MERRITT COLLEGE
EMERGENCY RESPONSE AND DISASTER PLAN
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SECTION I

ADMINISTRATIVE AUTHORITY

AND

MERRITT COLLEGE EMERGENCY

ORGANIZATIONAL STRUCTURE
Disaster Plan's Organization

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

Section I  This section identifies administrative authority and the District's emergency organizational structure.

Section II  This section identifies the functional procedures required to operate and staff an Incident Command Post (ICP), also referred to as the Command Center.

Section III  This section is concerned with specific functions and operations for different types of disasters/emergencies.

Section IV  Appendices include additional information including:

   I. Emergency call list (key personnel)
   II. List of emergency equipment on Campus
   III. Outside resource contacts
   IV. District site maps
   V. Red Cross and Peralta agreement
   VI. Response Materials Located at ICP
Planning Basis

This document with its associated information and contingency plans for different types of emergencies (note Table of Contents) constitutes The Disaster Preparedness Plan for the Peralta Community College District - composed of the District Service Center Offices; College of Alameda, Laney College, Berkeley City College, and Merritt College.

The Disaster Preparedness Plan is designed to protect lives and property through effective use of available manpower and resources during emergency operations. It is placed into operation whenever a natural or induced emergency affecting the campus reaches proportions not covered by routine measures. Its purposes are to:

1. Protect the lives and property of every person at the campus and to reserve the orderly continuity of college function;

2. Establish understanding of the authority, responsibility, functions and operations of the college during emergencies;

3. Provide a basis for the coordination of emergency operations and the management of critical resources during emergencies;

4. Provide contingency plans for major potential disasters which may affect the college;

5. Identify the college's role for mutual aid to the county/city during a disaster;

6. Coordinate emergency operations with other emergency preparedness agencies; and

7. Comply with Standardized Emergency Management System (SEMS) standards and National Incident Management System (NIMS) requirements.
Planning Factors

1. Mutual Aid
   a. Mutual aid, including personnel, supplies and equipment will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and with other written agreements to provide mutual aid through established channels.

2. Types of Emergencies

   Potential disaster situations addressed in this plan, together with supporting information and contingency plans, include:
   a. Earthquake
   b. Fire & Explosion
   c. Hazardous Materials
   d. Power Outage
   e. Bomb Threat
   f. Shooting on Campus
   g. Barricaded Suspect(s)
   h. Sniper/Civil Unrest
   i. Aircraft Accident
   j. Biological/Chemical Weapons Assault
   k. Flood
   l. Medical Emergency
   m. Suspicious Mail/Package
   n. Tsunami
   o. Influenza Pandemic

3. Other concerns at the time of a disaster include the following:
   a. Disabled
   b. On Site Daycare Dependents
   c. High School Students
   d. Mental Health
   e. Security & Safety
   f. Fire & Hazards
   g. Communications

4. Mass Care, Sheltering and First Aid
Authorities & References

1. General Requirements

   a. The California Emergency Service Act (Chapter 7 of Division 1 of Title 2 of the Government Code), in Article 3, section 8568, states "The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof".

      i. Title 5, California Administrative Code, Section 42402 states: "The President of each campus is responsible for the educational effectiveness, academic excellence and general welfare of the campus over which he presides".

      ii. Title 5, California Administrative Code, Section 41302 states: "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, he/she will safeguard persons and property and maintain educational activities"

      iii. California Emergency Plan and Sub-Plan (as issued).

   iv. Peralta Community College District Board Policy states: "In accordance with the provisions of Title 5 of the California Administrative Code, a Civil Defense, Disaster and Emergency Preparedness Plan shall be adopted by the Board of Trustees as a policy guideline for use in this District. This plan shall be reviewed by the board at least annually and revised as needed. A copy of the most recently adopted plan shall be filed with the County Superintendent of Schools. The plan shall be tested at least twice each school year and records kept of such tests.

   v. Peralta Community College District Board Policy 6.88 states: “In the event a condition arises that seriously jeopardizes the safety or protection of people or property and immediate action is required, the condition shall be declared an emergency by the Chancellor, and the requirements of Board Policies 6.80 through 6.83, and Policy 6.31 are waived”.

   vi. Title 2, California Government Code, Section 8607, states that all public agencies shall coordinate their emergency response in compliance with the SEMS.
vii. Agreement for participation in Alameda County Operational Area Emergency Management Organization, adopted by the District Board on May 8, 2007 states that all public agencies in this county shall coordinate their reporting of disaster information and requests for outside resources through the Operations Leader, County Office of Emergency Services (OES), under the authority of the Sheriff/Incident Commander.

viii. Other emergency operation plans for district sites as approved by the Risk Manager.
Organization and Administrative Authority

All Merritt College employees are vital to the success of the Disaster Plan. District and college employees are required to provide certain services at the time of a disaster. This is because all public agency employees are designated "disaster service workers", subject to such duties as may be assigned to them (Government Code of the State of California, § 3100).

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

Emergency Organizational Structure

1. The structure of the emergency organization is based on the following; consistent with the SEMS:
   a. Clear lines of authority and clear channels of communication;
   b. Simplified functional structure;
   c. Incorporation into the emergency organization of all available personnel and resources; necessary to address the needs of the District; and
   d. Continuous leadership at the administrative level.

2. The Disaster Plan is ultimately under the command and control of the Chancellor, as the Director of Emergency Services. Each President, under the direction of the Chancellor, will act as the INCIDENT COMMANDER at their location. Changes in the emergency organization structure may be required to satisfy specific situations. The INCIDENT COMMANDER will confirm such changes. Each position alternate will fill vacant positions of authority, as they become available. Also, as necessary, the INCIDENT COMMANDER can delegate tasks assigned by the Plan to them. This delegation will facilitate a more timely response at the time of the disaster.
3. Incident Command Post (ICP) will be activated, if deemed necessary, by the Incident Commander. It will be located or another appropriate location as determined by the INCIDENT COMMANDER.

4. Personnel who will report to the ICP, forming the district's command staff are listed below. Their Incident Command System (ICS) roles are also identified.

**INCIDENT COMMAND**
- Incident Commander
  President – Robert Adams
- Public Information Officer
  Rona Young
- Safety
- Technical Public Safety Specialist – Lt. Eric Gulseth, PSS
- Liaison

**OPERATIONS**
- Operations Leader
  
  
- Assistant Operations Chief
  Maurice Compton
- Safety & Security
  Peralta Police Services

**PLANNING**
- Planning Leader
  Linda Berry
- Situation Status
  Tom Branca
- Documentation
  June Harding
LOGISTICS
- Logistics Leader
  James Harding

- Logistics Staffing
  Anthony Powell

- Communications
  Leanna Lawson

- Supplies & Resources
  Robert Smith

FINANCE
- Finance Leader
  Jacquelin Bell

- Contract Management
  Pamela Price

- Payroll/Time Management
  Charlotte Victorian

- Compensation and Claims
EMERGENCY RESPONSE AND DISASTER PLAN

At Time of Disaster

The administrative organization at Merritt College at the time of a disaster is shown on the chart on page 13. It includes responsible individuals at other campus and off-campus sites as well. This ICS organization will expand and contract as necessary to manage the emergency at hand. The transition to this organization during non-business hours is described next.

In most cases the first responder to a situation will be the Alameda County Sheriff’s Department/Peralta Police Services (PSS). PSS will notify the Chancellor and the effected College President(s) of the situation. The Chancellor in consultation with the PSS and College Presidents will determine whether the situation requires activation of the Emergency Response Plan, and if so, whether the situation is such as to require activation of both the Campus Incident Command Post (ICP) and the District Emergency Operations Center (EOC). The College President(s) will notify all direct reports in the College ICP of the situation and to report to the ICP. Likewise, the Chancellor will notify all direct reports in the Emergency Response Center of the situation and to report to the EOC. Each of the direct reports will then activate the phone tree for their areas to advise their staff and other key employees of the situation.

Evenings and Saturdays during Session.

During evening hours and on Saturdays, the Duty Administrator shall be initially responsible for disaster and emergency procedures, and for directing the Emergency Operations Center. The senior manager on duty in the Office of Instruction shall be responsible for instructional areas. He or she shall designate other members of the management and the faculty and staff to assist him or her in the evacuation of buildings and in carrying out other procedures to safeguard students, faculty and staff. PPS officers will be dispatched to these locations.

After Campus Is Closed

The Peralta Police Services (PPS) will service each campus until the site Incident Commander (INCIDENT COMMANDER) team can arrive to assume responsibility. When the college is not in session and administrators are not present, the officer(s) on duty are authorized to call for additional assistance in matters of severe emergencies.

Priorities

In an emergency, decisions will be based upon an objective criteria used to prioritize/rank needs:

A. People whose lives are in immediate danger
B. Life-threatening injuries
C. Lesser injured persons
D. Potential life threatening fires, floods, leaks, etc.
E. Major threats to property
F. Restoration of essential facilities, systems and services
G. Continuity of general government services
H. Recovery of fatalities
EMERGENCY RESPONSE AND DISASTER PLAN

Incident Command Post (ICP)

The Incident Command Post (ICP) is a facility for centralized direction and control of the emergency organization and the district's campus system. During a declared campus alert/emergency, the ICP will be activated and personnel assigned to the extent required, to provide assistance to the affected campus. This organization's responsibilities are to; 1) provide district policy direction 2) gather and disseminate emergency information 3) assist in procuring emergency resources 4) coordinate the district's disaster recovery.

Operational Considerations

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

Facilities Use

The following facilities are designated as the Merritt College Incident Command Posts:

- Primary
- First alternate
- Second Alternate

Communications

The following communications capabilities will be maintained to ensure the ability of the Merritt College to effectively coordinate its disaster response.

a. Telephones

i. Telephone lines will be designated as "essential service lines" which will provide for usage in the event of a system overload. Telephones will only be of value as long as service lines are not disrupted.

ii. The coordination of telephone usage will be from the ICP. The Incident Commander will designate personnel in the ICP to initiate calling of required personnel, including the key personnel listed in this plan's appendices.
b. Radio Equipment

Radio equipment will be made available from the Alameda County Sheriff Department. A battery-operated radio with telephone capability will be used. Maintenance and Operations have two-way radios for on-campus use.

c. Equipment and Materials

Emergency equipment will be made available to the ICP. It is presently available or will be provided by the Logistics Section Chief. A list of emergency equipment and the location of equipment is listed in this plan’s appendices.

Once the safety of students and personnel is ensured and the danger to property and equipment is reduced, recovery operations will receive primary consideration. Priorities of work will be assigned by the Incident Commander to the Vice Chancellor of General Services to restore facilities at the earliest practicable time. Completion of this effort may involve restoration of public utilities, electrical and machinery areas, specialized areas involved and other support facilities. Assistance required at this time, in addition to an increase in manpower, will be food services, emergency procurement and provisions for emergency expenditure of funds. Documentation of these recovery efforts will be the responsibility of the Vice Chancellor of Finance and Administration in cooperation with the Risk Manager.
PERALTA COMMUNITY COLLEGE DISTRICT
EMERGENCY RESPONSE AND DISASTER PLAN

MERRITT COLLEGE

Robert Adams
Director of Emergency Services

Rona Young
Public Information Officer
Hector Cordova
First back-up

Operations Leader
Molly Sealund
First back-up

Maurice Compton
Assistant Operations Chief
Collis Carkhum
First back-up

Alameda Sherriff
Safety and Security
Karen Bougaa
First back-up

Linda Berry
Planning Services
Steve Pantell
First back-up

Tom Branca
Situation Status
Stacy Thompson
First back-up

June Harding
Documentation
Cheryl Davis
First back-up

James Harding
Logistics Leader
Felix Smith
First back-up

Anthony Powell
Logistics Staffing
Judy Bryson
First back-up

Leanna Lawson
Communications
Walter Johnson
First back-up

Robert Smith
Supplies and Resources
Steve Morris
First back-up

Jacquelin Bell
Finance Leader
Roger Toliver
First back-up

Pamela Price
Contract Management
Alice Freeman
First back-up

Charlotte Victorian
Payroll
Sadie Bradley
First back-up

Compensations and Claims
SECTION II

EMERGENCY OPERATIONS

STAFF

PROCEDURES
Section: INCIDENT COMMAND
Position: Incident Commander

Responsibilities: The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the ICP to observe and direct all operations. Ensure the safety of students, staff and others throughout the district. Lead by example: your behavior sets tone for staff and students.

Start-up Actions
- Obtain your personal safety equipment; i.e., hard hat, vest, Clipboard (with job description sheet)
- Assess type and scope of emergency
- Determine threat to human life and structures
- Implement emergency/disaster plan and hazard specific procedures
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives
- Activate functions (assign positions) as needed
  - Fill in "Incident Assignments" form
  - Appoint a backup or alternate for each Incident Commander site
- Ensure the ICP organizational chart and staffing chart is posted
- Ensure command team staff is in place
- Ensure Section leaders are in place and are activating their staff’s roles
- Ensure telephone/radio communications with other facilities are established and tested
- Confirm the delegation of authority as required from city or county agencies

Ongoing Operational Duties
- Continue to monitor and assess total school situation:
  - View site map periodically for Search and Rescue progress and damage, assessment information
  - Check with chiefs for periodic updates
  - Reassign personnel as needed
- Report (through Communications) to Colleges on status of students, staff, campus as needed. (Site Status Report)
- Utilize your back up; plan and take regular breaks, 5-10 minutes/hour relocate away from the Command Post (CP)

Closing Down:
- Deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All clear," contact the Peralta Police Services before taking any further actions
- Notify adjacent facilities or other site level command centers as necessary of planned deactivation
EMERGENCY RESPONSE AND DISASTER PLAN

☐ Establish and maintain contact with adjacent jurisdictions or agencies

☐ Ensure that any open actions not yet completed will be taken care of after deactivation

☐ Ensure the return of all equipment and reusable supplies to Logistics

☐ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit

☐ Proclaim termination of the emergency and proceed with recovery operations if necessary

☐ Schedule a de-briefing meeting with the section leaders and campus Incident Commander

Command Post

Equipment/Supplies:

District and Campus maps
Master keys
Job description clipboards
White board/poster board
Command Post tray (pens, etc.)
AM/FM radio (battery)
Disaster response forms
2-way radios
Flashlight
Emergency/disaster plan
Bullhorn
Tables & Chairs (if CP is outdoors)
Vest (if available)
Emergency Planning Guidelines
EMERGENCY RESPONSE AND DISASTER PLAN

Section: INCIDENT COMMAND
Position: Public Information Officer (PIO)

Personnel: Available staff

Policy: The public has the right and need to know important information related to emergencies/disaster at the Merritt College as soon as it is available.
The Public Information Officer acts as the official spokesperson in an emergency situation

Start-Up Actions:
- Determine a possible "news center" site as a media reception area (located away from the Command Post). Get approval from site Incident Commander.
- Identify yourself as the "PIO" (vest, visor, sign, etc.)
- Obtain situation briefing from site Incident Commander. Tape-record if possible.
- Meet with Communications Leader regarding telecommunication status
- Advise arriving media that the site is preparing a press release & approximate time of its issue
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.
- Determine 24 hour PIO section staffing requirements.

Operational Duties:
- Keep up to date on the situation.
- Statements must be approved by the site Incident Commander and should reflect:
  - Reassurance -- EGBOK -- "Everything's going to be OK."
  - Incident or disaster cause and time of origin.
  - Size & Scope of the incident.
  - Current situation -- condition of site, evacuation progress, care being given, injuries, etc.
  - Resources in use.
- Develop an information release and news briefing schedule.
- Read statements if possible.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- Remind staff to refer all questions from media to the PIO.
- Update information periodically with Campus Incident Commander.
- Provide copies of all releases to Incident Commander.
Attend all ICP briefing meetings.
Ensure announcements and other information is translated into other languages as needed.
Monitor news broadcasts about incident. Correct any misinformation heard.

Close Down:
At the Incident Commander direction, release PIO staff no longer needed.
Direct staff members to sign out through Timekeeping.
Prepare to discuss items during Merritt College debriefing meeting.
Return equipment and reusable supplies to Logistics.
Close out all logs. Provide logs and other relevant documents to the Document Unit.

Equipment/Supplies:
Public information kit consists of:
ID vest
Battery operated AM/FM radio
Flashlight
Paper/pencils/marking pens
Scotch tape/masking tape
Scissors
area maps
• 8-1/2 x 11 handouts
• Laminated poster board size for display
Forms: Disaster Public Information Release Work Sheet
Sample Public Information Release
Section: INCIDENT COMMAND  
Position: Liaison

Responsibilities: The Liaison Leader serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start Up Actions:
- Check in with Incident Commander for situation briefing.
- Determine your personal operating location and set up as necessary.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Meet with Communications leader to determine status of the telecommunications systems.

Operational Duties:
- Brief Agency representatives on current situation, priorities and incident action plan.
- Provide periodic updates to Planning leader.
- Attend IC planning meetings.
- Ensure coordination of efforts by keeping site Incident Commander informed of agencies' action plans.
- Provide periodic update briefings to Agency representatives as necessary.
- Coordinate resource needs through Logistics leader.
- Ensure situation reports are submitted regularly to the Operations Leader, ICP, if activated (County OES if not)

Closing Down:
- At the Incident Commander direction, deactivate the Operations Leader position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- Prepare to discuss items during Merritt College debriefing meeting.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:
- Vest or position identifier, if available.
- Two-way radio, if available
- Flashlight
- Clipboard, paper, pens
EMERGENCY RESPONSE AND DISASTER PLAN

Section: INCIDENT COMMAND
Position: Risk Management

Responsibilities: The Risk Manager serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start Up Actions: ✗ Check in with Incident Commander for situation briefing.
                ✗ Determine your personal operating location and set up as necessary.
                ✗ Obtain necessary equipment and supplies from Logistics.
                ✗ Put on position identifier, such as vest, if available.
                ✗ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
                ✗ Meet with Communications leader to determine status of the telecommunications systems.

Operational Duties: ✗ Brief Agency representatives on current situation, priorities and incident action plan.
                    ✗ Provide periodic updates to Planning leader.
                    ✗ Attend IC planning meetings.
                    ✗ Ensure coordination of efforts by keeping site Incident Commander informed of agencies' action plans.
                    ✗ Provide periodic update briefings to Agency representatives as necessary.
                    ✗ Coordinate resource needs through Logistics leader.
                    ✗ Ensures situation reports are submitted regularly to the Operations Leader, ICP, if activated (County OES if not)

Closing Down: ✗ At the Incident Commander direction, deactivate the Operations Leader position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
                ✗ Prepare to discuss items during Merritt College debriefing meeting.
                ✗ Return equipment and reusable supplies to Logistics.
                ✗ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies: Vest or position identifier, if available.
                      Two-way radio, if available
                      Flashlight
                      Clipboard, paper, pens
Section: OPERATIONS
Position: Operations Leader

Responsibilities: The Operations Leader serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start Up Actions: Check in with Incident Commander for situation briefing.
Determine your personal operating location and set up as necessary.
Obtain necessary equipment and supplies from Logistics.
Put on position identifier, such as vest, if available.
Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
Meet with Communications leader to determine status of the telecommunications systems.

Operational Duties: Brief Agency representatives on current situation, priorities and incident action plan.
Provide periodic updates to Planning leader.
Attend IC planning meetings.
Ensure coordination of efforts by keeping site Incident Commander informed of agencies' action plans.
Provide periodic update briefings to Agency representatives as necessary.
Coordinate resource needs through Logistics leader.
Ensures situation reports are submitted regularly to the Operations Leader, ICP, if activated (County OES if not)

Closing Down: At the Incident Commander direction, deactivate the Operations Leader position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
Prepare to discuss items during Merritt College ICP debriefing meeting.
Return equipment and reusable supplies to Logistics.
Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies: Vest or position identifier, if available.
Two-way radio, if available
Flashlight
Clipboard, paper, pens
Section: OPERATIONS
Position: Assistant Operations Chief

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:
- Site Facility Check/Security
- Search & Rescue
- Medical

Start-Up Actions:
- Maintain a roster of staff and periodic training of staff assigned to search and rescue team.
- Check in with site Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.

Operational Duties:
- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation, and assign them as needed.
- Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the site Incident Commander.
- Inform the Planning leader of Operations tasks and priorities.
- Make sure that Operations staff is following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.

Closing Down:
- At the site Incident Commander direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the site Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:
- vest or position identifier, if available, S&R equipment
- two-way radio
- flashlight
- job description clipboard, paper, pens
- Forms: Search & Rescue maps, large campus map
Section: OPERATIONS
Position: Safety and Security

Responsibilities: The Sheriff's Office ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Start Up Actions:
- Check in with site Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

Document:
- Messages received
- Action taken
- Decision justification and documentation
- Requests filled

Operational Duties:
- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur.
- Anticipate situation changes, such as severe aftershocks, in all planning.
- Keep the Site Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down:
- When authorized by the site Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Return equipment and reusable supplies to Logistics.

Equipment/Supplies:
- vest or position identifier, if available
- hard hat, if available
- clipboard, paper, pens
- two-way radio, if available
- flashlight
Section: PLANNING
Position: Planning Leader

Responsibilities:
This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:
☐ Check in with site Incident Commander for situation briefing.
☐ Obtain necessary equipment and supplies from Logistics.
☐ Put on position identifier, such as vest, if available.
☐ Meet the Communications leader to learn status of telecommunications systems.
☐ Meet with Logistics and Operations leaders to develop action plans.
☐ Forecast future Planning section needs.

Operational Duties:
☐ Assume the duties of all Planning positions until staff is available and assigned.
☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
☐ Anticipate potential Planning sections changes.
☐ Assist site Incident Commander in writing Action Plans.
☐ Provide periodic updates to Operations and Logistics leaders.
☐ Attend Incident Commander planning meetings.

Closing Down:
☐ At the site Incident Commander direction, deactivate the section and close out all logs.
☐ Prepare to discuss items during Merritt College ICP de-briefing meetings.
☐ Verify that closing tasks of all Planning positions have been accomplished.
☐ Return equipment and reusable supplies to Logistics.

Equipment/Supplies:
two-way radio
paper, pens, File box(es)
flashlight
Job description clipboard
Dry-erase pens, tissues
Large site map of campus, laminated or covered with Plexiglas
Forms: Emergency Time/Situation Report Sample log
Section: PLANNING
Position: Situation Status

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:
- Check in with Planning Leader for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.

Operational Duties:

Situation Status (Map):
- Check, organize and analyze situation information.
- Mark site map appropriately as related reports are received.
- This includes but is not limited to S&R reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.
- Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:
- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Command Post to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- Report only to Command Post personnel. Refer all other requests to PIO.

Closing Down:
- Close out all logs and turn all documents into Documentation.
- Return equipment and reusable supplies to Logistics.

Equipment/Supplies:
- 2-way radio
- paper, pens, dry-erase pens, tissues
- flashlight
- Job description clipboard
- Large site map of campus, laminated or covered with Plexiglas
- File box (es)
- Map of county or local area.
Section: PLANNING
Position: Documentation

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-Up Actions: 
- Check in with Planning Leader for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.
- Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.

Operational Duties:
Records: 
- Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix)
- Record content of all radio communication with Merritt College Incident Command Post (ICP).
- Record verbal communication for basic content.
- Log in all written reports.
- File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting:
- Check off staff roster.
- Report missing persons and site damage to Command Post
- Report first aid needs to medical team leader.
- File forms for reference.

Closing Down: 
- Collect and file all paperwork and documentation from deactivating sections.
- Securely package and store these documents for future use.
- Return equipment and reusable supplies to Logistics.

Equipment/Supplies: 
2-way radio, paper, pens, File box(es) flashlight
Job description clipboard
Forms: Emergency Time/Situation Report, Sample log Student Accounting Form
EMERGENCY RESPONSE AND DISASTER PLAN

Section: LOGISTICS
Position: Logistics Leader

Responsibilities: The Logistics Leader is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-Up Actions:
- Check in with the site Incident Commander for situation briefing.
- Open supplies container or other storage facility.
- Put on position identifier, such as vest, if available.
- Meet with Communications leader to learn status of telecommunication systems.
- Meet with Planning and Operations leaders to develop action plans.
- Forecast future Logistic section needs.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:
- Assume the duties of all Logistics positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Anticipate potential section changes.
- Provide periodic updates to Operations and Planning leaders.
- Coordinate supplies, equipment, and personnel needs with the site Incident Commander.
- Maintain security of cargo container, supplies and equipment.
- Attend Incident Commander planning meetings.

Closing Down:
- At the site Incident Commander direction, deactivate the section and close out all logs.
- Prepare to discuss items during Merritt College ICP debriefing meeting.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment/Supplies:
- two-way radio
- Job description clipboard
- paper, pens,
- flashlight
- Cargo container or other storage facility and all emergency supplies
- Clipboards with volunteer sign-in sheets
- Forms: Inventory of emergency supplies
- Site Status Report
- Communications log
- Message forms
Section: LOGISTICS  
Position: Logistics Staffing  

Responsibilities: This unit is responsible for coordinating the assignment of personnel (staff, disaster volunteers) in support of the incident.

Start-Up Actions:  
- Check in with Logistics Chief for situation briefing.  
- Put on position identifier, such as vest, if available.  
- Open three logs to list staff, who are awaiting assignment.

Operational Duties:  
- Deploy personnel as requested by the site Incident Commander.  
- Sign in volunteers, making sure that volunteers are wearing their I.D. badges and are on the site disaster volunteer list.

Closing Down:  
- Ask volunteers to sign out.  
- At the Logistic Chief’s direction, close out all logs and turn them into Documentation.  
- Return all equipment and supplies.

Equipment/Supplies:  
- 2-way radio  
- Job description clipboard  
- Paper, pens, flashlight  
- Cargo container or other storage facility and all emergency supplies  
- Clipboards with volunteer sign-in sheets  
- Forms: Inventory of emergency supplies.  
- List of registered disaster volunteers
Section: LOGISTICS
Position: Communications

Responsibilities: This unit is responsible for establishing, coordinating, and directing verbal and written communications within the disaster site.

Personnel: Merritt College staff member with two way radio, supported by student or disaster volunteer runners, and Disaster volunteer who is a qualified amateur radio operator.

Start-Up Actions:
- Set up Communications station in a quiet location with access to the Command Post.
- Turn on radios and advise Command Post when ready to accept traffic.

Operational Duties:
- Communicate with ICP per procedure. At the direction of the Incident Commander, report status of staff using site Status Report form.
- Receive and write down all communications from the ICP.
- Use runners to deliver messages to the site Incident Commander with copies to the Plans Leader.
- Maintain communications Log: date/time/originator/recipient
- Follow communications protocol. Do not contact the city directly if the Merritt College ICP is available.
- Direct the media or the public to the Public Information Officer.
- Monitor AM/FM radio for local emergency news: KFWB 980 kHz and KNX 1070 kHz.

Closing Down:
- Close out all logs, message forms, etc. and turn them over to Documentation.
- Return all equipment and unused supplies to Logistics.

Equipment/Supplies:
- 2-way radio with spare batteries for each
- Job description clipboard
- paper, pens,
- flashlight
- Table and chairs, AM/FM radio
- File boxes, tote tray for outgoing messages
- Forms: Site Status Report
- Message forms
Section: LOGISTICS  
Position: Supplies and Resources  

Responsibilities: This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Start-Up Actions:  
☐ Check in with Logistics Leader for situation briefing.  
☐ Open supplies container or other storage facility if necessary.  
☐ Put on position identifier, such as vest, if available.  
☐ Begin distribution of supplies and equipment as needed.  
☐ Set up the Command Post.

Operational Duties:  
☐ Maintain security of cargo container, supplies and equipment.  
☐ Distribute supplies and equipment as needed.  
☐ Assist team members in locating appropriate supplies and equipment.  
☐ Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.

Closing Down:  
☐ At the Logistic Leader direction, receive all equipment and unused supplies as they are returned.  
☐ Secure all equipment and supplies.

Equipment/Supplies:  
- 2-way radio  
- Job description clipboard  
- paper, pens,  
- flashlight  
- Cargo container or other storage facility and all emergency supplies stored on campus  
- Forms: Inventory of emergency supplies on campus.
### Section: FINANCE  
### Position: Finance Leader

**Responsibilities:**  
The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.

**Start-Up Actions:**  
- Check in with the site Incident Commander for situation briefing.  
- Put on position identifier, such as vest, if available.  
- Locate and set up workspace.  
- Meet with Communications leader to learn status of telecommunication systems.  
- Meet with Logistics and Operations leaders to develop action plans.  
- Forecast future Finance sections needs.  
- Determine appropriate purchasing limits for Logistics leader.  
- Check in with the Documentation clerk to collect records and information which relate to personnel time keeping and/or purchasing.

**Operational Duties:**  
- Assume the duties of all Finance/Administration positions until staff is available and assigned.  
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.  
- Anticipate potential section changes.  
- Provide periodic updates to Planning leaders.  
- Maintain accurate log of staff hours during the emergency.  
- Maintain contact with insurance companies and outside vendors, if applicable.

**Closing Down:**  
- At the Site Incident Commander direction, deactivate the section and close out all logs.  
- Prepare to discuss items during Merritt College ICP debriefing meeting.  
- Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

**Equipment/Supplies:**  
- Job description clipboard  
- Paper, pens  
- Flashlight  
- Forms: Staff Duty Log
Section: FINANCE
Position: Contract Management

Responsibilities: This unit is responsible for maintaining accurate and complete records of purchases.

Start-Up Actions:
- Check in with Finance/Administration Chief for situation briefing.
- Put on position identifier, such as vest, if available.
- Locate and set up workspace.
- Check in with the Documentation Clerk to collect records and information, which relate to purchasing.

Operational Duties:
- Meet with Finance/Administration Chief to determine process for tracking purchases.
- Support Logistics in making any purchases which have been approved by the Incident Commander.

Closing Down:
- Close out all logs.
- Secure all documents and records.

Equipment/Supplies:
Job description clipboard
- paper, pens
- flashlight
EMERGENCY RESPONSE AND DISASTER PLAN

Section: FINANCE  
Position: Payroll/Timekeeping

Responsibilities: This unit is responsible for maintaining accurate and complete records of staff hours.

Start-Up Actions:  
☐ Check in with Finance Leader for situation briefing.  
☐ Put on position identifier, such as vest, if available.  
☐ Locate and set up workspace.  
☐ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping.

Operational Duties:  
☐ Meet with Finance Leader to determine process for tracking regular and overtime of staff.  
☐ Ensure that accurate records are kept of all staff members, indicating hours worked.  
☐ If Merritt College personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:  
☐ Close out all logs.  
☐ Secure all documents and records.

Equipment/Supplies:  
Job description clipboard  
paper, pens  
flashlight  
Forms: Staff Duty Log
Section: FINANCE  
Position: Compensation/Claims

Responsibilities: This unit is responsible for maintaining accurate and complete records of all ICP operations, ensuring payment for all materials and personnel services, and maintaining records of all financial transactions in support of the disaster.

Start-Up Actions:  
☐ Check in with Finance Leader for situation briefing.  
☐ Put on position identifier, such as vest, if available.  
☐ Locate and set up workspace.  
☐ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping.

Operational Duties:  
☐ Meet with Finance Leader to determine process for tracking disaster expenses.  
☐ Ensure that accurate records are kept of all expenses.

Closing Down:  
☐ Close out all logs.  
☐ Secure all documents and records.

Equipment/Supplies:  
Job description clipboard  
paper, pens  
flashlight
SECTION III

DISASTER AND EMERGENCY

FUNCTIONS

AND

OPERATIONS
EMERGENCY EVACUATION AND FIRE DRILL PROCEDURES

Purpose
Drills present an orderly, effective and safe evacuation of the building in the event of fire or other threats of safety at MERRITT COLLEGE. To ensure effective evacuation, every occupant must comprehend and perform his or her own responsibilities for the evacuation in an orderly fashion.

Procedures and Duties
The building must be evacuated immediately upon the sounding of the fire alarm signal or other pre-designated notification system. The accounting strategy devised by PCCD relies on three principal methods;

1. In academic and administrative buildings Building Marshals have been selected to assist in the communication of the evacuation procedures, and to perform a head count of MERRITT COLLEGE employees normally assigned to a building during an actual evacuation,

2. In academic buildings with on-going classes, or work-study/research activities under faculty/administrator/staff supervision, those faculty/administrator/staff members are similarly responsible for the communication of the evacuation procedures, and to perform a head count of staff and students during an actual building evacuation, and

3. Each building on campus has an initial assembly area, which is a location near the building where building occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. These initial assembly areas have been selected by your assigned Building Marshal and it also outlined on each building's evacuation map.

Responsibilities

MERRITT COLLEGE'S plan is to assign Buildings Marshals and Floor Wardens to carry out the responsibilities outlined in this evacuation plan. Responsibilities of the Building Marshal(s) and/or backup will be to notify all persons within their area the need to evacuate, where to assemble, check common areas and restrooms, meet the employees and students at the assembly area to assure full evacuation, and report to the Incident Command the status of the evacuation. The Building Marshal(s) may be asked to either use a bull horn or air horn to provide audible notification of the order to evacuate.

For buildings that house numerous general purpose classrooms, staff personnel and instructors are responsible to assure the orderly evacuation of students assigned to their classes when in session.

Student, Faculty and Staff

1. If you feel you will need evacuation assistance, at the start of the semester or periodically make arrangements for assistance with a classmate or co-worker and make note of three emergency exits. If necessary, have your instructor assign someone to assist you.
Emergency Evacuation and Fire Drill Procedures (Continued)

2. In the event of an emergency do not use the elevators.
3. If the fire alarm or other pre-designated notification system sounds, all building occupants are to follow the procedures listed below.

- Remain calm.
- Evacuate the building. No exceptions.
- Notify Peralta Police Services at ext 7236 or 466-7236.
- Peralta Police Services will call 911 in the event of a fire.
- Faculty will evacuate their classrooms and Managers, Supervisors and Administrators will evacuate their areas. Once outside, everyone is to stay 30 yards away from the building.
- Assist persons in immediate danger to safety, if it can be accomplished without risk of injury to you.
- Students requiring special assistance should assemble in the "Area of Rescue Assistance" on their respective floor (See page 4). Elevators are not to be used during an evacuation.
- Follow any instruction from your designated Building Marshal.
- Move to your pre-assigned assembly area.
- While in the assembly area, staff will notify the designated Building Marshal when their room has been evacuated.
- Floor Wardens will walk through the building to ensure evacuation is complete.
- If a disabled person is on an upper floor during an evacuation AND there is no sign of fire or immediate danger, a Peralta employee will escort them to the nearest exterior stairwell and will stay with them. In the event of a fire, a Peralta employee or 911 personnel will carry the person down the stairwell to safety.
- Once it is safe to enter the building, Peralta Police Services will notify staff and students of the "All Clear" sign. No one is to re-enter the building until the “All Clear” sign has been given.

Building Marshals
Facilitate the safe evacuation of campus buildings and to assist emergency responders. When an evacuation is necessary, the Building Marshals are responsible for;

- Assisting in the safe and complete evacuation of a building,
- Assisting Peralta Police Services in preventing re-entry by non-emergency responders until the building has been deemed safe, and
- Reporting injured or trapped persons to emergency responders and the College’s Incident Commander or Search and Rescue Team Leader(s).
Emergency Evacuation and Fire Drill Procedures (Continued)

Floor Wardens
Wardens may be responsible for checking offices, bathrooms, and other spaces before being the last person to exit an area. They might also be tasked with ensuring that fire doors are closed when exiting. Floor Wardens provide status updates to their designated Building Marshal.

Equipment/supplies provided. Copy of the College’s Emergency Response Plan, copies evacuation procedures, backpack, safety vest, flashlight, first aid kit, whistle, and extra flashlight batteries.

Employees who may remain to shut down critical operations before evacuating
Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. Each department must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the employee’s department response plan must describe in detail its emergency operating procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. Each department’s plan must include where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Accounting for staff and students after an evacuation
To ensure the fastest, most accurate accountability of staff and students include these steps:

- Designate assembly areas where staff and students should gather after evacuating.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass the information to their designated Building Marshal.
- Establish a method for accounting for non-employees such as volunteers and suppliers.
- Visitors should be accounted for following an evacuation and may need additional assistance when exiting.
- Establish procedures for further evacuation in case the incident expands.
Emergency Evacuation and Fire Drill Procedures (Continued)

Lockdown/Shelter In Place Procedures

In some cases, it may be necessary to remain inside the building, or “shelter in place”, rather than evacuate. Examples include civil disturbance, campus shooting, chemical spill. If directed to shelter in place:

- Go indoors.
- Close doors and windows.
- Move to an interior room away from windows.
- Stay in place until notified by MERRITT COLLEGE officials.

Bldg Name/Location Number: ____________________________________________

Building Marshal: _______________________________________________________

<table>
<thead>
<tr>
<th>FLOOR WARDENS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong>st Floor</td>
<td><strong>2</strong>nd Floor</td>
</tr>
<tr>
<td><strong>3</strong>nd Floor</td>
<td><strong>4</strong>th Floor</td>
</tr>
</tbody>
</table>

Assembly Area

In the event that it becomes necessary to evacuate - occupants should report to:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ASSEMBLY AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Building</td>
<td>Parking lot D</td>
</tr>
<tr>
<td>D Building</td>
<td>Grassy area towards Campus Drive</td>
</tr>
<tr>
<td>E &amp; F Building</td>
<td>Parking lot G</td>
</tr>
<tr>
<td>I Building</td>
<td>Parking lot C</td>
</tr>
<tr>
<td>Q Building</td>
<td>Parking lot C – Staff lot</td>
</tr>
<tr>
<td>P Building</td>
<td>Grassy area towards bus stop</td>
</tr>
<tr>
<td>R Building</td>
<td></td>
</tr>
<tr>
<td>Horticulture</td>
<td></td>
</tr>
</tbody>
</table>
Areas of Rescue Assistance
In the event that it becomes necessary to evacuate this building, staff personnel are directed to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior assembly area. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities. The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:

<table>
<thead>
<tr>
<th>Areas of Rescue Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1St Floor</td>
</tr>
<tr>
<td>2Nd Floor</td>
</tr>
<tr>
<td>3Rd Floor</td>
</tr>
<tr>
<td>4Th Floor</td>
</tr>
</tbody>
</table>
Emergency Evacuation and Fire Drill Procedures (Continued)

**CHECKLIST**

Under no circumstances is staff expected to place themselves in danger during a fire or other emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place the staff at greater risk to their personal safety. Duties and responsibilities are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announce Evacuation to Staff and/or Students</td>
<td>□</td>
</tr>
<tr>
<td>Provide clear instruction as to the designated evacuation route and the assembly area</td>
<td>□</td>
</tr>
<tr>
<td>Check all classrooms, offices, storage rooms, common areas and restrooms</td>
<td>□</td>
</tr>
<tr>
<td>Close, but do not lock doors as you clear office and classroom areas</td>
<td>□</td>
</tr>
</tbody>
</table>
| Count the number of staff and students presently in the office/department/classroom so that an accurate count can be made at the assembly area | Number of Staff ____________  
Number of Students __________ |
| Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. | Was Anyone Left in the Building?  
Yes/No  
If so,  
___________________________ Name and Location  
___________________________ Name and Location |
| Once at the designated gathering assembly area, account for the number of staff and students that were in the office/department/classroom | Number of Staff ____________  
Number of Students __________ |
| Inform Building Marshal of the evacuation status. Include persons who may be missing, the location of persons with disabilities, and/or to answer questions with regards to the nature of the emergency. | Anyone Missing? Yes/No  
If so, who? ____________________ Name |
| Note any hazardous conditions such as structural damage, falling hazards, or hazardous spills and report to the Building Warden. |          |

Give completed form to Building Marshal

Building Marshal: Provide status update to Incident Commander or Search & Rescue Team and notify the Operations Section Chief if items indicated in the form need to be reviewed during briefing.
Earthquake

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

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

Inside Building

- “Duck and Cover” (Drop, Cover, Hold)
- Stay away from windows, overhead fixtures and falling items
- Crouch under solid cover; desk, table or doorway
- Cover head with arms and protect face
- Remain calm
- Avoid exposed wires, pipes or other hazards
- Assess the situation when shaking has stopped
- Evacuate quickly and calmly to predetermined areas
- Take note of absent/injured and assist as directed
- If trained, disconnect electrical controls and turn off gas, if safely possible

Outside Building

- Move away from structures and power lines
- Expect aftershocks
- Report to predetermined assembly areas, if possible
- Do not enter buildings until appropriate personnel has declared it safe

KEEP CLEAR OF BUILDINGS UNTIL THEY ARE DECLARED SAFE
BE PREPARED TO BE SELF SUFFICIENT FOR 48 HOURS OR MORE!
Fire, Smoke & Explosion

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

- Evacuate area according to posted evacuation or alternate routes. Shut doors.
- Pull Fire Alarm and/or call PSS at (510) 436-7236
- Provide exact location of fire at address
- Site Incident Commander meets response personnel and assured fire lanes are clear.
- Extinguish small fires, if safe. Keep all students and staff away from the area.
- Assemble in a predetermined assembly area.
- Keep clear of building until directed by authorities.
- Leave fire scene undisturbed. This is essential for investigators.
The purpose of this plan is to minimize hazards to employees, public health or the environment from any unplanned, sudden or non-sudden release of hazardous materials, or waste. The plan is designed to set procedure for reporting all releases or threatened releases of hazardous materials.

A specific plan is on file with the Oakland Fire Department. It specifies information regarding all hazardous materials. The Oakland Office of Emergency Services is to be notified immediately (see hazardous materials business plan) regarding all releases or threatened releases of hazardous materials.

- BE CAUTIOUS! Do not attempt to smell, touch or taste any material.
- If possible, use sign and/or barricade to isolate the area
- Activate the Incident Command System
- Assess potential hazards before acting
- Determine whether students/staff should evacuate
- Evacuate and close the door
- If the release cannot be contained in the area, activate the nearest fire pull alarm station
- When signaled, move calmly and orderly to the predetermined shelter-in-place assembly area
- Tape windows and doors
- If the spill is limited to ground contamination, barricade area and keep people away
- If evacuation is ordered, move quickly and calmly to minimize exposure
- Administer first aid as necessary
- Do not return to contaminated site until directed by authorities

*Minor spill of known chemical:* Consult Material Safety Data Sheet (MSDS) for instructions.
Utility Failure

To assist the Peralta Community College District's Maintenance personnel in dealing with a major utility failures.

Power Failure

Gas
- If you smell gas, evacuate and call 466-7236 or 911
- Evacuate the area far upwind from the gas leak
- Do not turn on any electrical equipment or light switches
- Call General Services at 466-7341

Electrical Failure
- Unplug sensitive equipment, if not connected to a surge protector
- Disconnect hazardous equipment
- After a power surge, check elevators for trapped individuals and call 466-7236 or 911
- Do not touch or move any power lines
- Contact General Services at 466-7341

Telephone Failure

- Use nearest operational phone (cell phone, pay phone) to contact General Services at 466-7341

Water/Restroom Disruption

- Do not use water and/or toilet facilities
- Call General Services at 466-7341
EMERGENCY RESPONSE AND DISASTER PLAN

Bomb Threat

Bomb threats usually occur by telephone. Remain calm and get as much information as possible. Use the following checklist:

BOMB THREAT CHECKLIST

Time Call Received: ________________________________________
Exact Words of Person Making Threat: ________________________________________

Questions to Ask:
1. Where is the bomb going to explode? ________________________________
2. Where is it right now? ____________________________________________
3. What does it look like? ____________________________________________
4. What kind of bomb is it? __________________________________________
5. What will cause it to explode? ______________________________________
6. Did you place the bomb? __________________________________________
7. Why did you place the bomb? ________________________________________
8. What is your name? ________________________________________________
9. What is your address? ______________________________________________
10. Sex of Caller ___________ Age _______ Accent (if any) ____________
11. Length of call ____________________________________________________

Caller’s Voice:
☐ Calm       ☐ Laughing   ☐ Lisp       ☐ Distinguished ☐ Slow
☐ Angry      ☐ Crying     ☐ Raspy      ☐ Accent     ☐ Distinct
☐ Excited    ☐ Normal     ☐ Deep       ☐ Familiar   ☐ Ragged

If familiar, whom did it sound like? ______________________________________

☐ Rapid       ☐ Slurred    ☐ Clearing Throat
☐ Soft        ☐ Nasal      ☐ Deep Breathing
☐ Loud        ☐ Stutter    ☐ Cracking Voice

Background Sounds:
☐ Laughing    ☐ Street Noise ☐ House Noise ☐ Clear
☐ Crockery    ☐ Motor      ☐ Static      ☐ Other _________________________
☐ Voices      ☐ Office Machines ☐ Local Call ☐ Long Distance Call
☐ Music       ☐ Animal Sounds ☐ Jet Engines ☐ Phone Booth
☐ PA System   ☐ Factory or industrial noises

Threat Language:
☐ Educate     ☐ Foul, Abusive ☐ Incoherent/irrational
☐ Message read by threat maker ☐ Taped Message
EMERGENCY RESPONSE AND DISASTER PLAN

Shooting/Sniper/Violent Armed Individual on Campus

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

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

- If you are confronted while sitting in a classroom, immediately fall to the floor.
- If you are walking down a hallway, move around a corner and look for an open door in which to hide.
- When outdoors, get behind a tree and don’t leave until the police tell you it is okay.
- In a parking lot, get down behind the engine area of a car near the front wheel.
- Close and lock, if possible, all doors leading to where you are hiding.
- If in a classroom or office is equipped with curtains or shades, close them.
- Special precautions must be taken to ensure that persons who are hearing impaired are notified and persons with disabilities are assisted as appropriate.
- Evacuate calmly and quickly only after being directed to do so by Police or authorities.

Use a telephone to call PPS at 7236 or 466-7236 or 911 and report the situation. Be prepared to provide the following information:

1. Your name
2. Location, give exact building and room number
3. Describe the suspect(s): race, clothing, direction of travel, vehicles, firearms or weapons
4. Where is the suspect(s) and where are they headed
5. Condition and number of hostages
6. Injuries to yourself and others around you
7. Information or demands supplied or made by suspects
Civil Unrest

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

Background

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

Concept

The primary considerations in civil disorder are to protect the lives and property of employees.

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

If possible, Duck and Cover under a desk or table.

When an airplane crash occurs and the impact scatters debris into a room, students and staff should immediately crawl under their desk.

The school’s Business Officer will call the local fire department or other emergency agencies.

Assist any injured requiring first aid treatment.

When the initial phase of the crash has ended, students and staff should evacuate the building by following the normal evacuations procedures. If normal evacuations routes are blocked, alternate routes should be used.

Assist any persons who have physical problems evacuating the building.

When outside the building, each class moves quickly to a pre-designated location near the school. The meeting area should be at least 300 feet from the structure and out of the way of the fire department.

Faculty shall maintain control over the students for which he or she is responsible.

The school’s Business Officer will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings. Keep fire lanes, streets and walkways open for emergency responders.

The Incident Commander will follow the pre-established Merritt College communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Stay in assembly area and account for all personnel and students.

Do not return to buildings until authorized by the fire department or Incident Commander.
Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the College President.

The College President or College President’s designee should notify law enforcement authorities immediately.

As necessary alert all site employees of the situation.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors
- Keep students inside and take roll
- Close and secure all doors and windows
- Ensure that the HVAC is shut down
- Cover vents with plastic or thick paper using tape to create a seal
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal
- Remain in this area until notified to leave by the College President, College President’s designee or officers of emergency response agencies
- Immediately report any injuries or illnesses to the College President, College President’s designee or officers of emergency response agencies
Biological/Chemical Weapons Assault (Continued)

If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors
- Keep students inside and take roll
- Close and secure all doors and windows
- Ensure that the HVAC is shut down
- Cover vents with plastic or thick paper using tape to create a seal
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal
- Remain in this area until notified to leave by the College President, College President’s designee or officers of emergency response agencies
- Immediately report any injuries or illnesses to the College President, College President’s designee or officers of emergency response agencies

If the agent is delivered via dispersion device that is indoor:

- All staff and students should be evacuated to the school’s normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the College President, College President’s designee or officers of emergency response agencies
- The HVAC system should be shut down

If the agent is delivered via the school’s HVAC system:

- All staff and students should be evacuated to the school’s normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the College President, College President’s designee or officers of emergency response agencies
- The HVAC system should be shut down

In any situation involving biological or chemical weapons the College President and staff must follow all instructions given by officers of emergency response agencies. The Merritt College ICP will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.
EMERGENCY RESPONSE AND DISASTER PLAN

Flood

If a flood warning is received by Merritt College, notify the Chancellor/College President immediately.

If a major flood warning is received at the District Office, the District EOC should be activated. Depending upon the severity of the flood warning or actual flood the principal should review the following safety recommendations.

The Incident Commander will follow the pre-established Merritt College communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Determine if the flow or pool of water is increasing in size near any classroom, assembly, or evacuation area. If so, consider moving classroom, assembly, or evacuation area to an alternate area.

Safe shelter should be maintained throughout the flood period.

Evacuation of specific schools, facilities or areas will be directed by the Merritt College ICP in coordination with SEMS.
Medical Emergency

Severely Ill/Injured - Life Threatening
1. Call the Peralta Police Services at (510) 466-7236
2. Say “This is a Medical Emergency – Call 911”
3. Give your name and phone number
4. Give the exact location of the victim – Building and Room Number
5. Describe the person’s condition
   - Approximate age
   - Conscious or not (If able, check for breathing and heart beat)
   - Bleeding or not
   - In pain or not
     If possible, send someone to flag down fire/ambulance and direct them to the scene
6. Do not hang up until told to do so
7. Do not move the person, unless the person is in danger
8. Remain with the person until help arrives

Serious, but Not Life Threatening
1. Call the Peralta Police Services at (510) 466-7236
2. Say “This is not a life threatening emergency, but assistance is needed at the scene”
3. Give your name and phone number
4. Give the exact location of the victim – Building and Room Number
5. Describe the person’s condition
   - Approximate age
   - Symptoms
     - what does the person tell you and what can you observe
5. If needed, send someone to flag down fire/ambulance and direct them to the scene
6. Do not hang up until told to do so
7. Do not move the person, unless the person is in danger
8. Remain with the person until help arrives

Other Emergencies
1. Call the Peralta Police Services at (510) 466-7236
2. Maintain your own safety and the safety of others
3. Describe the situation
   - Give the exact location of the emergency situation
   - Describe the individuals involved
   - Are weapons involved
   - Is a car involved, if so describe the car and obtain the license plate number if possible
4. Give your name and telephone number
5. Stay on the line until the police dispatcher tells you it is okay to hang up
6. Stay on the scene to provide information to the Police Department and/or Merritt College Administrators
Medical Emergency (Continued)

1. **WHENEVER IN DOUBT ABOUT THE SERIOUSNESS OF THE INCIDENT CALL THE PERALTA POLICE SERVICES AT (510) 466-7236**

2. **AVOID DIRECT CONTACT WITH A PERSON’S BLOOD OR BODY FLUIDS. IF EXPOSED: IMMEDIATELY WASH PART EXPOSED WITH SOAP AND WATER. THEN REPORT EXPOSURE TO THE DISTRICT RISK MANAGEMENT OFFICE AT (510) 466-7247.**

3. **CALL THE CUSTODIAL DEPARTMENT AT (510) 466-7348 IF BLOOD OR BODILY FLUIDS ARE PRESENT TO ISOLATE THE AREA AND CLEAN ANY EXPOSED SURFACES IMMEDIATELY**
EMERGENCY RESPONSE AND DISASTER PLAN

Suspicious Mail/Package

Handling Mail

• Wash your hands with warm soapy water
• Do not eat, drink or smoke around mail
• If you have open cuts or skin lesions on your hands, disposal latex gloves should be used
• Surgical masks, eye protection, gowns are NOT necessary

What to do with suspicious mail (general response):

• Do not try to open the package or envelope.
• Do not sniff, taste or shake the package.
• Isolate the package.
• Evacuate the immediate area; close the door.
• Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

• Do not open an envelope or package with powder on the outside.
• If powder is spilled from an envelope or package, do not try to clean up the powder.
• Cover the spilled contents immediately with anything (clothing, paper, trash can).
• Do not remove this cover.
• Leave the room and close the door or otherwise prevent access to the room.
• Wash your hands with soap and hot water.
• Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
• Notify your supervisor.
• Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (415-778-5800).
• Supervisor should notify the District Chancellor's Office.
• Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
• Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
• Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
• Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
• If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.
Tsunami

Tsunamis are ocean waves produced by earthquakes or underwater landslides. A Tsunami is a series of waves that can travel at speeds averaging 450-600 miles per hours in the open ocean. Unusual wave heights have been known to be over 100 feet high; however, waves that are 10 to 20 feet high can be very destructive and cause many deaths and injuries.

The West Coast/Alaska Tsunami Warning Center (WC/ATWC) is responsible for warnings in California. The Pacific Tsunami Warning Center (PTWC) is responsible for providing warnings within the Pacific basin. The WC/ATWC and PTWC may issue the following bulletins:

WARNING: A tsunami was or may be generated, which could cause damage; therefore people in the warned area are strongly advised to evacuate.

WATCH: A tsunami was or may be generated, but is at least two hours travel time to the area in watch status. Local officials should prepare for possible evacuation if their area is upgraded to a warning.

ADVISORY: An earthquake has occurred in the Pacific basin, which might generate a tsunami. WC/ATWC and PTWC will issue hourly bulletins advising of the situation.

What to Do When a Tsunami Warning Is Issued

- Listen to NOAA Weather Radio, Coast Guard emergency frequency station, or other reliable source for updated emergency information.
- If you hear an official Tsunami warning or detect signs of a tsunami, evacuate at once.
- Get to higher ground as far inland as possible

What to Do After a Tsunami

- Help injured or trapped persons
- Use the telephone for emergency calls only
- Stay out the building if water remains around it
- When re-entering buildings or homes
  - Wear sturdy shoes
  - Use battery powered lanterns or flashlights
  - Examine walls, doors, staircases and windows
  - Inspect foundations for cracks or other damage
  - Look for fire hazards
  - Check for gas leaks
  - Look for electrical system damage
  - Check for sewage and water line damage
  - Watch out for animals, especially poisonous snakes
Pandemic

THIS SECTION IS UNDER DEVELOPMENT
SECTION IV

APPENDIX
**APPENDIX I**

**Emergency Call List (Key Personnel)**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>WORK NUMBER</th>
<th>EMERGENCY CONTACT NUMBER</th>
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</thead>
<tbody>
<tr>
<td><strong>INCIDENT COMMAND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Adams</td>
<td>Incident Commander</td>
<td>(510) 436-2501</td>
<td></td>
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<tr>
<td></td>
<td>Back Up – Incident Commander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rona Young</td>
<td>Public Information Officer</td>
<td>(510) 436-2419</td>
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<tr>
<td></td>
<td>Back Up – PIO</td>
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<tr>
<td></td>
<td>Risk Manager</td>
<td></td>
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</tr>
<tr>
<td>Lt. Eric Gulseth</td>
<td>Safety &amp; Security</td>
<td>(510) 466-7236</td>
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<tr>
<td></td>
<td>Back Up – Risk Manager</td>
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<tr>
<td></td>
<td>Agency Liaison</td>
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<tr>
<td><strong>OPERATIONS</strong></td>
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</tr>
<tr>
<td>Carmen Jordan-Cox</td>
<td>Operations Leader</td>
<td>(510) 436-2478</td>
<td></td>
</tr>
<tr>
<td>Molly Sealund</td>
<td>Back up – Operations Leader</td>
<td>(510) 436-2418</td>
<td></td>
</tr>
<tr>
<td>Maurice Compton</td>
<td>Assistant Operations Chief</td>
<td>(510) 436-2520</td>
<td></td>
</tr>
<tr>
<td>Collis Carkhum</td>
<td>Back Up – Asst. Operations Chief</td>
<td>(510) 436-2540</td>
<td></td>
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<tr>
<td>Peralta Police Services</td>
<td>Safety and Security</td>
<td>(510) 466-7236</td>
<td></td>
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<tr>
<td></td>
<td>Back up – Safety &amp; Security</td>
<td>(510) 466-7236</td>
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<tr>
<td><strong>PLANNING</strong></td>
<td></td>
<td></td>
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<tr>
<td>Linda Berry</td>
<td>Planning Leader</td>
<td>(510) 436-2411</td>
<td></td>
</tr>
<tr>
<td>Steve Pantell</td>
<td>Back up – Planning Leader</td>
<td>(510) 436-2573</td>
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<tr>
<td>Tom Branca</td>
<td>Situation Status</td>
<td>(510) 436-2418</td>
<td></td>
</tr>
<tr>
<td>Stacy Thompson</td>
<td>Back up – Situation Status</td>
<td>(510) 436-2524</td>
<td></td>
</tr>
<tr>
<td>June Harding</td>
<td>Documentation</td>
<td>(510) 436-2692</td>
<td></td>
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<tr>
<td>Cheryl Davis</td>
<td>Back up – Documentation</td>
<td>(510) 436-2566</td>
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<tr>
<td><strong>LOGISTICS</strong></td>
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<tr>
<td>James Harding</td>
<td>Logistics Leader</td>
<td>(510) 436-2552</td>
<td></td>
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<tr>
<td>Felix Smith</td>
<td>Back up – Logistics Leader</td>
<td>(510) 436-2525</td>
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<tr>
<td>Anthony Powell</td>
<td>Logistics Staffing</td>
<td>(510) 436-2585</td>
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<tr>
<td>Judy Bryson</td>
<td>Back up – Logistics Staffing</td>
<td>(510) 436-2416</td>
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<tr>
<td>Leanna Lawson</td>
<td>Communications</td>
<td>(510) 436-2653</td>
<td></td>
</tr>
<tr>
<td>Walter Johnson</td>
<td>Back up – Communications</td>
<td>(510) 436-2551</td>
<td></td>
</tr>
<tr>
<td>Robert Smith</td>
<td>Supplies &amp; Resources</td>
<td>(510) 436-2525</td>
<td></td>
</tr>
<tr>
<td>Steve Morris</td>
<td>Back up – Supplies &amp; Resources</td>
<td>(510) 436-2665</td>
<td></td>
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<tr>
<td><strong>FINANCE</strong></td>
<td></td>
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</tr>
<tr>
<td>Jacquelin Bell</td>
<td>Finance Leader</td>
<td>(510) 434-3891</td>
<td></td>
</tr>
<tr>
<td>Roger Toliver</td>
<td>Back up – Finance Leader</td>
<td>(510) 436-2406</td>
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<tr>
<td>Pamela Price</td>
<td>Contract Management</td>
<td>(510) 434-3487</td>
<td></td>
</tr>
<tr>
<td>Alice Freeman</td>
<td>Back up – Contract Management</td>
<td>(510) 436-2467</td>
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<tr>
<td>Charlotte Victorian</td>
<td>Payroll</td>
<td>(510) 436-2402</td>
<td></td>
</tr>
<tr>
<td>Sadie Bradley</td>
<td>Back up – Payroll</td>
<td>(510) 436-2693</td>
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<tr>
<td></td>
<td>Compensation and Claims</td>
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<tr>
<td></td>
<td>Back up – Compensation &amp; Claims</td>
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</tbody>
</table>

*NOTE: It is the responsibility of the Risk Manager to maintain a current listing of the personal contact information for each of the persons identified above. A copy of this information shall be kept discretely in the ICP and at police department dispatch.*
APPENDIX II
Response Materials Located at ICP

Administrative Supplies
1. Clipboards, paper, forms
2. Pens, pencils, markers
3. Scissors, tape, masking tape
4. I.D. Vests
5. Whistles
6. Bull Horns
7. Extra radios and cell phones
8. Batteries

Search and Rescue Supplies
1. Flashlights
2. Pencil, Markers, Chalk
3. Building Tags
4. Caution Tape, Keep Out signs
5. Note Pads
6. Hard Hats
7. Goggles
8. Heavy Duty Gloves
9. Dust Masks
10. Duct Tape
11. Pry Bars
12. First Aid Kit
13. Shovel
14. Fire Ax
15. Body Bags

Hazard Recognition and Control Supplies
1. Emergency Response Plan
2. ID Vests
3. Clipboards
4. Pens, Pencils, Markers
5. Flashlights
6. Hard Hats
7. Goggles
8. Gloves
9. Dust Masks
10. First Aid Kit
11. Caution Tape, Keep Out signs
12. Utility Shutoff Tools
13. Traffic Cones
Medical Supplies
1. Forms (logs, care forms, etc.)
2. Field medical guides
3. Tarps, ground cover
4. Medical Supplies (See Exhibit VIII)
5. Gloves, latex free
6. Heavy Duty Rubber Gloves
7. Goggles
8. Cots, Blankets
9. Backboards

Care and Shelter Supplies
1. Food
2. Water
3. Traffic Cones
4. Cots and Blankets

Sanitation Supplies
1. Portable Toilet, Urinal Buckets
2. Toilet Paper
3. Bucket Liners, Toilet Bags
4. Shovels
5. Bleach
6. Heavy Duty Gloves
7. Disposable non-latex gloves
8. Sanitizer, Hand Wash
9. Sanitary Napkins
APPENDIX III
First Aid/Medical Supplies

Recommended First Aid Supplies – taken from the Office of Emergency Services, School Emergency Response Booklet

1. 4x4 compress: 1000 per 500 students
2. 8x10 compress: 150 per 500 students
3. Kerlix bandages: 1 per student
4. Ace wrap:
   a. 2-inch: 12
   b. 4-inch: 12
5. Triangular Bandage: 24
6. Cardboard Splints: 24 each, sm, med, lg
7. Steri strips or butterfly bandages: 50
8. Aqua Blox(water) cases: 0.016 x students + staff = # of cases (for flushing wounds)
9. Neosporin: 144 squeeze packs
10. Hydrogen Peroxide: 10 pints
11. Bleach: 1 small bottle
12. Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
13. Scissors: 4
14. Tweezers: 3
15. Triage Tags: 50 per 500 students
16. Latex gloves: 100 per 500 students
17. Oval eye patch: 50
18. Tape:
   a. 1”: 50 rolls
   b. 2”: 24 rolls
19. Dust Masks: 25 per 100 students
20. Disposable Blanket: 10 per 100 students
21. First Aid books: 2 Standard and 2 Advanced
22. Space Blankets: 1 per student + staff
23. Heavy Duty Rubber Gloves: 4 pair
# APPENDIX IV

## Outside Resource Contacts

(Include address, phone #'s, fax #'s, ICP location, contact person, additional contact information, radio, email, etc.)

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CONTACT PERSON</th>
<th>ADDRESS</th>
<th>CONTACT PERSON</th>
<th>ADDRESS</th>
<th>CONTACT PERSON</th>
<th>ADDRESS</th>
<th>CONTACT PERSON</th>
</tr>
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<tbody>
<tr>
<td>Alameda County Sheriff's O.E.S. 4985 Broder Blvd. Dublin, CA 94568</td>
<td>Rocky Medeiros 925/803-7800 (Telephone) 925/803-7878 (Fax)</td>
<td>State OES/Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612</td>
<td></td>
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</tr>
<tr>
<td>City of Alameda O.E.S. 950 Mall Square, Ste 150 Alameda, CA 94501</td>
<td>Rick Zombeck Alameda Fire Department <a href="mailto:rzombeck@alamedafire.com">rzombeck@alamedafire.com</a> 510/337-2130 (Telephone) 510/749-9170 (Fax)</td>
<td>City of Berkeley O.E.S. 997 Cedar Street Berkeley, CA 94710</td>
<td>Jim Polk 510/644-8736 ext 229 (Telephone) 510/644-8696 (Fax)</td>
<td>Dory Ehrlich <a href="mailto:Jip1@ci.berkeley.ca.us">Jip1@ci.berkeley.ca.us</a> <a href="mailto:Doel@ci.berkeley.ca.us">Doel@ci.berkeley.ca.us</a> 510/238-3938 (Telephone) 510/238-7761 (Fax)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Oakland O.E.S. 1605 Martin Luther King Jr. Way Oakland, CA 94612</td>
<td>Renee Domingo <a href="mailto:radomingo@oaklandnet.com">radomingo@oaklandnet.com</a> 510/238-3938 (Telephone) 510/238-7761 (Fax)</td>
<td>Alameda County Office of Education 313 W. Winton Avenue Hayward, CA 94544</td>
<td>Tom McGann <a href="mailto:tommcgann@alameda-coe.k12.ca.us">tommcgann@alameda-coe.k12.ca.us</a> 510/670-4150 (Telephone) 510/670-4146 (Fax)</td>
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<td>BART 1330 Broadway, Suite 1530 Oakland, CA 94612</td>
<td>Len Hardy <a href="mailto:lhardy@bart.gov">lhardy@bart.gov</a> 510/874-7426 (Telephone) 510/464-7552 (Fax)</td>
<td>American Red Cross 8901 Broadway Oakland, CA 94611</td>
<td>Dennis Jennings <a href="mailto:Mallry44@aol.com">Mallry44@aol.com</a> 510/595-4400 (Telephone) 510/595-4440 (Fax)</td>
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<td>Salvation Army 3021 Fairview Alameda, CA 94501</td>
<td>Judge George McDonald 510/522-6963 510/865-7904 510/522-5995</td>
<td>Collaborating Agencies Responding to Disasters (CARD) 1736 Franklin Street, Suite 450 Oakland, CA 94611</td>
<td>Ann Marie Jones <a href="mailto:AML@firstvictims.org">AML@firstvictims.org</a> 510/451-3140 (Telephone) 510/451-3144 (Fax)</td>
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<td>East Bay Municipal Utility District 375 Eleventh Street Oakland, CA 94607</td>
<td>Ray Riordan <a href="mailto:rrriordan@ebmud.com">rrriordan@ebmud.com</a> 510/835-3000 (Telephone) 510/287-0560 (Fax)</td>
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<td>SBC Pacific Bell 4747 Feather River, Room 106 Stockton, CA 95367</td>
<td>Polly McKinley <a href="mailto:IM2713@sbc.com">IM2713@sbc.com</a> 916/977-7777 (Telephone) 916/473-4674 (Fax)</td>
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APPENDIX V
Site Map
APPENDIX VI
Red Cross and the Peralta Community College District Agreement
(Under Development)
APPENDIX VII
Protocol for Clearing Searched Areas
APPENDIX VIII
Protocol for Handling Injured Staff and Students
APPENDIX IX
Checklist for Building Evacuation

Under no circumstances is staff expected to place themselves in danger during a fire or other emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place the staff at greater risk to their personal safety. Duties and responsibilities are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announce Evacuation to Staff and/or Students</td>
<td>□</td>
</tr>
<tr>
<td>Provide clear instruction as to the designated evacuation route and the assembly area</td>
<td>□</td>
</tr>
<tr>
<td>Check all classrooms, offices, storage rooms, common areas and restrooms</td>
<td>□</td>
</tr>
<tr>
<td>Close, but do not lock doors as you clear office and classroom areas</td>
<td>□</td>
</tr>
<tr>
<td>Count the number of staff and students presently in the office/department/classroom so that an accurate count can be made at the assembly area</td>
<td>Number of Staff _________  Number of Students _________</td>
</tr>
<tr>
<td>Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury.</td>
<td>Was Anyone Left in the Building?  Yes/No  If so,  __________________________ Name and Location  __________________________ Name and Location</td>
</tr>
<tr>
<td>• The person with disability is the person to determine the amount of assistance they require.</td>
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</tr>
<tr>
<td>• Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders.</td>
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<tr>
<td>• If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify Building Marshal and/or the emergency responders of the location of the person with disability.</td>
<td></td>
</tr>
<tr>
<td>Once at the designated gathering assembly area, account for the number of staff and students that were in the office/department/classroom</td>
<td>Number of Staff __________  Number of Students __________</td>
</tr>
<tr>
<td>Anyone Missing? Yes/No  If so, who?  __________________________ Name</td>
<td></td>
</tr>
<tr>
<td>Inform Building Marshal of the evacuation status. Include persons who may be missing, the location of persons with disabilities, and/or to answer questions with regards to the nature of the emergency.</td>
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<tr>
<td>Note any hazardous conditions such as structural damage, falling hazards, or hazardous spills and report to the Building Warden.</td>
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</tr>
</tbody>
</table>

Give completed form to Building Marshal
Building Marshal: Provide status update to Incident Commander or Search & Rescue Team and notify the Operations Section Chief if items indicated in the form need to be reviewed during briefing.
APPENDIX X
Protocol for Evacuation of Students and Employees with Disabilities

Policy Statement

The Peralta Community College District expresses its commitment to provide the same level of service and safety to all employees, clients and visitors. We have given conscious consideration and have taken deliberate action to address the diverse needs of our employees and the public we serve. This emergency plan represents an effort to provide the same level of safety to people with disabilities as to those without a disability by providing guidance on how to assist people with disabilities during emergencies.

The Peralta Community College District will provide information and training on emergency evacuation procedures for disabled students and employees. The Director of Risk Management will assume the overall responsibility for updating policy and procedures, for training, and for practice. The coordinator of DSPS will be responsible for insuring that students are made aware of the necessity of identifying themselves if assistance during an evacuation will be needed.

Procedure

1. The DSPS coordinator will provide information so that students needing assistance during evacuation will identify themselves.
2. As part of the New Employee orientation, all employees needing assistance will identify themselves to the College or District Safety Officer.
3. Once identified, these students/employees will be provided with the following:
   a. Evacuation routes and location of posted evacuation routes
   b. Information regarding evacuation procedures at the Peralta Community College District
   c. Emergency forms to provide contact information and information about any special needs.
   d. The attached document Evacuation Information for All Disabled Students/Employees will be made available to all disabled students/employees.
4. Attached are guidelines for non-disabled students/employees who will assist during an emergency evacuation. The document Guidelines for all Employees: Assisting During Evacuation Procedures will be distributed annually to all employees.
5. All employees are mandated to participate in one training or drill per year regarding evacuation procedures.
Protocol for Evacuation of Students and Employees with Disabilities (Continued)

EVACUATION INFORMATION FOR ALL DISABLED STUDENTS/EMPLOYEES

Preparation Instructions for All Disabled Students/Employees:

1. Be familiar with all Peralta Community College District emergency evacuation procedures. These guidelines can be found ______________ Please note that these guidelines are in addition to all other emergency evacuation advice for all individuals.
2. Memorize the best evacuation routes for the buildings you will be using. These evacuation routes are posted in the following locations:
3. Convey your personal emergency evacuation needs in writing to the security office, your instructor, classmate, supervisor, or co-worker at the beginning of each semester.
4. Establish a buddy system and alternate for each class or working area. Instruct these buddies on how to assist you in the event of an emergency. Some persons may need two buddies.
5. Persons who are deaf may wish to prepare a written card requesting non-verbal emergency assistance and guidance (in writing or gesture).
6. Persons using a power wheelchair will schedule battery recharging on a regular basis before leaving home.
7. Provide contact information for accessible transportation services should personal vehicles be inaccessible.
8. Exchange keys with your attendant or responsible party on campus so they can access your residence.
9. Those persons who cannot speak loudly to call for help should carry a whistle or other noisemaker.
10. If you are blind or low-vision, learn the location of the exits in advance.
11. If you have a personal attendant, family member or friend who cares for you, make arrangements before an emergency for her to check on you immediately after an emergency.
12. Make copies of your health information, evacuation plans and other emergency documents and give them to your attendant, family member or friend.
13. Have in place a plan of how to contact significant others in an emergency. Telephones may not be functioning, so devise a back up.
14. Notify your support network when you go out of town or off campus for any extended period and when you plan to return. Have them do the same to you should they leave.

In An Emergency:

1. Use the Emergency Buddy System you have set up ahead of time.
2. In the case of a power outage during daylight and you are on the second floor you may choose to wait near a window where there is natural light and access to a working telephone. Be sure to inform others leaving the building of your decision and ask them to inform the Security Office of your location.
3. If there is a power outage and an evacuation has been ordered, or if the outage occurs at night, call Peralta Police at 7236 from a campus phone to request evacuation assistance.
4. If assistance is not immediately available and you cannot exit the building you should remain calm and move to the safest area possible such as an enclosed stairwell, the elevator lobby, or an office with the door shut which is a good distance from the hazard and away from falling debris. Rescue personnel will first check all exit corridors and stairwells for those trapped.
5. Continue to call for help or use a whistle or noisemaker until rescued.
Protocol for Evacuation of Students and Employees with Disabilities (Continued)

Give Information On How To Best Assist You:

1. Give clear requests for assistance (verbally or in writing) and explicit directions on how you want assistance.

2. Practice giving these instruction clearly and quickly. Examples:
   a. Take my medication from top drawer of desk by window
   b. Take my communication device from that table. I am hard of hearing
   c. Take my manual wheelchair
   d. The traditional “firefighters carry” is hazardous to me because of my respiratory condition. Carry me by …
   e. I can manage steps independently, carry my other crutch and walk in front of me
   f. I am blind, let me take your left arm above the elbow and I’ll follow you out
   g. I need to hang on to you. I have poor balance, but can walk steps

3. Consider carry-with-you preprinted message cards. Customize the message for yourself, such as
   h. I am deaf, do not speak. I use American Sign Language. Use gestures or write instructions using simple words
   i. I cannot speak, but hear and understand. I communicate using an augmentative communication device. I can point to simple pictures or key words, you will find a communication sheet in my wallet
   j. I may have difficulty understanding what you are telling me, so speak slowly and use simple words
   k. I have a psychiatric disability. In an emergency I may become confused. Help me find a quiet corner and I should be fine in about 10 minutes
   l. I have a panic condition. If I panic and appear anxious, speak to me calmly and slowly. Be patient. Ask me if I need my medication and I will direct you. Please stay with me until I calm down
   m. Diesel exhaust can kill me. Do not put me in or near idling emergency vehicles
Protocol for Evacuation of Students and Employees with Disabilities (Continued)

GUIDELINES FOR EMPLOYEES ASSISTING WITH EVACUATION PROCEDURES

General Guidelines:

1. Always ASK how you can help BEFORE attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person.
2. Notify police or fire personnel immediately about persons remaining in the building and their locations.

Evacuating A Person With Limited Mobility:

1. Attempt a rescue evacuation ONLY if you have had rescue training unless the situation is life threatening. Some persons may have such minimal mobility that lifting them may be dangerous. See following Training for Evacuating Persons who are Non-Ambulatory.
2. Help clear the exit route of debris so the floor is clear for wheelchairs or persons using other mobility aides.
3. Be sure the person has crutches, canes, walkers or other mobility devices with them.

Evacuation Persons Who Are Non-Ambulatory:

1. When evacuating always ask what method of assistance the person prefers.
2. Not all persons can be removed from their wheelchairs and carried safely.
3. Person may have a physical condition that contraindicates lifting such as heart conditions or back problems or other severe physical complications.
4. Non-ambulatory persons frequently have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously in danger.
5. Persons with chronic pain, catheter leg bags, fragility, or braces may not be able to extend or move extremities.

Transferring A Person Out Of A Wheelchair:

1. Check that the individual is not at risk when transferred or carried.
2. Note the location of the wheelchair and upon exiting the building immediately inform the Security Office of the location of the wheelchair so they can retrieve it. The wheelchair is essential to the person's mobility and safety.
3. Use a two-person chair carry when the two assistants link arms to form a backrest and grip wrists to form a seat.
4. Semi-ambulatory person may lean against assistants back while assistant holds both persons arms over assistant's shoulders. The assistant leans forward slightly to take most of the person's weight.
Protocol for Evacuation of Students and Employees with Disabilities (Continued)

5. Two assistants carry person by extremities. One assistant stands behind and wraps arms around person's chest under person's arms. Second assistant stands facing away from the person between their legs and lifts person's legs under knees.

Moving a Person in a Wheelchair Down a Flight of Stairs:

1. If the person is to be moved in their wheelchair it is desirable to have a minimum of two assisting persons, with four assisting persons preferred for adults with heavy wheelchairs.
2. Secure the wheelchair seatbelt.
3. The wheelchair battery may have to be removed.
4. The strongest person(s) should be placed at the back of the chair and will grip the chair handles.
5. The other assisting person(s) will note what parts of the chair are removable such as wheels, arm rests, footplates so they do NOT lift the chair by those parts. They will grip the front seat frame or non-removable leg rests.
6. Always keep the wheelchair facing away from the stairs
7. ROLL the wheelchair up or down the stairs. Do NOT carry as this may cause back trouble for the assistant. Let the wheelchair carry the weight.
8. Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far as this could cause the assistant to lose balance and pitch forward.

Moving a Person in a Wheelchair Over a Curb or Single Step:

1. Secure the wheelchair seatbelt.
2. Just before reaching the edge of the curb or the step turn the wheelchair around so that it is facing away from the edge. You will back the wheelchair down.
3. The assistant will hold tightly to the handles and slowly back the wheelchair so the rear wheels roll down the edge. The assistant will press a hip against the back of the chair as the rear wheels slowly roll off the edge.
4. The assistant will press a foot on the anti-tipping bar as the chair is very slowly backed away from the curb. Then the front wheels are slowly lowered to the ground.
5. Turn the wheelchair around being carefully to avoid the ankles of other people passing by.

Moving a Person in a Wheelchair Over Rough Terrain:

1. Secure the wheelchair seatbelt.
2. When approaching surfaces that may cause a problem for wheels such as grates, soft lawns, pitted floors or sand turn the wheelchair around and go backwards.
3. Lift the front wheels up very slightly to put the weight of the chair on the rear wheels. Do not tilt the chair too far back.
Protocol for Evacuation of Students and Employees with Disabilities (Continued)

Evacuating a Person Who is Blind:

1. Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred and standard method when acting as a sighted guide. Do not grab a visually impaired person's arm.
2. Be sure the person brings with them all mobility aides such as white canes.
3. The individual may have a guide dog that may be disoriented. Ask the advice of the person who is blind regarding your level of assistance.
4. Give verbal directions to advise about the safest routes. Use compass directions, estimated distances and directional terms to orientate the person. As you walk describe where you are and advise of any obstacles such as overhanging objects, uneven pavements, curbs, or narrow passageways.
5. When you have reached a safe location, orient the person to where she/he is and ask if any further assistance is needed.

Evacuating a Person Who is Deaf:

When offering assistance to someone who is deaf or hard of hearing use the following guidelines:

1. Write a note stating what the emergency is and what the evacuation route is e.g. Fire: go out the rear door to parking lot.
2. Turn the room lights on and off to gain attention then indicate through hand gestures or writing on the blackboard what is happening and where to go.
APPENDIX XI
Protocol for Handling Deceased Staff and Students
APPENDIX XII
Emergency Response and Disaster Teams

1. Search and Rescue
2. Student/Staff Assembly and Accountability
3. Facilities
4. Food
5. Hazard Control
6. Medical
7. Security
8. Student Release
1. Hazard Mitigation

It is recognized that the best disaster plan is to prevent incidents from becoming disasters. As such, the District shall take all reasonable steps to mitigate classroom and workplace hazards.

a. Scope of hazard mitigation/General Services/Facilities

i. All District structures shall be regularly inspected and maintained to assure safe structural integrity and compliance with all applicable building codes. If structure defects are identified, buildings are to be promptly evacuated and remain unoccupied until repairs have been completed.

ii. Hazard mitigation utilities, including passive fire sprinkler systems, smoke detectors, fire extinguishers and hydrants, automatically closing fire doors, and alarm systems, etc., shall be regularly, and at least annually, inspected, tested, and maintained to manufactures specifications and all applicable building codes. Records of inspections and actions taken shall be archived.

iii. All reasonable efforts shall be taken to reduce non-structural hazards, such as bracing of shelving, furniture, and office equipment, shelving restraints to reduce hazards from falling items, proper labeling and storage of flammable and hazardous materials in secure, certified containers, installation of shatter-proofing window coverings, films, or coatings.

iv. Peralta Community College District (PCCD) places high priority on hazard mitigation throughout the District. As such, the Vice Chancellor of General Services and Vice Chancellor of Finance and Administration shall develop adequate budgets to fund structural and non-structural hazard mitigation projects throughout the District.

b. Hazards Survey and Recommendations/Risk Manager

i. The District Risk Manager shall regularly survey classroom and workplace environments for student and staff health and safety issues. In addition, the Risk Manager shall promptly investigate reports of unsafe conditions from students and staff.
Emergency Preparation & Logistics (Continued)

ii. Findings shall be recorded and recommendations shall be made to the site INCIDENT COMMANDER and Vice Chancellor of General Services. The complainant shall be notified of the findings, recommendations, and action plans, and kept apprised of the status of recommended actions.

2. Emergency Signage

a. PCCD shall install and maintain emergency signage throughout the District, in compliance with the Americans with Disabilities Act (ADA), the Civil Defense Act, the California Emergency Service Act, and all relevant Federal, State, and local administrative and government codes and regulation.

b. Signage shall include:

i. Emergency evacuation route maps or guides posted throughout all buildings, including all public use rooms and passageways.

ii. Campus evacuation routes and staging areas prominently posted at entrances to campuses and along walkways and parking areas, as appropriate.

iii. “Emergency Medical Procedures” and “Disaster Procedures” charts posted in all classrooms, major passageways, and office areas.

iv. Braille signage as required by the ADA.

v. Other signage and signaling devices necessary to effectively execute the Emergency Response and Disaster Plan.

c. Signage shall be under the authority of the site INCIDENT COMMANDER, with production, posting, and maintenance assigned to General Services/Facilities.

3. Staff Rosters

a. Develop employee roster information and periodic training for staff assigned to search and rescue teams

4. Supplies

a. District and campus Logistics Directors shall develop budget for and procure all supplies and contracts/MOU’s for services necessary to effectively execute the Emergency Response and Disaster Plan.
Emergency Preparation & Logistics (Continued)

b. The District shall place high priority on funding budgets and establishing procedures for the procurement of supplies and contracts.

c. Replenish resources such as first aid supplies and kits, emergency food and water supplies, etc., shall be consistent throughout the District and stocked in inventory or available on open accounts for replenishment need.

5. Training, Drills, and Exercises

a. Organization Chart

i. The INCIDENT COMMANDER shall prepare a SEMS compliant “Organization Chart,” and identify primary and secondary individuals or individual job classifications for each command role designated on the “Organization Chart.”

ii. The site INCIDENT COMMANDER shall maintain the "Organization Chart". It shall be promptly updated, as needed, to reflect changes in personnel assigned to each role.

iii. The current “Organization Chart” shall be prominently posted on employee bulletin boards or other common locations as determined by the site INCIDENT COMMANDER.

iv. A copy of the current PCCD or campus “Organization Chart” shall be distributed annually to all permanent District employees at the respective sites.

b. Training

i. Job specific training and annual refresher training for each role on the “Organization Chart” will be given, on a regular and required basis, to those responsible for its performance (but not less than annually).

ii. Scheduling of training is under the direction of the MERRITT COLLEGE INCIDENT COMMANDER and at each sites INCIDENT COMMANDER.
iii. Scope and content of job specific training will be designated by the Alameda County Office of Emergency Services and/or the Office of Emergency Services for the city in which each site is located and/or the Disaster Services Director of the American Red Cross, Bay Area Chapter.

iv. In addition, each employee shall be required to attend once a class on the “Standardized Emergency Management System (SEMS) and Incident Command System,” as provided by the Alameda Office of Emergency Services, or its equivalent.

v. In addition, all PCCD and campus administrators and any other individuals responsible for a lead position on the “Organization Chart” shall attend an “Executive SEMS,” class as provided by the Alameda Office of Emergency Services, or its equivalent.

vi. Records of all administrative and staff training, including identification of all individuals who participate, shall be documented and permanently archived, for use in SEMS site reviews and in verification of applications for reimbursement of response-related personnel costs, as required by California Government Code, Title 19. Public Safety, §2428, 2445, 2446, 2447, and 2448, and other applicable State and Federal regulations.


1. New section filed 12-1-95; operative 12-31-95 (Register 95, No. 48).

c. Drills and Exercises

i. The PCCD and campus Disaster Plans’ emergency notification, communications, and evacuation procedures shall be tested by live campus-wide drills, at least twice annually. Drills shall include an executive debriefing that will assess the simulated situation response and make recommendations for improvements to the INCIDENT COMMANDER.

ii. MERRITT COLLEGE shall actively participate in all general county- and state-wide disaster drills, table-top exercises, and full exercises, of which it is a part, conducted or sponsored by the Governor’s Office of Emergency Services, Coastal Section, or the Alameda County Office of Emergency Services, or the Alameda Office of Education. In addition, each campus shall actively participate in all city-wide drills and exercises, of which it is a part, conducted or sponsored by the Office of Emergency Services of the city in which it is primarily situated.
APPENDIX XIV
Personal Preparedness

The following survival kit items are commonly stocked for emergencies. You should keep a kit in your apartment or home and a second one in your car. A third survival kit is recommended for your office. Include as many of the following items as is practical:

- Water, a gallon or more per person if possible
- Food supplies for 3-days; utensils, cups
- Flashlight and spare batteries and bulbs
- Dust masks
- First aid supplies and soap
- Battery-powered AM/FM radio with extra batteries
- Heavy gloves, extra shoes, change of clothes
- 3-day supply of medicines, sanitary supplies
- Out-of-state emergency telephone contacts (family)
- Extra pair prescription glasses
- Blanket (wool or thermal-type), pillowcase for bandages, plastic bags
- Whistle
- Tools can include: scissors, wrench, crowbar, pliers, multi-purpose knife (such as a Swiss Army knife), and small shovel.

Key Phone Numbers

In case of emergency, family members can often best receive information from a designated relative or friend who is located out-of-state. Make a list of the person(s) your relatives and loved ones should contact to receive information about your family. Be sure to include:

- Name of contact
- Telephone number and complete address
- Name of an alternate contact
- Telephone number and complete address

If you have school-aged children, make a list that can be used to contact their schools in an emergency. Include:

- Child's name and grade
- School name
- Address
- Telephone number of school
- Contact telephone numbers for persons authorized to pick up your children
ACRONYMS:

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<tr>
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<th>Description</th>
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<td>ADA</td>
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<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<td>Memorandum of Understanding</td>
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<td>Office of Emergency Services</td>
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<td>Peralta Community College District</td>
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<td>Public Information Officer</td>
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<td>S&amp;R</td>
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<td>SEMS</td>
<td>Standardized Emergency Management System</td>
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