permeated by body fluids.

STORAGE SITE SELECTION
Each campus will designate a primary and secondary storage location. The sites must be: 1) As cool as possible; 2) Away from public view; 3) Insect and rodent free; and 4) Securable.

MORGUE LOCATIONS
The following buildings have been designated as morgue sites:
Location - To be Determined
GENERAL EMERGENCY PROCEDURES

BOMB THREAT

PURPOSE
The safety of personnel is the prime consideration in the event of a bomb threat. After the safety of people has been assured, the next responsibility is to protect and preserve property and assets.

Bomb threats usually occur by telephone, but may also be received by mail, telegram and in person. Although in most cases a bomb threat is a hoax, we cannot make that assumption. Each bomb threat is to be treated seriously and the proper steps taken to assure that all lives are protected from the threat.

Depending upon the type of bomb threat, the following procedures should be followed:

Any Person Receiving a Bomb Threat Telephone Call:

1. Keep the caller on the line as long as possible. Ask them to repeat the message. Record every word spoken by the person.
2. Determine location of the bomb and the time of threatened detonation (See Appendix III—Bomb Threat Checklist—page 49.)
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Try to determine why the bomb was put in the building.
5. Pay particular attention to unique background noises such as motors running, background music, and any other clue about where the call is being made.
6. Listen closely to the voice (male, female); voice quality (calm, excited); accents, speech defects. Try to determine the age and the education of the caller, their nationality and their emotional and/or mental state.
7. Notify your supervisor, who will in turn notify Public Safety.
8. Complete the Bomb Threat Checklist. (See Appendix III.)

Observation Or Receipt Of Suspicious Letter Or Package:

1. Do not try to open it.
2. Notify your supervisor.
3. Do not put the article in water or a confined space, such as a desk or filing cabinet.
4. If possible, open windows in the immediate area to assist venting potential explosive gases.
**Supervisor’s Responsibility**

1. Contact Public Safety.

2. Isolate the object and evacuate everyone in the vicinity to a safe distance.

**BOMB THREAT -- Continued**

**Public Safety’s Responsibility**

1. Assure that the area is evacuated.

2. If letter or package, call 9-1-1 and notify the US Postal Inspection Service.
GENERAL EMERGENCY PROCEDURES

VIOLENT OR DISRUPTIVE BEHAVIOR

CRIME IN PROGRESS

For a Crime in Progress call 9-1-1.

Whenever you dial 9-1-1, follow-up with a call to Public Safety. An Officer will respond to your location to render assistance while waiting for police to arrive. Report all criminal acts and suspicious situations or persons to Public Safety (395-4555) as soon as possible. If there is no answer, call 9-1-1.

Give: Your name, location, and phone extension

Include: Nature of the incident
Location of the incident
Description of person(s) involved
Description of property involved

• Assist the Officers when they arrive by supplying them with all additional information and ask others to cooperate.
• Avoid risks.
• In the event of gunfire or discharged explosives, leave the area immediately using any concealment available. Seek emergency first aid if necessary after the disturbance.
GENERAL EMERGENCY PROCEDURES

CIVIL DISTURBANCE

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible during a demonstration. Avoid provoking or obstructing the demonstrators. No action is necessary unless:

- Demonstration interferes with the normal operations of the College
- Demonstrators prevent access to buildings or other College facilities
- Demonstration/demonstrators threaten physical harm to persons or damage to College facilities

If any of these conditions exist notify Public Safety at 395-4555) and:

1. Remain calm!
2. Stay in your work area. Continue to perform your work duties until instructed otherwise.
3. Do not leave the building or structure until Law Enforcement or Fire Department instructs you to do so.
4. If participants enter your office:
   a. Be courteous and do not provoke an incident
   b. Notify your supervisor
   c. Avoid using the telephone unless there is an emergency
   d. Do not become a spectator. Leave or avoid the area to prevent injury or possible arrest
   e. Do not argue or debate with a participant
5. Avoid all window areas.
7. Lock doors only if it does not jeopardize evacuation in case of fire.
GENERAL EMERGENCY PROCEDURES

MEDICAL AND FIRST AID

Life-Threatening Emergencies 9-1-1
Public Safety (395-4555)

For Medical Emergencies, you have three choices of what to do:

1. In the following or other life-threatening emergencies,
   • Call 9-1-1 (always)
   • Next call Public Safety (395-4555)
   • Public Safety will notify the President’s office.

   Some Examples of Life-Threatening Medical Emergencies:
   • Severe chest pains
   • Respiratory distress or cessation of breathing
   • Shock
   • Severe burns
   • Uncontrolled bleeding
   • Unconsciousness (except for seizures)
   • Choking
   • Poisoning
   • Overdose
   • Suspected fracture of back, neck or spine

2. If serious injury or illness occurs on campus, call Public Safety (395-4555). Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

3. In case of minor injury or illness, provide first aid following instructions found in the KCCD/Bakersfield College Emergency Procedures Flip Chart, posted on walls in classrooms and offices. Contact Public Safety for follow-up care and documentation (395-6351).

   Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross, and periodically at staff training workshops.

   In the event of a campus-wide emergency, Public Safety will organize first aid response on campus.
GENERAL EMERGENCY PROCEDURES

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to him / herself or others, and/or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Either of these may be manifested by hallucinations, bizarre behavior, or an inability to care for oneself.

If a psychological crisis occurs, you have three choices:

1. In an extreme emergency, dial 9-1-1. Never try to handle a situation you feel is dangerous on your own. Protect yourself first. Running away and then calling for help may be the best solution.

2. Notify Public Safety (395-4555) of the situation. Clearly state that you need immediate assistance, give your name, your exact location, and briefly describe the situation.

3. If you do not feel the situation is dangerous but need an immediate response, contact Student Services (395-4204)/ Bakersfield College Counseling Department (395-4421). Briefly describe the situation (e.g. student expressing suicidal intent), give your name and location. You may also contact the Kern County Mental Health Services (868-6600) for assistance.

Remember that the person who is in distress is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalize himself/herself if necessary. It is important to know that the person can only be hospitalized in two ways: a) by choice, or b) by the police if he/she is dangerous to self or others.
GENERAL EMERGENCY PROCEDURES

UTILITY FAILURES

Public Safety: (395- 4555)
Facilities Operations: 4221

If utility failure occurs during regular hours, Monday through Friday, 8 AM to 4:30 PM, notify Facility Operations (395- 4221).

Always notify Public Safety (395- 4555), if there is potential danger or if failure occurs after hours.

PLUMBING FAILURE / FLOODING

Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Facility Operations (395- 4221).

SERIOUS GAS LEAK

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Facility Operations (395- 4221).

VENTILATION PROBLEM

If smoke odors come from the ventilation system, notify Facility Operations (395- 4221) as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 9-1-1 and Public Safety (395- 4555).

ELEVATOR FAILURE

If you are trapped in the elevator, notify Public Safety using the Emergency Call Box located on the front panel, which will signal for help.

HOT WATER LINE FAILURE

Immediately notify Facility Operations (395- 4555). If necessary, vacate the area.

ELECTRICAL/LIGHT FAILURE

Campus building lighting may not provide sufficient illumination for safe exiting. Keep flashlight and portable radio available for emergencies. (Also see POWER OUTAGES, page 45)
GENERAL EMERGENCY PROCEDURES

POWER OUTAGES

ALL STAFF

- Stay calm
- Safety is of primary concern: remind students that conditions could be dangerous
- Wait for instructions from the Senior College Administrator or Public Safety
- Once you have exited the building, do not re-enter the building unless instructed to do so
- We anticipate the power outage will be short in duration. We will resume normal operations ASAP

FACULTY

If sufficient light exists for safety and instruction, classes should continue. Otherwise, students are to be assisted from the building.

- A faculty member will designate a responsible person to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom

SUPPORT STAFF

- If the power outage occurs during the day, staff should stay in place and take instruction from their supervisors
- Remain in your office area until an administrator or Public Safety dismisses you
- Turn off office equipment/light switches
- Shut off computer systems (CPU, monitor and printer) according to established procedures

POWER OUTAGE

- Communication on campus closure will be communicated via Bakersfield College Emergency Phones and Public Safety

GUIDELINES FOR BAKERSFIELD COLLEGE CAMPUS CLOSURE IN THE EVENING

- If there is a power outage between 4-5 pm, staff may be sent home. Classes will be cancelled until 6:00 pm
- If the power outage continues beyond 6:00 PM, the senior administrator will cancel classes for the evening
- If the power outage occurs during evening classes, the evening administrator will cancel classes for the evening. Public Safety will be notified. Power outage procedures will be followed
- Public Safety will assist in ensuring safety for students, faculty and staff. (See Procedures for Evacuating Persons with Disabilities, page 28.)
GENERAL EMERGENCY PROCEDURES

MEDIA RELATIONS

Public Relations Dial: 4256

The college has two basic media guidelines to observe in crisis situations:

- Only authorized spokespersons (Director of Public Relations) will meet or talk with the media. Refer all calls from media directly to the Office of Public Relations, extension 4256.

- The authorized spokesperson will give only factual information; no speculation is to be offered.

Report incidents with potential for adverse publicity to the College to:

- Chancellor (336-5104) / President (395-4211)
- Public Relations office (395-4256)

Do not speak to outsiders, especially to the media, on behalf of the College.

Give the Chancellor/President and the Public Relations Director complete details, including what the incident is, how it began, who is involved, what is happening now and what help has been requested. The Chancellor/President and Public Relations Director will confer and decide on the appropriate action.
### RESPONSIBILITY FUNCTIONS CHART

#### FUNCTIONAL RESPONSIBILITIES OF CAMPUS UNITS

<table>
<thead>
<tr>
<th>Campus Units*</th>
<th>Alerting and Warning</th>
<th>Communications</th>
<th>Situation Analysis</th>
<th>Management</th>
<th>Public Information</th>
<th>Mental Health</th>
<th>Fire</th>
<th>Traffic Control</th>
<th>Disaster Medical &amp; Safety</th>
<th>Law Enforcement</th>
<th>Public Health &amp; Safety</th>
<th>Coroner</th>
<th>Movement</th>
<th>Rescue</th>
<th>Construction &amp; Engineering</th>
<th>Study Participation &amp; Volunteerism</th>
<th>Personnel/Volunteers</th>
<th>Transportation</th>
<th>Utilities</th>
<th>Financial Services</th>
<th>Space Utilization</th>
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<tbody>
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<td>Chancellor/President</td>
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- Denotes principal
- Denotes supporting
Appendix II:

SECURITY DISASTER COMMAND STRUCTURE

PUBLIC SAFETY STAFF

DISASTER / EMERGENCY COMMAND STRUCTURE

(Assignments/Responsibilities)

SWING SHIFT PERSONNEL, working with shift Sr. Officer
1) Police Liaison
2) Traffic Control
3) Childcare/Child Development

DAY SHIFT PERSONNEL, working with shift Sr. Officer
1) Fire Department Liaison
2) Turn off gas, electric, and water
3) Physically Challenged

GRAVEYARD OFFICER,
1) Nurse Liaison
2) Ambulance
3) Morgue

SERGEANT,
1) Public Relations Personnel

OFFICE STAFF, working with secretary
1) Dispatchers at office
2) Supplies for Officers

PUBLIC SAFETY CHIEF, working with
1) Incident Command Center Personnel
Report: Immediately Call Public Safety (395-4555)

Appendix III:

BOMB CHECK LIST

Time Call Received: _______ (approximate)  Time Call Finished: _______ (approximate)

Exact Words of Person Making Threat:

___________________________________________________________________________

___________________________________________________________________________

Questions to Ask:
When is the bomb going to explode?
Where is it right now?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
What is your address?
What is your name?
What sex is caller? ___ Age ___ Accent Length of call

Caller’s Voice:
☐ Calm  ☐ Laughing  ☐ Lisping  ☐ Distinguished
☐ Angry  ☐ Crying  ☐ Raspy  ☐ Accent
☐ Excited  ☐ Normal  ☐ Deep  ☐ Familiar
☐ Slow  ☐ Distinct  ☐ Ragged  ☐ If familiar, whom did it sound like?
☐ Rapid  ☐ Slurred  ☐ Clearing throat
☐ Soft  ☐ Nasal  ☐ Deep breathing
☐ Loud  ☐ Stutter  ☐ Cracking voice

Background Sounds:
☐ Street noise  ☐ House noises  ☐ Clear
☐ Kitchen noises  ☐ Motor  ☐ Static
☐ Voices  ☐ Office machines  ☐ Local call
☐ PA system  ☐ Factory noises  ☐ Long distance call
☐ Music  ☐ Animal noises  ☐ Phone booth

Threat Language:
☐ Educated  ☐ Foul  ☐ Incoherent  ☐ Message read by threat maker
☐ Irrational  ☐ Taped message

Remarks:
Fill out completely, immediately after bomb threat:  Date____________________________
Name __________________________ Position _______________________ Phone ________
APPENDIX

Appendix IV:

SUPICIOUS MAIL PROCEDURES

Following information reproduced courtesy of US Postal Service:

What should make me suspect a piece of mail?

- It’s unexpected or from someone you don’t know
- It’s addressed to someone no longer at your address
- It’s handwritten and has no return address or bears one that you can’t confirm is legitimate
- It’s lopsided or lumpy in appearance
- It’s sealed with excessive amounts of tape
- It’s marked with restrictive endorsements such as “Personal” or “Confidential”
- It has excessive postage

What should I do with a suspicious piece of mail?

- Don’t handle a letter or package that you suspect is contaminated
- Don’t shake it, bump it, or sniff it
- Put the mail piece in a plastic bag
- Wash your hands thoroughly with soap and water
- Notify local law enforcement authorities
APPENDIX

Appendix V:

LOCAL & GOVERNMENT EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>HOURS OF OPERATION</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSISTANCE AGENCIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Red Cross</td>
<td>9:00 – 4:00 M-F</td>
<td>661-324-6427</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>24 hours</td>
<td>661-837-4243</td>
</tr>
<tr>
<td><strong>BOMBS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Postal Inspection (Bombs)</td>
<td>8:00—4:30 M-F</td>
<td>415-778-5800</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td></td>
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<tr>
<td>Federal Communications Commission</td>
<td>8:00-4:30 M-F</td>
<td>888-225-5322</td>
</tr>
<tr>
<td><strong>CORONER</strong></td>
<td></td>
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</tr>
<tr>
<td>Coroner-Bakersfield</td>
<td>24 hours</td>
<td>661-861-3110</td>
</tr>
<tr>
<td><strong>DISASTER SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEMA</td>
<td>24 hours</td>
<td>415-923-7100</td>
</tr>
<tr>
<td>Federal Emergency Management Agency</td>
<td>24 hours</td>
<td>800-462-9029</td>
</tr>
<tr>
<td>Disaster Assistance Registration</td>
<td></td>
<td>800-525-0321</td>
</tr>
<tr>
<td>Kern County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Emergency Services</td>
<td></td>
<td>661-861-9999</td>
</tr>
<tr>
<td><strong>FIRE DEPARTMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bakersfield City Fire Department</td>
<td>24 hours</td>
<td>9-1-1</td>
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<tr>
<td><strong>HAZARDOUS SUBSTANCES AND CHEMICAL RELEASE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMTREC</td>
<td>24 Hours</td>
<td>800-424-9300</td>
</tr>
<tr>
<td>National Response Center (NRC)</td>
<td>24 hours</td>
<td>800-424-8802</td>
</tr>
<tr>
<td>Environmental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kern County</td>
<td></td>
<td>661-824-7105</td>
</tr>
<tr>
<td><strong>HOSPITALS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kern Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1830 Flower Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bakersfield, CA 93305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>661-326-2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Hospital</td>
<td></td>
<td></td>
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<tr>
<td>420 34th Street</td>
<td></td>
<td></td>
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<tr>
<td>Bakersfield, CA 93305</td>
<td></td>
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</tr>
<tr>
<td>661-327-4647</td>
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</table>
## LOCAL & GOVERNMENT EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>HOURS OF OPERATION</th>
<th>TELEPHONE NUMBER</th>
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</thead>
<tbody>
<tr>
<td><strong>LAW ENFORCEMENT</strong></td>
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</tr>
<tr>
<td>Highway Patrol</td>
<td>24 hours</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Sheriff</td>
<td>24 hours</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Bakersfield City Police</td>
<td>24 hours</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Kern County Sheriffs Office</td>
<td>24 hours</td>
<td>9-1-1</td>
</tr>
<tr>
<td>FBI – Bakersfield Office</td>
<td>24 hours</td>
<td>661-323-9665</td>
</tr>
<tr>
<td>– Sacramento Office</td>
<td></td>
<td>916-481-9110</td>
</tr>
<tr>
<td><strong>MENTAL HEALTH &amp; CRISIS INTERVENTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kern County Mental Health Crisis Intervention</td>
<td>24 hours</td>
<td>661-868-8000</td>
</tr>
<tr>
<td>Kern County Rape Hot Line</td>
<td>24 hours</td>
<td>661-324-7273</td>
</tr>
<tr>
<td><strong>POISON</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacramento Poison Control Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Davis Medical Center</td>
<td></td>
<td>800-222-1222</td>
</tr>
<tr>
<td>2315 Stockton Blvd.</td>
<td></td>
<td>916-227-1414 fax</td>
</tr>
<tr>
<td>Sacramento CA 95817</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TELEPHONE COMPANIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATT</td>
<td>24 Hours</td>
<td>800-222-3000</td>
</tr>
<tr>
<td>Pacific Bell</td>
<td>24 hours</td>
<td>6-1-1</td>
</tr>
<tr>
<td><strong>TRANSPORTATION / ROADS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway Condition Info</td>
<td>(Statewide)</td>
<td>800-427-7623</td>
</tr>
<tr>
<td>National Trans. Safety</td>
<td>(CA, NV, AZ, HI)</td>
<td>213-297-1041</td>
</tr>
<tr>
<td><strong>UTILITY AGENCIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bakersfield Water Resources</td>
<td>Electric</td>
<td>661-326-3715</td>
</tr>
<tr>
<td>P.G. &amp; E.</td>
<td>Gas</td>
<td>800-743-5000</td>
</tr>
<tr>
<td>City of Bakersfield</td>
<td>Water / Sewer</td>
<td>661-326-3111</td>
</tr>
</tbody>
</table>
Appendix VI:

**LEGAL REFERENCES AND AUTHORITIES**

College administrators, under the direction of the Incident Commander, should become familiar with the following civil defense and disaster preparedness references:

<table>
<thead>
<tr>
<th>FEDERAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. The Federal Civil Defense Guide.</td>
<td>The national plan for emergency preparedness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. California Administrative Code, C.C.R, Title 5, Education—Div. 1, Ch. 2, Subch. 3, Article 2, § 560</td>
<td>Districts will have a Civil Defense and Disaster Preparedness Plan</td>
</tr>
<tr>
<td>2. Government Code § 8607</td>
<td>Local governments must use SEMS (ICS) to be eligible for reimbursement of response expenses</td>
</tr>
<tr>
<td>3. Government Code, Chapter 8, Division 4, Title 1, § 3100 and 3101.</td>
<td>All Public employees are declared disaster service workers (includes “public districts” i.e. Bakersfield College)</td>
</tr>
<tr>
<td>4. Government Code § 3102</td>
<td>All disaster service workers required to affirm California Constitution Article 20 Loyalty Oath on employment—(required of all Bakersfield College employees)</td>
</tr>
<tr>
<td>5. California Constitution—Article 20, § 3</td>
<td>Loyalty Oath</td>
</tr>
<tr>
<td>6. Civil Code Procedure § 1714.5,</td>
<td>No disaster service workers shall be held liable for civil damages resulting from disaster services.</td>
</tr>
<tr>
<td>7. Education Code § 33031</td>
<td>District Board shall adopt regulations consistent with State Laws</td>
</tr>
<tr>
<td>10. CalOSHA, C.C.R., Title 8, § 3220</td>
<td>Scope and application of required Emergency Action Plan</td>
</tr>
<tr>
<td>11. C.C.R. Title 19, Div. 2, Ch. 1, Article 4, § 2400-2450, § 2403</td>
<td>Standardized Emergency Management System. All emergency response agencies shall use SEMS</td>
</tr>
<tr>
<td>13. California Administrative Code, C.C.R. Title 5, Part 1, Chapter 1, Subchapter 2, § 500, Administration and Enforcement Fees.</td>
<td>Reimbursement of fees for reconstruction after earthquakes</td>
</tr>
<tr>
<td>14.</td>
<td>Orders, Rules, and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of Extreme Emergency as a Result of Enemy Attack or Warning that an Enemy Attack is Probable or Imminent.</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16.</td>
<td>State of California Civil Defense and Disaster Plan</td>
</tr>
<tr>
<td>17.</td>
<td>The California Disaster and Civil Defense Master Mutual Aid Agreement.</td>
</tr>
<tr>
<td>18.</td>
<td>Earthquake Protection Law (Riley Act).</td>
</tr>
</tbody>
</table>
APPENDIX

Appendix VII:

EVACUATION PRIORITIES

On Bakersfield College campuses, the order of evacuation, in the event of an Emergency Evacuation or disaster (including an unexpected power outage where evacuation is appropriate), will be as follows:

MAIN CAMPUS

<table>
<thead>
<tr>
<th>Priority #1</th>
<th>Child Care/Child Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority #2</td>
<td>Students and Staff with Disabilities</td>
</tr>
<tr>
<td>Priority #3</td>
<td>Students</td>
</tr>
<tr>
<td>Priority #4</td>
<td>Bakersfield College Staff</td>
</tr>
</tbody>
</table>

In the case of an imminent blackout, second story persons using wheelchairs may be evacuated while power is still available.

When elevators are not functioning, Bakersfield College Staff, including Public Safety Officers, will not remove individuals in wheelchairs from second story locations. The removal must be handled by the Fire Department to insure the safety of both persons with disabilities and staff members.

Call Public Safety at 395-4555 to report a malfunctioning elevator or stranded person with a disability.
Appendix VIII:

TELEPHONE TREE FORM

Annual Revision Date: 7/1/20

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 all employees can be quickly notified at home or at work. This form is for each Manager, Department Chair and/or Supervisor to fill out with a list of the employees under him or her. Keep it up to date and with the plan in case you need to contact those you supervise.

<table>
<thead>
<tr>
<th>DEPARTMENT CHAIR</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER</td>
<td>AREA</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>CAMPUS EXTENSION</th>
<th>HOME PHONE</th>
<th>WHO WILL CALL THIS PERSON?</th>
<th>CONTACTED? YES OR NO</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
## Appendix IX:

### FEMA EMERGENCY RESPONSE LOG

(SAMPLE)

REQUIRED FOR FEMA REIMBURSEMENT

**Name and Title**  
Joe Doe, Buildings and Grounds Supervisor

**Department**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/99</td>
<td>10 A.M.</td>
<td>Report to work, start excavation at Library</td>
</tr>
<tr>
<td></td>
<td>11 A.M.</td>
<td>Ordered 30 shovels Friedman Bros.</td>
</tr>
<tr>
<td></td>
<td>11:30 A.M.</td>
<td>Received rental backhoe, Big 4 Rents</td>
</tr>
<tr>
<td></td>
<td>2 P.M.</td>
<td>Received okay from County Building Inspector, John Smith, to open Administration Building</td>
</tr>
<tr>
<td></td>
<td>3 P.M.</td>
<td>Mendocino County Public Works inspect plumbing at Cafeteria—o.k.</td>
</tr>
<tr>
<td></td>
<td>3:30 P.M.</td>
<td>Continue excavation.</td>
</tr>
<tr>
<td></td>
<td>5:00 P.M.</td>
<td>Return rental backhoe.</td>
</tr>
<tr>
<td></td>
<td>6:00 P.M.</td>
<td>Go home.</td>
</tr>
</tbody>
</table>
APPENDIX

Appendix IX (continued)

EMERGENCY RESPONSE LOG

REQUIRED FOR FEMA REIMBURSEMENT

| Name and Title: |  |
| Department |  |

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
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